



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 09, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Swear in Riley County elected officials

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. Discuss Joint City/County/County Meeting
6. Discuss Intergovernmental Luncheon
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 5, 2023
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

Russel Stukey, Emergency Management Director

12. Staff Time Report for the month of December 2022 and Year end statistics for 2022

9:30 AM**Press Conference**

13. Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation - Greg McKinley and Kevin Bryant (2-3 minutes)
14. 2023 Property Valuation, thing to know - Anna Burson (5 minutes)
15. Coffee Shop Meetings (first one is January 12) and RCLA Annual Meeting (January 30) - Greg McClure (5 minutes)
16. Healthy Living Through Gardening program - Gregg Eyestone (2-3 minutes)

9:40 AM**Budget and Planning Committee - Darell Edie, Budget and Finance Officer**

17. Monthly Cash Flow Report for November 2022

9:55 AM**Amanda Webb, Planning/Special Projects Director and Darrin Hobbs, Planning Compliance Specialist**

18. Authorize Chairman to sign Community Rating System (CRS) recertification letter.

10:10 AM**John Ellermann, Public Works Director/County Engineer**

19. Public Works Project Update

10:25 AM**Anna Burson, Appraiser**

20. Request to refill the Commercial Appraiser II Position

10:40 AM**Clancy Holeman, Counselor/Director of Administrative Services**

21. Administrative Work Session
22. Pending County Projects County Counselor

11:00 AM**David Adams, EMS/Ambulance Director**

23. Construction Project Update

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 10, 2023 (JF).

The Board of County Commissioners will not be in session on Thursday, January 12th and Monday, January 16th.

The 2023 Flint Hills Regional Leaders Retreat will be held at the Hilton Garden Inn and Conference Center, 410 S. 3rd Street, Manhattan January 12th and 13th.

A Special Board of County Commissioners Meeting will be held Saturday January 14, 2023 at 9:00 a.m. in the Commission Chambers, 115 N. 4th Street.

Riley County Offices will be closed Monday, January 16th due to the observance of the Martin Luther King, Jr. Day holiday.

The Law Enforcement Agency Meeting will be held Tuesday, January 17th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz.

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.



OUTSIDE AGENCY
Proclamation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Susanne Glymour

MEETING: January 9, 2023

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 2023(DOCX)

PROCLAMATION

WHEREAS, January 16, 2023, 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 16 and 21, 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 9, 2023.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

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 9, 2023
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:

- image27854 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/05 8:17:59

Taxpayer ID SOLH0001
Owner ID SOLH0001

Control # 2023000011

Tax Year 2022
Tract # R310229

SOLHEIM GROUP LLC

CAMA # 212-03-0-30-05-032-33-2-01

SOLHEIM ADDN
LOT 1 BLG A UNIT 1061213 HYLTON HEIGHTS
SUITE 129B
MANHATTAN, KS 66502-2810TU 2 Manhattan City
Parcel 294257
USD 383

Property Address 3010 FIELDHOUSE CIR A 106

APPRAISER SECTION (Value)

2023/01/05 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	13900	289900	303800

Total	13900	289900	303800
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Assessed Prior to Correction:

RU	1599	33339	34938
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Total	1599	33339	34938
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SB41	4600
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Appraised After Correction:

CL	Land	Imp	Total
RU	13900	255100	269000

Total	13900	255100	269000
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Assessed After Correction:

RU	1599	29337	30936
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Total	1599	29337	30936
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SB41	4600
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Net Change	34800-
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Net Change	34800-
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Net Change	4002-
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Total	4002-
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SB41	
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CLERK SECTION (Tax)

2023/01/05 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	5466.72
	SB41 \$	92.00

SB41 Tax Dollars	5374.72
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Tax After Correction:

Levy 156.46900	Gen Tax	4840.52
	SB41 \$	92.00

SB41 Tax Dollars	4748.52
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Net Change

Net Change	626.20-
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TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

4002-
156.46900

Applicable Mill Levy
Net Change in Levied Tax Dollars

626.20-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 27903

Comments FUP adjustment per Appraiser

Owner SOLH0001

SOLHEIM GROUP LLC

Net Change in Total Tax Dollars

626.20-

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: image27854 (13097 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/05 8:18:08

Taxpayer ID SOLH0001
Owner ID SOLH0001

Control # 2023000012

Tax Year 2022
Tract # R310205

SOLHEIM GROUP LLC

CAMA # 212-03-0-30-05-032-09-2-01

SOLHEIM ADDN

1213 HYLTON HEIGHTS
SUITE 129B
MANHATTAN, KS 66502-2810TU 2 Manhattan City
Parcel 294209
USD 383

LOT 1 BLG A UNIT 306

Property Address 3010 FIELDHOUSE CIR A306

APPRAISER SECTION (Value)

2023/01/05 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	13900	289900	303800

Total	13900	289900	303800
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Assessed Prior to Correction:

RU	1599	33339	34938
----	------	-------	-------

Total	1599	33339	34938
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RU	13900	255100	269000

Total	13900	255100	269000
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Assessed After Correction:

RU	1599	29337	30936
----	------	-------	-------

Total	1599	29337	30936
SB41	4600		

Net Change	34800-
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Net Change	34800-
------------	--------

Net Change

Net Change	4002-
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Total	4002-
SB41	

CLERK SECTION (Tax)

2023/01/05 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	5466.72
	SB41 \$	92.00
SB41 Tax Dollars		5374.72

Tax After Correction:

Levy 156.46900	Gen Tax	4840.52
	SB41 \$	92.00
SB41 Tax Dollars		4748.52

Net Change

Net Change	626.20-
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Net Change	626.20-
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TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

4002-

Applicable Mill Levy

156.46900

Net Change in Levied Tax Dollars

626.20-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 27901

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

626.20-

Owner SOLH0001

SOLHEIM GROUP LLC

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:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/01/05 8:18:08

Taxpayer ID SOLH0001
Owner ID SOLH0001

Control # 2023000013

Tax Year 2022
Tract # R310230

SOLHEIM GROUP LLC

CAMA # 212-03-0-30-05-032-34-2-01

SOLHEIM ADDN
LOT 1 BLG A UNIT 1081213 HYLTON HEIGHTS
SUITE 129B
MANHATTAN, KS 66502-2810TU 2 Manhattan City
Parcel 294259
USD 383

Property Address 3010 FIELDHOUSE CIR A108

APPRAISER SECTION (Value)

2023/01/05 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	13900	289900	303800

Total	13900	289900	303800
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Assessed Prior to Correction:

RU	1599	33339	34938
----	------	-------	-------

Total	1599	33339	34938
-------	------	-------	-------

SB41	4600
------	------

Appraised After Correction:

CL	Land	Imp	Total
RU	13900	255100	269000

Total	13900	255100	269000
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Assessed After Correction:

RU	1599	29337	30936
----	------	-------	-------

Total	1599	29337	30936
-------	------	-------	-------

SB41	4600
------	------

Net Change	34800-
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Net Change	34800-
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Net Change

	4002-
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Total	4002-
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SB41	
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CLERK SECTION (Tax)

2023/01/05 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	5466.72
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	SB41 \$	92.00
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SB41 Tax Dollars	5374.72
------------------	---------

Tax After Correction:

Levy 156.46900	Gen Tax	4840.52
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	SB41 \$	92.00
--	---------	-------

SB41 Tax Dollars	4748.52
------------------	---------

Net Change

	626.20-
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	626.20-
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TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars	4002-	156.46900	626.20-
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Net Change in SB41 Exemption

Net Change in Total Tax Dollars	626.20-
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Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 27904

Comments PUP adjustment per Appraiser

Owner SOLH0001

SOLHEIM GROUP LLC

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: image27854 (13097 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2023/01/05 8:18:08

Taxpayer ID SOLH0001
Owner ID SOLH0001Control # 2023000014Tax Year 2022
Tract # R310217

SOLHEIM GROUP LLC

CAMA # 212-03-0-30-05-032-21-2-01SOLHEIM ADDN
LOT 1 BLG A UNIT 2061213 HYLTON HEIGHTS
SUITE 129B
MANHATTAN, KS 66502-2810TU 2 Manhattan City
Parcel 294233
USD 383Property Address 3010 FIELDHOUSE CIR A206

APPRAISER SECTION (Value) 2023/01/05 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	13900	289900	303800
Total	13900	289900	303800

Assessed Prior to Correction:

RU			
	1599	33339	34938
Total	1599	33339	34938
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RU	13900	255100	269000
Total	13900	255100	269000

Assessed After Correction:

RU			
	1599	29337	30936
Total	1599	29337	30936
SB41	4600		

Net Change
34800-34800-
Net Change
4002-Total 4002-
SB41

Tax Prior to Correction:

Levy 156.46900	Gen Tax	5466.72
	SB41 \$	92.00
SB41 Tax Dollars		5374.72

CLERK SECTION (Tax)

Levy 156.46900	Gen Tax	4840.52
	SB41 \$	92.00
SB41 Tax Dollars		4748.52

2023/01/05 LMUIR ORDER PRINTED

Net Change
626.20-
626.20-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	4002-
Applicable Mill Levy	156.46900
Net Change in Levied Tax Dollars	626.20-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code	TP TAX PROTEST	Rate 2.00%
Tax Statement #	27902	
Comments	PUP adjustment per Appraiser	

Net Change in Total Tax Dollars

626.20-

Owner SOLH0001
SOLHEIM GROUP 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: image27854 (13097 : Tax Roll Corrections)



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 05, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:41 AM
Amanda Webb	Planning/Special Projects Director	Present	9:00 AM
Michael Boller	Noxious Weed Director	Present	9:00 AM
Craig Cox	Deputy County Counselor	Present	10:11 AM
Vivienne Uccello	PIO	Present	10:35 AM
John Ellermann	Public Works Director/County Engineer	Present	10:35 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Last Friday I attended the retirement reception for Josh Kyle. There

was a good crowd and we heard some interesting stories on his past deeds.

Saturday I of course watched the K-State football game, not the results we were hoping for. That evening we went to the basketball game. A great come from behind victory. The crowd was not full but was loud when needed.

New Year's Day we went to our youngest daughter's in Kansas City for a late Christmas and her birthday celebration.

Monday evening watched K-State crush the longhorns on their new basketball arena. I think we set a points record that should last for a while.

Focke's Comments:

Thursday, December 29th I attended the BOCC meeting via Zoom from Virginia. Spent some time on the phone with Tom Hawk, Sydney Carlin, and various other people concerning Tom's retirement. Also had some discussions on who would be appointed. Democratic Precinct Committee people will meet on January 5th to appoint a replacement.

Friday I traveled home and arrived late in the afternoon. A lot of travelers, but everything was moving well on American Airlines.

Saturday went down to Aggieville to watch the Sugar Bowl with friends.

Spent the rest of the weekend getting caught up at home. Worked on a handout for potential landowners in the search for property for a lagoon for Keats.

Tuesday I met with Amanda Webb and Vivienne Uccello on the Keats handout. Visited with Craig Cox on additional information on Keats. Attended the Common Table monthly meeting. Had meal reports and discussed the possibility of utilizing the 9th grade center for nightly meals. An agreement could be soon. The special committee is developing a strategic plan, grant possibilities, and budget. A lot of discussion was held by the group on how this might work.

Wednesday afternoon, I visited with Chris Eichman of MCM to go over the proposed annexation of property out by the airport. Will go out to the area over the next week prior to the public meeting on January 14th to see the property and surrounding area.

Ford's Comments:

Hopefully everyone had a safe and wonderful New Year's and start to 2023. I'm certainly hopeful that 2023 will be a different year than the last couple have been altogether and look forward to the challenges that lie ahead.

Friday morning I joined Judge Grant Bannister, members of the RCPD Law Board, and many others from the community to help welcome and officially swear in our 6th Director of RCPD, Brian Peete at the Riley County Courthouse. I thought the ceremony went very well and I look forward to working with the new director both as a member of the Law Board and officially in the Riley County capacity as well.

Also last Friday I attended the Retirement Ceremony for Cpt. Josh Kyle at Pottorf Hall. As you can imagine it was very well attended by current and former members of RCPD as well members of the community as a whole. Although I'm sad to see him retire and move on after 31 years of dedicated service to the community. I want to wish him and his family the very best on whatever future endeavor or endeavors he chooses to get involved with. The community as a whole is better off for the time and efforts he has put in as member of RCPD.

Saturday morning I did watch K-State play in the Sugar Bowl and lose to Alabama 45-20. Although this game didn't go as I would have liked I know the future for this Wildcats program is very bright and is in good hands, so I look forward to fall and the 2023 season and beyond.

Also Saturday evening I was able to catch the K-State Men's Basketball team pick up their first Big 12 Conference win at home vs. West Virginia 82-76 in OT. That win runs their record to 12-1 with a stretch of some important yet difficult games upcoming on the schedule.

Saturday evening I joined members of the Aggieville Business Association and others in the community as well as friends of mine from Hays in celebrating the start of the New Year at a VIP party at the Bluemont Hotel. We enjoyed some entertainment from a Magician, members of an Acrobatics team, and several Firebreathers down on the corner of 12th and Moro Street before watching the Apple drop at that location at midnight with the shooting off of confetti cannons right there after. Great way to start off 2023 and even Mother Nature cooperated with the evening's events for a change.

Spent the rest of the New Year's weekend watching both some NFL football and the rest of the college football bowl games and catching up on some much needed to do list items at the Homefront. Also took my friends from Hays out to breakfast Sunday morning at The Chef here

downtown. We had quite the long wait to get in as you can imagine but we all agreed it was worth it as we enjoyed both the food and the hospitality as a whole.

Tuesday night I watched a historic K-State Men's Basketball as they took down Texas 116-103 in Austin setting all kinds of school records in the process. Certainly was fun to watch and it's always good to take down the Longhorns in any sport.

Wednesday evening I attended the Ogden City Council meeting. It had been a while since I have attended, and I updated them on a few items of vested interest. They had several resolutions and permits they approved and there was a very spirited discussion on the pocket annexation in the airport overlay district over by the city. They have decided to draft and adopt a resolution in opposition of the project.

Holeman asked to add an executive session to the end of today's agenda.

Move to add a second executive session to the end of today's agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Business Meeting

3. Grant of Temporary Construction Easements for Tabor Valley Rd Bridge

Move to approve each of the Temporary Construction Easements with Robert D. Mertz, Harold Joseph & Kimberly K. Mertz, Larry D. & Diane C. Hoobler, and Robert G. & Sara J. Garcia.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. Approval of 2023 Official Depositories

Move to approve the following 2023 official depositories eligible to receive Riley County funds:

Capitol Federal Savings and Loan, Manhattan

Central National Bank, Manhattan
 Commerce Bank, Manhattan
 Community 1st Bank, Manhattan
 Intrust Bank, Manhattan
 KS State Bank, Manhattan
 Landmark National Bank, Manhattan
 Peoples State Bank, Leonardville
 Riley State Bank, Riley
 Sunflower Bank, Manhattan
 UMB Bank, Manhattan
 United Bank & Trust, Manhattan

Kansas Municipal Investment Pool

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

5. 2023 Elected and Appointed Professional Positions Salary Resolution

Move to approve "Resolution No. 010523-01, A Resolution establishing the salaries for certain elected and appointed officials and other professional positions of Riley County, Kansas."

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

6. Retail Dealer's 2023 Cereal Malt Beverages License for Britt's Farm, 1000 S. Scenic Drive

Move to sign Retail Dealer's 2023 Cereal Malt Beverages License for Britt's Farm, 1000 S. Scenic Drive.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

7. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES:	Ford, Focke, McKinley
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Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 29, 2022 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM**Amanda Webb, Planning/Special Projects Director**

11. Planning & Development - Staff Update

Webb presented the Planning and Development staff update.

Webb discussed code enforcement.

9:15 AM**Michael Boller, Noxious Weed Director**

12. Riley County Noxious Weed Staff Update

Boller presented the Noxious Weed/HHW staff update.

13. KDOT Contract Renewal

Boller presented the KDOT contract renewal.

Move to approve the Kansas Department of Transportation Bureau of Maintenance, County Agreement to Treat Noxious Weeds.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM Anna Burson, Appraiser

14. Staff Update

Burson presented the Appraiser's Office staff update.

9:45 AM Amanda Webb, Planning/Special Projects Director

15. Planning & Development fee schedule review

Webb presented the Planning and Development fee schedule review.

Webb said she would bring back each section for the Board to review.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

16. Administrative Work Session

10:15 AM 17. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, and Craig Cox, Deputy County Counselor, attorneys for the commission, a matter which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 10:35 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:35 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect no binding action was taken during the executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:35 AM

Vivienne Uccello, PIO

18. January 2023 - Year-End Communications Summary for 2022

Uccello presented the PIO 2022 communications report.

11:00 AM

Executive Session

Move that the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, recess into executive session on a performance matter of non-elected personnel, to protect the privacy of the employee, an exception to the Kansas Open Meetings Act, with Clancy Holeman, County Counselor, attorney for the Commission; Elizabeth Ward, Human Resource Manager; and John Ellermann, Public Works Director, the open meeting to resume in the County Commission Chambers at 11:10 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:10 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:13 AM

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley



**Board of Riley County
Commissioners
Special Meeting
TENTATIVE Agenda
January 14, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Member](#)

9:00 AM

Call to Order

Board of County Commissioners

Public hearing – Request of City of Manhattan to Make Certain Findings Concerning the Annexation of a 78.73 Acre Tract of Land

1. Open Public Hearing

- A. Testimony of City of Manhattan
- B. Testimony of Midwest Concrete Materials, Inc.
- C. Testimony of City of Ogden
- D. Testimony of Random Woods Homeowners

2. Close Public Hearing

3. Discussion and Decision by Board of County Commissioners

Adjournment

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

Attachment: 01-14-23 tentative agenda (12804 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 19, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Member](#)

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

Alvin Perez, Public Works Operations & Fleet Manager

3. Bid opening for corrugated metal pipe (CMP)

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Julie Gibbs, Health Department Director

6. Staff update

11:00 AM

David Adams, EMS Director

7. Staff update

Attachment: 01-19-23 tentative agenda (12804 : Tentative Agenda)

11:15 AM Shilo Heger, Treasurer

8. Monthly Revenue Reports

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

Adjournment

Announcement

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

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: 01-19-23 tentative agenda (12804 : 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 9, 2023

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2022 YTD Wage and Overtime Overview 2022-YearEnd (PDF)
- 2022 YTD Wage and Overtime Detail 2022 YearEnd (PDF)
- Financial reports December 2022 (PDF)

2022 YTD Wages/Overtime Compared to Budget

% of Year Used 100.00%

Dec	Regular Wages	Overtime Wages	2022 Budgeted Overtime	OT % of reg wage	Total Wages by department	2022 Wages Budget		Budget Spent
<u>Department</u>								
Attorney	\$1,433,137.80	\$0.00	\$4,022.00	0.00%	\$1,433,137.80	\$1,657,132.92	\$1,661,154.92	86.27
Clerk	\$743,611.60	\$9,561.41	\$4,927.00	1.29%	\$753,173.01	\$793,142.48	\$798,069.48	94.37
Commissioners	\$150,655.83	\$0.00	\$0.00	0.00%	\$150,655.83	\$158,169.70	\$158,169.70	95.25
Administrative Services	\$458,629.59	\$10.35	\$1,152.00	0.00%	\$458,639.94	\$478,332.40	\$479,484.40	95.65
Register of Deeds	\$311,753.29	\$43.85	\$541.00	0.01%	\$311,797.14	\$325,675.55	\$326,216.55	95.58
Treasurer	\$565,241.45	\$0.00	\$3,907.00	0.00%	\$565,241.45	\$683,825.94	\$687,732.94	82.15
Emergency Mgt	\$164,263.15	\$362.25	\$770.00	0.22%	\$164,625.40	\$165,787.95	\$166,557.95	98.84
Museum	\$260,187.25	\$108.28	\$0.00	0.04%	\$260,295.53	\$349,864.48	\$349,864.48	74.40
Election	\$293,504.04	\$7,058.82	\$2,417.00	2.41%	\$300,562.86	\$362,001.79	\$364,418.79	82.48
EMS/Ambulance	\$1,633,355.65	\$880,283.66	\$893,981.00	53.89%	\$2,513,639.31	\$1,658,231.51	\$2,552,212.51	98.45
Appraiser	\$1,030,050.03	\$0.00	\$9,231.00	0.00%	\$1,030,050.03	\$1,234,828.66	\$1,244,059.66	82.80
Planning & Development	\$423,421.49	\$328.08	\$819.00	0.08%	\$423,749.57	\$433,560.86	\$434,379.86	97.55
Information Tech-GIS	\$543,900.24	\$0.00	\$5,852.00	0.00%	\$543,900.24	\$701,602.07	\$707,454.07	76.88
General Serv.-Separation	\$113,763.37	\$0.00	\$0.00	0.00%	\$113,763.37	\$75,000.00	\$75,000.00	151.68
Public Works	\$3,016,580.94	\$37,813.77	\$88,874.00	1.25%	\$3,054,394.71	\$3,599,194.84	\$3,688,068.84	82.82
Noxious Weed	\$367,527.96	\$0.00	\$6,510.00	0.00%	\$367,527.96	\$383,346.60	\$389,856.60	94.27
<u>NON-GENERAL FUNDS</u>								
Solid Waste payroll	\$177,973.81	\$9,559.62	\$11,325.00	5.37%	\$187,533.43	\$187,989.67	\$199,314.67	94.05
Motor Vehicle	\$245,995.21	\$0.00	\$1,438.00	0.00%	\$245,995.21	\$258,867.25	\$260,305.25	94.50
Fire District #1	\$277,929.26	\$93.42	\$486.00	0.03%	\$278,022.68	\$325,746.70	\$326,232.70	85.22
Subtotal-All County Funds	\$12,211,481.96	\$945,223.51	\$1,036,252.00	7.74%	\$13,156,705.47	\$13,832,301.34	\$14,868,553.34	
Health Dept.-General Fund	\$464,079.70	\$7,690.76	\$1,130.00	1.66%	\$471,770.46	\$301,037.36	\$302,167.36	156.13
2 Health Dept.-Grant Funds	\$2,271,032.62	\$8,515.95	\$6,192.00	0.37%	\$2,279,548.57	\$2,477,860.54	\$2,484,052.54	91.77
<u>Full Grant Funds</u>								
2 Youth Court Svcs	\$44,574.96	\$0.00	\$0.00	0.00%	\$44,574.96	\$50,806.80	\$50,806.80	87.73
2 Juvenile Services	\$265,446.63	\$3,228.97	\$0.00	1.22%	\$268,675.60	\$262,077.27	\$262,077.27	102.52
2 Adult Services	\$295,844.78	\$3,315.23	\$0.00	1.12%	\$299,160.01	\$292,279.13	\$292,279.13	102.35
2 RADxUp coord & Spec	\$40,180.81	\$0.00	\$0.00	0.00%	\$40,180.81	\$90,610.00	\$90,610.00	44.34
Subtotal Grant Funds	\$646,047.18	\$6,544.20	\$0.00	2.34%	\$652,591.38	\$695,773.20	\$695,773.20	
Totals	\$15,592,641.46	\$967,974.42	\$1,043,574.00	6.21%	\$16,560,615.88	\$17,306,972.44	\$18,350,546.44	

Attachment: 2022 YTD Wage and Overtime Overview 2022-YearEnd (13101 : Year to date budget and expenditure reports)

			1st Quarter	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2022	2022 Budget	11.b
Department												
Attorney	Regular Salaries	1001	\$304,626.07	\$299,554.29	\$411,572.68	\$ 119,203.76	\$119,256.69	\$178,924.31	\$417,384.76	\$1,433,137.80	\$1,636,446.92	
	Seasonal/Temp	1003		\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$20,686.00	
	Overtime	1005	\$2,756.73	\$696.74	\$1,893.31	\$ 692.25	\$287.40	\$0.00	\$979.65	\$6,326.43	\$4,022.00	
			\$307,382.80	\$300,251.03	\$413,465.99	\$ 119,896.01	\$ 119,544.09	\$ 178,924.31	\$418,364.41	\$1,439,464.23	\$1,661,154.92	
Clerk	Regular Salaries	1001	\$160,474.39	\$153,491.04	\$211,944.83	\$ 61,024.86	\$63,441.91	\$93,234.57	\$217,701.34	\$743,611.60	\$793,142.48	
	Seasonal/Temp	1003	\$0.00	\$160.04	\$0.00	\$ 258.75	\$0.00	\$0.00	\$258.75	\$418.79	\$0.00	
	Overtime	1005	\$90.91	\$651.52	\$5,504.93	\$ 639.19	\$2,160.34	\$514.52	\$3,314.05	\$9,561.41	\$4,927.00	
			\$160,565.30	\$154,302.60	\$217,449.76	\$ 61,922.80	\$ 65,602.25	\$ 93,749.09	\$221,274.14	\$753,591.80	\$798,069.48	
Commissioners	Regular Salaries	1001	\$33,032.52	\$33,032.52	\$42,006.36	\$ 12,166.98	\$12,166.98	\$18,250.47	\$42,584.43	\$150,655.83	\$158,169.70	
Administrative Svcs	Regular Salaries	1001	\$100,559.42	\$100,559.41	\$127,875.69	\$ 37,038.59	\$37,038.60	\$55,557.88	\$129,635.07	\$458,629.59	\$478,332.40	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$10.35	\$10.35	\$10.35	\$1,152.00	
			\$100,559.42	\$100,559.41	\$127,875.69	\$ 37,038.59	\$ 37,038.60	\$ 55,568.23	\$129,645.42	\$458,639.94	\$479,484.40	
Register of Deeds	Regular Salaries	1001	\$67,663.72	\$68,079.76	\$87,330.96	\$ 25,269.15	\$25,252.64	\$37,894.66	\$88,416.45	\$311,490.89	\$325,675.55	
	Seasonal/Temp	1003	\$262.40	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$262.40		
	Overtime	1005	\$6.08	\$24.33	\$0.00	\$ 13.44	0	\$0.00	\$13.44	\$43.85	\$541.00	
			\$67,932.20	\$68,104.09	\$87,330.96	\$25,282.59	\$25,252.64	\$37,894.66	\$88,429.89	\$311,797.14	\$326,216.55	
Treasurer	Regular Salaries	1001	\$90,984.50	\$132,416.49	\$169,573.65	\$ 46,212.36	\$50,362.13	\$75,692.32	\$172,266.81	\$565,241.45	\$683,825.94	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	0	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$15.82	\$479.42	\$39.65	\$ -	\$17.92	\$15.48	\$33.40	\$568.29	\$3,907.00	
			\$91,000.32	\$132,895.91	\$169,613.30	\$46,212.36	\$50,380.05	\$75,707.80	\$172,300.21	\$565,809.74	\$687,732.94	
Emergency Mgt	Regular Salaries	1001	\$30,860.72	\$30,934.76	\$39,319.99	\$ 11,408.41	\$13,028.47	\$19,445.99	\$43,882.87	\$144,998.34	\$147,195.95	
	Seasonal/Temp	1003	\$1,424.85	\$4,967.66	\$10,355.36	\$ 2,516.94	\$0.00	\$0.00	\$2,516.94	\$19,264.81	\$18,592.00	
	Overtime	1005	\$55.53	\$0.00	\$276.04	\$ -	\$0.00	\$30.68	\$30.68	\$362.25	\$770.00	
			\$32,341.10	\$35,902.42	\$49,951.39	\$ 13,925.35	\$ 13,028.47	\$ 19,476.67	\$46,430.49	\$164,625.40	\$166,557.95	
Museum	Regular Salaries	1001	\$47,695.01	\$50,621.04	\$77,697.45	\$ 20,454.27	\$25,352.32	\$38,367.16	\$84,173.75	\$260,187.25	\$345,196.48	
	Seasonal/Temp	1003	\$5,378.80	\$5,768.25	\$8,202.76	\$ 2,518.42	\$0.00	\$0.00	\$2,518.42	\$21,868.23	\$4,668.00	
	Overtime	1005	\$0.00	\$108.28	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$108.28	\$0.00	
			\$53,073.81	\$56,497.57	\$85,900.21	\$ 22,972.69	\$ 25,352.32	\$ 38,367.16	\$86,692.17	\$282,163.76	\$349,864.48	
Election	Regular Salaries	1001	\$40,891.17	\$44,869.41	\$72,459.07	\$ 16,372.25	\$24,776.99	\$24,837.15	\$65,986.39	\$224,206.04	\$195,803.79	
	Seasonal/Temp	1003	\$4,297.50	\$1,644.63	\$28,090.57	\$ 823.13	\$34,287.17	\$155.00	\$35,265.30	\$69,298.00	\$166,198.00	
	Overtime	1005	\$0.00	\$204.21	\$3,719.81	\$ 86.45	\$3,048.35	\$0.00	\$3,134.80	\$7,058.82	\$2,417.00	
			\$45,188.67	\$46,718.25	\$104,269.45	\$ 17,281.83	\$ 62,112.51	\$ 24,992.15	\$104,386.49	\$300,562.86	\$364,418.79	
EMS/Ambulance	Regular Salaries	1001	\$316,506.91	\$325,673.47	\$436,285.14	\$ 132,658.07	\$140,797.04	\$219,631.34	\$493,086.45	\$1,571,551.97	\$1,499,332.51	
	Seasonal/Temp	1003	\$21,197.67	\$15,535.14	\$21,859.33	\$ 3,211.54	\$0.00	\$0.00	\$3,211.54	\$61,803.68	\$158,899.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022 YearEnd (13101 : Year to date budget and

			1st Quarter	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2022	2022 Budget	11.b
Department												
	Overtime	1005	\$198,467.59	\$172,182.18	\$247,922.30	\$ 72,823.31	\$74,048.51	\$114,839.77	\$261,711.59	\$880,283.66	\$893,981.00	
			\$536,172.17	\$513,390.79	\$706,066.77	\$ 208,692.92	\$214,845.55	\$ 334,471.11	\$758,009.58	\$2,513,639.31	\$2,552,212.51	
Appraiser	Regular Salaries	1001	\$231,030.19	\$214,002.97	\$297,782.99	\$ 82,730.50	\$80,856.51	\$123,646.87	\$287,233.88	\$1,030,050.03	\$1,234,828.66	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$13,736.00	
	Overtime	1005	\$810.24	\$977.45	\$366.29	\$ 44.85	\$18.37	\$11.89	\$75.11	\$2,229.09	\$9,231.00	
			\$231,840.43	\$214,980.42	\$298,149.28	\$ 82,775.35	\$ 80,874.88	\$ 123,658.76	\$287,308.99	\$1,032,279.12	\$1,257,795.66	
Planning & Development	Regular Salaries	1001	\$90,829.69	\$89,829.70	\$115,506.34	\$ 33,456.02	\$33,456.02	\$50,184.04	\$117,096.08	\$413,261.81	\$419,824.86	
	Seasonal/Temp	1003	\$3,017.17	3696.81	\$3,445.70	\$ -	\$0.00	\$0.00	\$0.00	\$10,159.68	\$13,736.00	
	Overtime	1005	\$0.00	\$295.43	\$21.77	\$ -	\$0.00	\$10.88	\$10.88	\$328.08	\$819.00	
			\$93,846.86	\$93,821.94	\$118,973.81	\$ 33,456.02	\$ 33,456.02	\$ 50,194.92	\$117,106.96	\$423,749.57	\$434,379.86	
Information Tech-GIS	Regular Salaries	1001	\$120,684.43	\$120,684.43	\$149,070.02	\$ 45,482.43	\$42,952.48	\$65,026.45	\$153,461.36	\$543,900.24	\$701,602.07	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	0	\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$10.45	\$10.45	\$10.45	\$5,852.00	
			\$120,684.43	\$120,684.43	\$149,070.02	\$ 45,482.43	\$ 42,952.48	\$ 65,036.90	\$153,471.81	\$543,910.69	\$707,454.07	
General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00		\$0.00		
	Separation Payout	1005	\$55,714.13	\$10,946.94	\$29,980.04	\$ 17,122.26	\$0.00	\$0.00	\$17,122.26	\$113,763.37	\$75,000.00	
			\$55,714.13	\$10,946.94	\$29,980.04	\$17,122.26	\$0.00	\$0.00	\$17,122.26	\$113,763.37	\$75,000.00	
Public Works	Regular Salaries	1001	\$669,434.21	\$662,830.18	\$817,678.87	\$ 237,112.22	\$241,363.37	\$375,640.74	\$854,116.33	\$3,004,059.59	\$3,488,714.84	
	Seasonal/Temp	1003	\$73.22	\$99.30	\$8,171.52	\$ 2,305.77	\$1,871.54	\$0.00	\$4,177.31	\$12,521.35	\$110,480.00	
	Overtime	1005	\$19,073.27	\$2,994.47	\$12,535.43	\$ 1,609.19	\$306.28	\$1,295.13	\$3,210.60	\$37,813.77	\$88,874.00	
			\$688,580.70	\$665,923.95	\$838,385.82	\$ 241,027.18	\$ 243,541.19	\$376,935.87	\$861,504.24	\$3,054,394.71	\$3,688,068.84	
Noxious Weed	Regular Salaries	1001	\$81,820.05	\$80,419.48	\$100,385.85	\$ 29,655.32	\$29,655.34	\$45,591.92	\$104,902.58	\$367,527.96	\$383,346.60	
	Seasonal/Temp	1003		\$0.00	\$0.00	\$ -	\$0.00	0	\$0.00	\$0.00		
	Overtime	1005	\$3,488.19	\$157.12	\$233.90	\$ 8.85	\$0.00	\$175.78	\$184.63	\$4,063.84	\$6,510.00	
			\$85,308.24	\$80,576.60	\$100,619.75	\$ 29,664.17	\$ 29,655.34	\$ 45,767.70	\$105,087.21	\$371,591.80	\$389,856.60	
Motor Vehicle	Regular Salaries	1001	\$51,525.85	\$51,525.86	\$65,449.63	\$ 18,954.00	\$18,954.02	\$39,585.85	\$77,493.87	\$245,995.21	\$258,867.25	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$ -	0	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$17.68	\$94.18	\$19.53	\$ -	\$9.77	\$0.00	\$9.77	\$141.16	\$1,438.00	
			\$51,543.53	\$51,620.04	\$65,469.16	\$ 18,954.00	\$18,963.79	\$ 39,585.85	\$77,503.64	\$246,136.37	\$260,305.25	
Community Corrections	Regular Salaries	1001	\$48,248.35	\$51,608.33	\$61,489.90	\$ 18,865.69	\$16,116.38	\$26,031.47	\$61,013.54	\$222,360.12	\$230,421.23	
-Juvenile	Seasonal/Temp	1003	\$4,574.88	\$7,052.11	\$7,259.59	\$ 20,989.93	1380	1830	\$24,199.93	\$43,086.51	\$31,656.04	
	Overtime	1005	\$134.21	\$327.87	\$501.38	\$ 1,651.98	\$275.86	\$337.67	\$2,265.51	\$3,228.97	\$0.00	
			\$52,957.44	\$58,988.31	\$69,250.87	\$ 41,507.60	\$ 17,772.24	\$ 28,199.14	\$87,478.98	\$268,675.60	\$262,077.27	
Community Corrections	Regular Salaries	1001	\$61,122.57	\$71,201.54	\$80,727.98	\$ 22,513.62	\$23,725.65	\$34,047.57	\$80,286.84	\$293,338.93	\$292,279.13	
-Adult	Seasonal/Temp	1003	\$0.00	\$0.00	\$133.09	\$ 1,186.38	\$1,186.38	0	\$2,372.76	\$2,505.85		
	Overtime	1005	\$216.56	\$277.48	\$469.88	\$ 703.02	\$588.94	\$1,059.35	\$2,351.31	\$3,315.23	\$0.00	

Attachment: 2022 YTD Wage and Overtime Detail 2022 YearEnd (13101 : Year to date budget and

			1st Quarter	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2022	2022 Budget	11.b
Department												
			\$61,339.13	\$71,479.02	\$81,330.95	\$ 24,403.02	\$ 25,500.97	\$ 35,106.92	\$85,010.91	\$299,160.01	\$292,279.13	
Community Corrections	Regular Salaries	1001	\$10,610.10	\$10,609.82	\$11,009.20	\$528.40	\$5,767.04	\$6,050.40	\$12,345.84	\$44,574.96	\$50,806.80	
-Youth Court	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$41.35	\$82.69	\$36.64	\$0.00	\$37.82	\$305.52	\$343.34	\$504.02	\$0.00	
			\$10,651.45	\$10,692.51	\$23,735.02	\$528.40	\$5,804.86	\$6,355.92	\$12,689.18	\$45,078.98	\$50,806.80	
Solid Waste Payroll	Regular Salaries	1001	\$27,804.99	\$26,558.40	\$25,226.43	\$7,700.80	\$13,232.67	\$22,475.40	\$43,408.87	\$122,998.69	\$125,145.67	
	Seasonal/Temp	1003	\$15,232.46	\$14,007.30	\$19,666.08	\$6,069.28	\$0.00	\$0.00	\$6,069.28	\$54,975.12	\$62,844.00	
	Overtime	1005	\$4,217.31	\$1,314.53	\$3,042.01	\$107.31	\$878.46	\$0.00	\$985.77	\$9,559.62	\$11,325.00	
			\$47,254.76	\$41,880.23	\$47,934.52	\$13,877.39	\$14,111.13	\$22,475.40	\$50,463.92	\$187,533.43	\$199,314.67	
Fire District #1	Regular Salaries	1001	\$54,667.86	\$54,727.87	\$66,741.93	\$16,055.56	\$18,301.14	\$28,598.90	\$62,955.60	\$239,093.26	\$271,121.70	
	Seasonal/Temp	1003	\$8,300.00	\$11,945.00	\$8,391.30	\$1,992.99	\$3,992.86	\$4,213.85	\$10,199.70	\$38,836.00	\$54,625.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$64.67	\$28.75	\$93.42	\$93.42	\$486.00	
			\$62,967.86	\$66,672.87	\$75,133.23	\$18,048.55	\$22,358.67	\$32,841.50	\$73,248.72	\$278,022.68	\$326,232.70	
Health Dept.-General	Regular Salaries	1001	\$67,845.58	\$84,278.48	\$99,053.25	\$27,440.55	\$29,794.38	\$45,192.76	\$102,427.69	\$353,605.00	\$301,037.36	
COVID Tracers	Seasonal/Temp	1003	\$40,622.88	\$59,797.11	\$7,797.51	\$2,257.20	\$0.00	0	\$2,257.20	\$110,474.70	\$0.00	
	Overtime	1005	\$3,753.44	\$1,702.99	\$215.86	\$1,159.66	\$0.00	\$858.81	\$2,018.47	\$7,690.76	\$1,130.00	
			\$112,221.90	\$145,778.58	\$107,066.62	\$ 30,857.41	\$ 29,794.38	\$ 46,051.57	\$106,703.36	\$471,770.46	\$302,167.36	
Health Dept.-Grants	Regular Salaries	1001	\$476,430.91	\$492,338.14	\$615,084.45	\$ 187,246.36	\$183,808.16	\$281,494.71	\$652,549.23	\$2,236,402.73	\$2,397,129.54	
	Part Time	1003	\$17,276.86	\$6,470.23	\$8,458.80	\$ 2,424.00	\$0.00	\$0.00	\$2,424.00	\$34,629.89	\$80,731.00	
	Overtime	1005	\$276.98	\$3,449.31	\$2,942.94	\$ 1,254.96	\$362.27	\$229.49	\$1,846.72	\$8,515.95	\$6,192.00	
RADxUP Coord & Spec	126		\$14,694.48	\$21,733.14	\$3,753.19	\$ -	\$0.00	\$0.00	\$0.00	\$40,180.81	\$90,610.00	
			\$508,679.23	\$523,990.82	\$630,239.38	\$ 190,925.32	\$184,170.43	\$281,724.20	\$656,819.95	\$2,319,729.38	\$2,574,662.54	
Totals			\$3,610,838.40	\$3,599,691.25	\$4,639,268.35	\$ 1,354,021.22	\$1,374,279.84	\$2,031,336.30	\$4,759,637.36	\$16,596,746.18	\$18,364,282.44	

Attachment: 2022 YTD Wage and Overtime Detail 2022 YearEnd (13101 : Year to date budget and

2022 YTD BUDGET ACTIVITY

% of Year 100%

			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	\$2,238,409	\$435,963	\$478,101	\$597,242	\$167,532	\$167,273	\$256,294	\$591,099	\$2,102,405	\$136,004	93.92%
	Clerk	\$1,092,056	\$224,561	\$216,989	\$299,316	\$84,550	\$90,903	\$126,321	\$301,774	\$1,042,640	\$49,416	95.47%
	County Commissioners	\$246,445	\$42,270	\$52,215	\$62,351	\$15,239	\$17,600	\$26,313	\$59,152	\$215,986	\$30,459	87.64%
	Admin. Svcs/Counselor	\$647,662	\$134,877	\$134,638	\$176,720	\$48,038	\$50,301	\$72,803	\$171,141	\$617,376	\$30,286	95.32%
	Register of Deeds	\$468,837	\$87,857	\$109,056	\$120,849	\$41,212	\$32,488	\$56,203	\$129,903	\$447,664	\$21,173	95.48%
	Treasurer	\$916,909	\$197,440	\$194,297	\$241,731	\$86,207	\$79,648	\$104,921	\$270,776	\$904,245	\$12,664	98.62%
	District Court	\$174,330	\$36,959	\$49,152	\$47,808	\$13,253	\$15,320	\$15,787	\$44,360	\$178,279	-\$3,949	102.27%
1.00	Emergency Management	\$270,887	\$56,975	\$52,772	\$81,723	\$19,473	\$27,854	\$27,395	\$74,722	\$266,192	\$4,695	98.27%
	Coroner	\$107,000	\$20,309	\$16,112	\$23,167	\$6,304	\$4,471	\$7,603	\$18,378	\$77,966	\$29,034	72.86%
	Juvenile Detention	\$95,000	\$22,074	\$0	\$41,941	\$19,867	\$19,867	-\$19,867	\$19,867	\$83,881	\$11,119	88.30%
	Fair	\$102,400	\$9,377	\$44,695	\$37,925	\$0	\$3,184	\$6,857	\$10,041	\$102,038	\$362	99.65%
1.00	Museum	\$454,474	\$66,821	\$73,947	\$109,302	\$29,896	\$35,450	\$51,830	\$117,177	\$367,247	\$87,227	80.81%
	Election	\$700,118	\$149,624	\$96,244	\$197,577	\$40,840	\$81,540	\$37,122	\$159,502	\$602,947	\$97,171	86.12%
	Ambulance	\$4,282,529	\$828,854	\$804,647	\$1,154,370	\$310,096	\$339,882	\$561,180	\$1,211,158	\$3,999,029	\$283,500	93.38%
	Appraiser	\$1,729,460	\$348,217	\$326,891	\$441,759	\$119,964	\$123,053	\$183,077	\$426,094	\$1,542,961	\$186,499	89.22%
	Planning & Development	\$601,839	\$128,869	\$131,056	\$169,373	\$72,680	\$47,821	\$65,549	\$186,051	\$615,349	-\$13,510	102.24%
	Budget Appropriations	\$1,628,622	\$817,851	\$0	\$810,771	\$0	\$0	\$0	\$0	\$1,628,622	\$0	100.00%
	Insurance	\$739,289	\$300,473	\$269,725	\$39,927	-\$5,812	\$4,904	\$3,682	\$2,775	\$612,900	\$126,389	82.90%
	Information Systems	\$1,747,425	\$228,246	\$428,935	\$319,600	\$69,474	\$131,777	\$364,839	\$566,090	\$1,542,871	\$204,554	88.29%
	County General-General	\$11,610,781	\$242,424	\$229,442	\$409,671	\$211,271	\$113,161	\$292,693	\$617,125	\$1,498,662	\$10,112,119	12.91%
	Public Works	\$8,276,273	\$1,195,958	\$1,533,073	\$2,932,820	\$471,008	\$549,283	\$714,525	\$1,734,815	\$7,396,666	\$879,607	89.37%
	Noxious Weed	\$712,478	\$161,860	\$173,040	\$185,075	\$40,317	\$49,071	\$77,176	\$166,565	\$686,540	\$25,939	96.36%
	Juvenile Supervision	\$1,318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,318	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$3,789,769	\$3,751,749	\$0	\$0	\$0	\$0	\$38,020	\$38,020	\$3,789,769	\$0	100.00%
	County General subtotal	\$42,634,310	\$9,489,607	\$5,415,027	\$8,501,019	\$1,861,408	\$1,984,851	\$3,070,324	\$6,916,582	\$30,322,235	\$12,312,075	71.12%
	Less Budget Stabilization	\$3,050,000										
	General Fund w/out Budget Stabilization	\$39,584,310										

Attachment: Financial reports December 2022 (13101 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year 100%

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	OCT EXPENSES	NOV EXPENSES	DEC EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,038,551	\$1,091,866	\$1,184,468	\$1,390,049	\$415,539	\$403,834	\$558,641	\$1,378,014	\$5,044,397	-\$5,846	100.12%
	Disaster Fund #3	\$7,209,348	\$0	\$115,305	\$115,297	\$13,000	\$8,183	\$132,237	\$153,420	\$384,022	\$6,825,326	5.33%
	EMS Grants #52	\$5,068	\$53	\$0	\$427	\$0	\$0	\$0	\$0	\$480	\$4,588	9.47%
	Register of Deeds Tech Fund #106	\$166,459	\$12,938	\$62,180	\$4,655	\$0	\$10,078	\$21,943	\$32,021	\$111,793	\$54,666	67.16%
	Clerk's Tech Fund #107	\$132,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210	0.00%
	Treasurer's Tech Fund #108	\$77,860	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860	0.00%
	War Memorial #112	\$11,800	\$0	\$600	\$0	\$0	\$300	\$0	\$300	\$900	\$10,900	7.63%
	County Auction #118	\$9,583	\$8	\$1,850	\$1,084	\$0	\$324	\$46	\$370	\$3,312	\$6,271	34.56%
	P.A.T.F #128	\$0	\$0	\$0	\$0	\$1,623	\$0	\$0	\$1,623	\$1,623	-\$1,623	
	Motor Vehicle Operations #130	\$390,679	\$74,827	\$123,065	\$108,421	\$27,728	\$28,461	\$56,956	\$113,144	\$419,456	-\$28,777	107.37%
	Special Alcohol Programs #132	\$4,863	\$0	\$0	\$1,833	\$0	\$0	\$0	\$0	\$1,833	\$3,030	37.69%
2.00	Community Corrections #144	\$951,362	\$222,991	\$224,054	\$277,033	\$67,726	\$91,815	\$72,119	\$231,660	\$955,738	-\$4,376	100.46%
	Capital Improvements Fund #145	\$7,554,156	\$340,780	\$704,713	\$183,757	\$148,098	\$112,622	\$149,475	\$410,195	\$1,639,446	\$5,914,710	21.70%
	Economic Development #146	\$309,048	\$82,394	\$1,000	\$30,508	\$0	\$0	\$0	\$0	\$113,902	\$195,146	36.86%
	Emergency 911 #148	\$943,613	\$155,333	\$17,982	\$35,504	\$168,010	\$10,311	\$14,050	\$192,370	\$401,189	\$542,424	42.52%
	Solid Waste #150	\$2,735,000	\$388,502	\$702,682	\$788,682	\$225,875	\$283,382	\$254,875	\$764,133	\$2,643,999	\$91,001	96.67%
	County Building #152	\$395,894	\$43,281	\$58,152	\$105,002	\$24,909	\$29,569	\$19,635	\$74,114	\$280,549	\$115,345	70.86%
	Road & Bridge Capital Projects #157	\$7,028,195	\$10,652	\$26,992	\$19,498	\$1,554	\$16,356	\$204,668	\$222,579	\$279,721	\$6,748,474	3.98%
	RCPD Operations #173	\$4,907,175	\$1,204,144	\$1,205,395	\$1,222,050	\$43,000	\$31,384	\$1,191,077	\$1,265,461	\$4,897,050	\$10,125	99.79%
	Landfill Closure #180	\$49,293	\$1,322	\$2,583	\$13,492	\$1,175	\$14,845	\$1,458	\$17,477	\$34,874	\$14,419	70.75%
	Bond & Interest # 181	\$635,085	\$37,909	\$0	\$413,474	\$0	\$0	\$0	\$0	\$451,382	\$183,703	71.07%
	Riley Co Fire Dist #1 #183	\$1,225,506	\$201,688	\$386,274	\$261,105	\$47,962	\$119,631	\$178,668	\$346,261	\$1,195,327	\$30,179	97.54%
	Riley Co Fire Dist Cap Out #184	\$468,776	\$86,006	\$0	\$25,000	\$0	\$0	\$0	\$0	\$111,006	\$357,770	23.68%
	Fire Station Projects #185	\$1,000,000	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$999,850	0.02%

Attachment: Financial reports December 2022 (13101 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year 100%

			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
	University Park W&S #230	\$146,743	\$14,603	\$23,896	\$29,591	\$10,111	\$8,931	\$6,690	\$25,731	\$93,821	\$52,922	63.94%
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Exp of Univ Park/Lakeside Heights #235	\$0	\$0	\$0	\$0	\$0	\$669	\$111	\$780	\$780	-\$780	#DIV/0!
	Univ Park W/S Reserve #284	\$128,142	\$0	\$4,312	\$19,985	\$0	\$4,126	-\$2,376	\$1,750	\$26,047	\$102,095	20.33%
	Hunters Island Water #238	\$36,280	\$6,220	\$5,992	\$9,233	\$2,536	\$3,091	\$4,765	\$10,392	\$31,838	\$4,442	87.76%
	Hunters Island Reserve #241	\$7,886	\$0	\$0	\$370	\$0	\$0	\$7,000	\$7,000	\$7,370	\$516	93.45%
	Carson Sewer Operations #239	\$71,046	\$2,830	\$2,328	\$5,559	\$2,944	\$1,034	\$2,314	\$6,293	\$17,009	\$54,037	23.94%
	Carson Sewer Reserve #237	\$47,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703	0.00%
	Deep Creek Sewer #242	\$10,713	\$1,449	\$1,303	\$6,388	\$298	\$459	\$593	\$1,350	\$10,490	\$223	97.92%
	Deep Creek Reserve #243	\$21,587	\$9,146	\$0	\$0	\$2,620	\$0	\$0	\$2,620	\$11,766	\$9,821	54.50%
	Moehlman Bottoms #244	\$19,155	\$1,846	\$1,564	\$3,590	\$1,056	\$1,356	\$1,662	\$4,074	\$11,075	\$8,080	57.82%
	Moehlman Bottoms Reserve #245	\$8,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290	0.00%
	Terra Hts Sewer #252	\$38,236	\$2,459	\$2,403	\$8,860	\$362	\$577	\$1,970	\$2,909	\$16,631	\$21,605	43.49%
	Terra Hts Sinking #254	\$92,895	\$1,809	\$1,000	\$9,442	\$0	\$0	\$0	\$0	\$12,251	\$80,644	13.19%
	Konza Water Operations #256	\$95,280	\$11,489	\$14,130	\$25,104	\$4,613	\$6,952	\$13,058	\$24,624	\$75,346	\$19,934	79.08%
	Konza Water Reserve #257	\$107,748	\$815	\$0	\$3,371	\$0	\$0	\$1,440	\$1,440	\$5,626	\$102,122	5.22%
	Valleywood Cap Reserve #282	\$87,256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256	0.00%
	Valleywood Operations #248	\$37,276	\$518	\$257	\$2,576	\$0	\$165	\$2,534	\$2,699	\$6,049	\$31,227	16.23%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$3,361	\$87	\$123	\$133	\$1	\$30	\$71	\$102	\$446	\$2,915	13.27%
	Lakeside Heights Sewer Capital #286	\$7,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328	0.00%
		\$42,222,632	\$4,008,114	\$4,874,603	\$5,121,071	\$1,210,741	\$1,188,485	\$2,895,680	\$5,294,906	\$19,298,694	\$22,923,938	
	Total including General Fund	\$84,856,942	\$13,497,721	\$10,289,630	\$13,622,090	\$3,072,148	\$3,173,336	\$5,966,003	\$12,211,488	\$49,620,929	\$35,236,013	

Attachment: Financial reports December 2022 (13101 : Year to date budget and expenditure reports)

2022 COUNTY GENERAL-GENERAL

% of Year:100%

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	\$63,569	\$11,769	\$33,227	\$20,017	(0)	-\$1,146	\$18,871	\$127,437	-\$39,554	145.01%
Contractual	2000	\$1,261,050	\$178,612	\$209,793	\$375,659	\$191,254	103,647	\$275,157	\$570,058	\$1,334,121	-\$73,071	105.79%
Commodities	3000	\$2,500	\$243	\$460	\$243	\$0	314	\$0	\$314	\$1,260	\$1,240	50.41%
Misc-Budget Stabilization		\$3,050,000	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	4000	\$7,209,348	\$0	\$0	\$0	\$0	9,200	\$18,682	\$27,882	\$27,882	\$7,181,466	0.39%
Transfers Out		\$0	\$11,918	\$7,419	\$541	\$0	0	\$3,565	\$3,565	\$23,444	-\$23,444	
Grand Total		\$11,610,781	\$254,342	\$229,441	\$409,671	\$211,271	\$113,161	\$296,258	\$620,690	\$1,514,145	\$10,096,636	13.04%
Other Expense Totals		Year-To-Date										
Indigent Attorney		\$278,847										
Incidentals:												
Postage		\$107										
Computer Software		\$0										
Mileage		\$867										
Copies		\$0										
Misc Fees		\$6,977										
Meals		\$0										
		\$7,951										
Base Panel fees		\$0										
Off Panel		\$278,847										

Attachment: Financial reports December 2022 (13101 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	December		December DIFFERENCE	YEAR-TO-DATE THRU DECEMBER		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Attorney	\$212,228	\$256,294	\$44,065	\$1,819,507	\$2,102,405	\$282,898	\$2,238,409
Clerk	\$107,860	\$126,321	\$18,460	\$880,157	\$1,042,640	\$162,483	\$1,092,056
County Commissioners	\$25,120	\$26,313	\$1,193	\$208,017	\$215,986	\$7,969	\$246,445
Admin. Svcs/Counselor	\$69,833	\$72,803	\$2,969	\$590,579	\$617,376	\$26,796	\$647,662
Register of Deeds	\$38,846	\$56,203	\$17,357	\$370,372	\$447,664	\$77,292	\$468,837
Treasurer	\$92,894	\$104,921	\$12,027	\$838,568	\$904,245	\$65,677	\$916,909
District Court	\$35,716	\$15,787	-\$19,929	\$154,493	\$178,279	\$23,786	\$174,330
Emergency Management	\$61,520	\$27,395	-\$34,126	\$287,097	\$266,192	-\$20,905	\$270,887
Coroner	\$9,078	\$7,603	-\$1,475	\$99,942	\$77,966	-\$21,977	\$107,000
Juvenile Detention	\$0	-\$19,867	-\$19,867	\$83,601	\$83,881	\$280	\$95,000
Fair	\$19,861	\$6,857	-\$13,004	\$101,965	\$102,038	\$72	\$102,400
Museum	\$34,103	\$51,830	\$17,727	\$377,312	\$367,247	-\$10,065	\$454,474
Election	\$30,649	\$37,122	\$6,473	\$474,964	\$602,947	\$127,983	\$700,118
Ambulance	\$445,457	\$561,180	\$115,724	\$3,550,186	\$3,999,029	\$448,843	\$3,846,684
Appraiser	\$178,094	\$183,077	\$4,983	\$1,567,855	\$1,542,961	-\$24,894	\$1,729,460
Planning & Development	\$61,591	\$65,549	\$3,959	\$562,793	\$615,349	\$52,556	\$601,839
Budget Appropriations	\$0	\$0	\$0	\$1,591,541	\$1,628,622	\$37,081	\$1,628,622
Insurance	-\$6,176	\$3,682	\$9,858	\$589,292	\$612,900	\$23,608	\$739,289
Information Systems/GIS	\$247,211	\$364,839	\$117,628	\$1,402,021	\$1,542,871	\$140,850	\$1,747,425
County General-General	\$191,427	\$292,693	\$101,266	\$1,674,566	\$1,498,662	-\$175,904	\$11,610,781
Public Works	\$607,405	\$714,525	\$107,120	\$7,249,099	\$7,396,666	\$147,568	\$8,276,273
Noxious Weed	\$76,607	\$77,176	\$570	\$636,041	\$686,540	\$50,499	\$712,478
General Fund	\$2,539,325	\$3,032,303	\$492,978	\$25,109,970	\$26,532,466	\$1,422,496	\$38,407,378

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	December		December DIFFERENCE	YEAR-TO-DATE THRU DECEMBER		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Health Department	\$508,271	\$558,641	\$50,370	\$5,140,496	\$5,044,397	-\$96,099	\$4,610,403
Disaster Fund	\$0	\$132,237	\$132,237	\$0	\$384,022	\$384,022	\$7,209,348
EMS Grants Fund	\$0	\$0	\$0	\$0	\$480	\$480	\$5,068
Register of Deeds Tech Fund	\$6,406	\$21,943	\$15,537	\$62,695	\$111,793	\$49,099	\$166,459
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860
War Memorial	\$300	\$0	-\$300	\$1,080	\$900	-\$180	\$11,800
County Auction	\$2,458	\$46	-\$2,412	\$10,917	\$3,312	-\$7,605	\$9,583
P.A.T.F	\$0	\$0	\$0	\$0	\$1,623	\$1,623	\$0
Motor Vehicle Operations	\$50,543	\$56,956	\$6,412	\$401,850	\$419,456	\$17,606	\$390,679
Special Alcohol Programs	\$0	\$0	\$0	\$4,500	\$1,833	-\$2,667	\$4,863
Community Corrections	\$102,374	\$72,119	-\$30,255	\$894,699	\$955,738	\$61,040	\$951,362
Capital Improvements Fund	\$100,551	\$149,475	\$48,924	\$2,176,786	\$1,639,446	-\$537,341	\$7,554,156
Economic Development	\$4,301	\$0	-\$4,301	\$334,116	\$113,902	-\$220,214	\$309,048
Radio Infrastructure Project	\$0	\$0	\$0	\$83,504	\$0	-\$83,504	\$0
Emergency 911	\$14,512	\$14,050	-\$462	\$405,054	\$401,189	-\$3,865	\$943,613
Solid Waste	\$267,506	\$254,875	-\$12,631	\$2,478,084	\$2,643,999	\$165,915	\$2,735,000
County Building	\$33,734	\$19,635	-\$14,099	\$287,290	\$280,549	-\$6,741	\$393,000
Road & Bridge Capital Projects	\$158,273	\$204,668	\$46,396	\$2,366,944	\$279,721	-\$2,087,224	\$7,028,195
RCPD Operations	\$1,221,648	\$1,191,077	-\$30,571	\$4,756,498	\$4,897,050	\$140,552	\$4,907,175
Landfill Closure	-\$68	\$1,458	\$1,526	\$32,203	\$34,874	\$2,671	\$49,293
Bond & Interest	\$0	\$0	\$0	\$3,048,737	\$451,382	-\$2,597,355	\$615,303
Riley Co Fire Dist #1	\$297,804	\$178,668	-\$119,136	\$1,074,758	\$1,195,327	\$120,569	\$1,230,506
Riley Co Fire Dist Cap Ou	\$0	\$0	\$0	\$0	\$111,006	\$111,006	\$95,706

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	December		December DIFFERENCE	YEAR-TO-DATE THRU DECEMBER		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Fire Station Projects	\$1,155	\$0	-\$1,155	\$1,155	\$150	-\$1,005	\$1,000,000
University Park W&S	\$26,703	\$6,690	-\$20,013	\$107,058	\$93,821	-\$13,236	\$146,743
Fairmont Heights Cap Project	\$1,142	\$0	-\$1,142	\$530,758	\$0	-\$530,758	\$0
University Park Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$4,400	\$0	-\$4,400	\$0
Exp of Univ Park/Lakeside Heights	\$1,020	\$111	-\$909	\$4,220	\$780	-\$3,440	\$0
Univ Park W/S Reserve	\$0	-\$2,376	-\$2,376	\$0	\$26,047	\$26,047	\$128,142
Hunters Island Water	\$4,999	\$4,765	-\$235	\$27,354	\$31,838	\$4,484	\$29,280
Hunters Island Reserve	\$0	\$7,000	\$7,000	\$0	\$7,370	\$7,370	\$7,886
Carson Sewer Operations	\$26,733	\$2,314	-\$24,419	\$38,713	\$17,009	-\$21,704	\$71,046
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703
Deep Creek Sewer	\$741	\$593	-\$147	\$6,658	\$10,490	\$3,832	\$10,713
Deep Creek Reserve	\$0	\$0	\$0	\$0	\$11,766	\$11,766	\$21,587
Moehlman Bottoms	\$2,883	\$1,662	-\$1,221	\$14,586	\$11,075	-\$3,511	\$19,155
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290
Terra Hts Sewer	\$8,184	\$1,970	-\$6,214	\$23,305	\$16,631	-\$6,674	\$38,236
Terra Hts Sinking	\$0	\$0	\$0	\$3,232	\$12,251	\$9,019	\$92,895
Konza Water Operations	\$28,882	\$13,058	-\$15,824	\$93,085	\$75,346	-\$17,739	\$95,280
Konza Water Reserve	\$0	\$1,440	\$1,440	\$0	\$5,626	\$5,626	\$107,748
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256
Valleywood Operations	\$20,532	\$2,534	-\$17,998	\$25,030	\$6,049	-\$18,981	\$37,276
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$48	\$71	\$23	\$1,151	\$446	-\$705	\$3,361
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328
Total Including General Fund	\$5,430,961	\$5,927,983	\$497,022	\$49,550,886	\$45,831,160	-\$3,719,726	\$79,804,116

Attachment: Financial reports December 2022 (13101 : Year to date budget and expenditure reports)

**RCPD EXPENSES PAID BY RILEY COUNTY
2022 YTD EXPENSES**

	BUDGET	1st Quarter	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	OCT	NOV	DEC	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$46,098	\$41,641	\$29,961	\$14,869	\$14,869	\$59,699	\$15,211	\$22,008	\$22,198	\$59,417	\$206,854	-\$41,854
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$6,096	\$11,771	\$2,892	\$602	\$6,778	\$10,272	\$5,230	\$8,501	\$18,615	\$32,346	\$60,486	\$39,514
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Office Space Rental	\$10,500	\$2,625	\$2,625	\$875	\$875	\$875	\$2,625	\$875	\$875	\$875	\$2,625	\$10,500	\$0
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$237	\$0	\$0	\$237	\$237	\$5,763
Water, Electric	\$15,000	\$32	\$64	\$96	\$32	\$32	\$160	\$0	\$0	\$96	\$96	\$352	\$14,648
Storm Drainage	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,447	\$0	0.00	\$21,447	\$21,447	-\$21,447
Budget Appropriation	\$4,597,175	\$1,149,294	\$1,149,294	\$1,149,294	\$0	\$0	\$1,149,294	\$0	\$0	\$1,149,293	\$1,149,293	\$4,597,175	\$0
TOTAL	\$4,907,175	\$1,204,144	\$1,205,395	\$1,183,118	\$16,378	\$22,554	\$1,222,050	\$43,000	\$31,384	\$1,191,077	\$1,265,461	\$4,897,050	\$10,125

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2022

	2016	2017	2018	2019	2020	2021	2022	Total
Dental	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$191,373	\$206,854	\$1,091,775
Laboratory	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$3,323	\$0	\$500	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$210	\$473	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$15	\$391	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$71,043	\$60,486	\$577,880
Land Rental/Lease	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$251	\$0	\$125	\$0	\$0	\$0	\$501
Office Space Rental	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$10,500	\$10,500	\$71,775
Juvenile Transport	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$152	\$237	\$29,332
Water, Electric	\$0	\$0	\$0	\$0	\$252	\$444	\$352	\$1,048
Storm Drainage	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$0	\$0	\$400,000	\$8,091	\$693,906	\$91,239	\$21,447	\$1,214,683
Budget Appropriation	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$4,391,746	\$4,597,175	\$29,837,005
Total	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$4,756,498	\$4,897,050	\$32,839,984

Prepared by: Darell Edie
 Budget and Finance Officer

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2022 \$31,000 POOL

	1st Quarter	2nd Quarter	3rd Quarter	OCT	NOV	DEC	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	\$0	\$140	\$140	\$140
Physician	\$352	\$82	\$0	\$0	\$1,028		\$1,028	\$1,462
Laboratory	\$0	\$79	\$193	\$0	\$0		\$0	\$272
Hospital	\$203	\$112	\$20,262	\$0	\$0	\$34	\$34	\$20,611
Prescriptions	\$5,144	\$1,691	\$2,881	\$5,311	\$6,127		\$11,438	\$21,154
Supplies	\$0	\$0	\$0	\$255	\$0		\$255	\$255
TOTAL	\$5,700	\$1,964	\$23,336	\$5,566	\$7,155	\$174	\$12,895	\$43,895
Savings from Medicaid Rate	\$64,794	\$0	\$0				\$0	\$64,794
\$31,000 Pool Balance				(5,566)	(12,721)	(12,895)		

Quarterly ADP: (Contract)

County Inmate (72 base census)	108	106	101	115	106	99		
Non-County Inmate (0 base census)	0	0	0	0	0	0		
Billing Adjustments for prior years	\$8,129	\$0	\$0	\$0	\$0	\$0	\$0	\$8,129



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: January 9, 2023

SUBJECT: Staff Time Report for the month of December 2022 and Year end statistics for 2022

PRESENTER: Russel Stukey Emergency Services Director

Present monthly Staff Update for the month of December 2022 and provide year end statistics for 2022.

Enclosures:

- 12, 2022 December staff time (DOCX)
- truck pictues 2022 (DOCX)



Monthly staff time report to BOCC, for the month of December 2022

911

- 911 Working group monthly meeting
- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Ka-Comm has the microwave equipment in place and is testing it. They hope to move from the AT&T fiber to microwave in the next week or two
- Sunday Nov. 27th we had a radio system issue/failure, Ka-Comm and L3 Harris are investigating the cause, the system went down and did not fail over to the secondary connection, dispatch had to use the physical back up radios and dispatch “old school” without the L3 Symphony consoles, once the system was rebooted it returned to “normal” operation

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Working with Cory in IT on county phone system paging and panic button options
- Attended Emergency Services Director meeting
- Participated in Paylocity training videos
- Reviewing proposed floor plans for Public Safety Headquarters and submitting comments
- Participated in CM@R interviews with BOCC
-

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Attend monthly Northeast regional meeting

Serve as treasurer

Attend conference planning meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Emergency Management fund:

Pay invoices

Track expenses and income

911 fund:

Pay invoices

Track expenses and income

Exercises:

Evaluate tabletop exercise for Riley County Health Dept ESF8 group


Riley County Emergency Management
Riley County Fire District #1

115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6333
 Fax: 785-537-6333
 www.rileycountyks.gov

Northeast Regional Homeland Security Council:

- Attend meeting
- Serve as a project manager
- Serve as KEMA representative

Misc:

- Conduct annual inventory audit
- Appear on KSNT early morning talk show

EM Planner Baldwin Fisher
Kansas Emergency Management Association (KEMA):

- Attend monthly Northeast regional meeting

Plans:

- Review and update Emergency Operations Plan
- Review COOP plans

Exercises:

- Facilitate tabletop exercise for Riley County Health Dept ESF8 group

Fire

- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Working with HR to update policy manual
- Working with HR on several personnel issues
- Revamping departmental Standard Operating Guidelines
- Planning for annual Firefighter Appreciation Banquet to be held Jan. 21st at Pottorf Hall
- Covered emergency calls

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review

Items awaiting HR review:

- a. RCFD#1 policy/SOG review

Admin. Asst. M. Horstmeier

- Currently, there are eleven applications in various stages of the prescreening/interview process, with two who must complete pre-requisite courses, two awaiting drug/background screening, and five who have been hired and began their probationary duties. There are sixteen total probationary firefighters; including the five just hired.



Since October, we have hired seven total volunteer firefighters. There were ten volunteer firefighters taken off probation and moved to full rank since October of this year.

- This year there have been nine individuals leave the department
- I have been updating the FRA files with the new employees and removing the individuals who no longer work at the department.
- Re-organize and standardize the contents and labeling of the individual Firefighter files
- Burn Permits have been mailed, emailed, and are waiting for response for renewal
- Appreciation Banquet preparations are being made.
- The NIMS IS courses 100,700, and 800 were completed before the end of the year.
- I am also working on a memo for permission to get the Peer Support program off the ground for our department. I believe that mental health is important to our responders, and more support is needed for them to thrive. I feel this would be an asset to this department and would benefit our first responders greatly. It would also help to allow for more inclusion in CISDs that occur in the future

Deputy Chief Doug Russell

- Responding to multiple calls
- Dealing with personnel issues.
- Multiple pump repairs on pumpers.
- B109 Completed in service 12/13/2022
- HB111 former HB109 cleaned and back in service 12/14/2022
- Acquiring parts for B115 build
- Interviews.
- Dealt with Ice and Rain storm and Low temperatures.

2022 Trucks in service

1501 Chief Truck

1502 Chief Truck

B114 1986 Chevy K3500

B109 2010 Ford F350

2022 Trucks out of service

Old HB111 1993 IH 4900

R109 1996 dodge 3500

Semi 1994 IH 9400

P105 1994 FL80 EOne pumper

Lowboy trailer

Returned D6 dozer to Forestry

2023 Truck Builds/Updates

B115 build

B116 Update/Refurb

HB112 4X4 and pump repair

Many pump repairs on pumpers

2022 Truck Refurb/Update

B104 New Waterax high pressure pump

HB101 manifold install

HB108 manifold and storage

T103 Pump upgrade

**Deputy Chief John Martens**

- Developed job descriptions for Station Officer positions including Lieutenant, Captain, Battalion Chief
- Acquired 4 sets of modern extrication equipment (2 brand new sets, 2 pre-owned). This allowed us to provide greater rescue (Jaws of Life) capabilities on apparatus covering their respective areas of Riley County
- Greatly improved the Probationary Firefighter training program and process
- Put 2 new deputy chief vehicles in service
- Published a publicly accessible Burn Map showing active and recent controlled burns occurring in Riley County
- Crews completed hose testing for all attack lines saving several thousand dollars
- Completed the drafting of new departmental Standard Operating Guidelines (SOG's) in coordination with the SOG Committee, Advisory Board, and HR.
- Received a grant for \$15,000 from the Kansas State Fire Marshal's Office to allow for the updating of new firefighter helmets
- Participated in recruiting events and Open House at Leonardville Hullabaloo and Randolph 4th of July Celebration
- Rebuilt the website to be focused more on simplicity, ease of navigation, and firefighter recruitment
- Performed various fire inspections and recommendations to Planning and Development staff on fire code and safety recommendations for new businesses
- Submitted a proposal through USDA for a Community Wildfire Defense Grant (\$60k) for funding a Community Wildfire Protection Plan (CWPP). This plan enables Riley County access to federal Wildland Urban Interface funds for 10 years to reduce dangerous fire fuel areas and mitigate them.
- Our office trained and onboarded a new Administrative Assistant in EM/Fire duties



Riley County Emergency Management
Riley County Fire District #1
 115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6333
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 www.rileycountyks.gov

Month End	December
New Applications	5
Rejected Candidates	3
Interviews Conducted	
Hired Candidates	4
Probationary Members	12
Fully Trained Members	115
Active Staff	127
Resignations	
Retirements	

Year End 2022	
New Applications	76
Rejected Candidates	16
Interviews Conducted	32
Hired Candidates	30
Probationary Members	
Fully Trained Members	115
Active Staff	127
Resignations	13
Retirements	2

Submitted by:

Russel Stukey, Emergency Services Director

B109



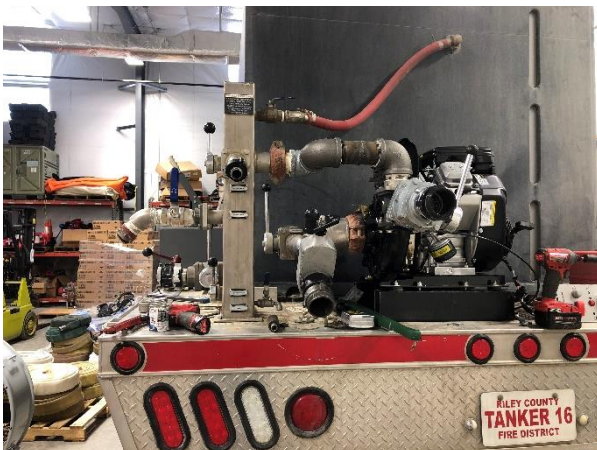
B114



HB111



Attachment: truck pictures 2022 (13098 : EM/Fire Staff Time Report)



Attachment: truck pictures 2022 (13098 : EM/Fire Staff Time Report)





COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: January 9, 2023

SUBJECT: Monthly Cash Flow Report for November 2022

PRESENTER: Darell Edie

Cash Flow Reports for the Capital Improvement Fund, County Building Fund, Economic Development Fund and Road & Bridge 1/2 Cent Sales Tax Fund.

Enclosures:

- 2022 Riley County CIP Cash Flow December 2022 (PDF)
- 2022 Riley County Building Cash Flow December 2022 (PDF)
- 2022 Riley County Economic Development CF December 2022 (PDF)
- 2022 Riley County Half Cent Sales Tax CF December (PDF)

2022 Riley County CIP Cash Flow Analysis

% of Year: 100%

FUND 145								
Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	1,220.24	2,369,805.00		2,371,025.24	264,157.00			264,157.00
Feb				-	11,801.39			11,801.39
Mar			169,836.57	169,836.57	64,822.00			64,822.00
Apr	7,594.72			7,594.72	500.00			500.00
May	25,529.07			25,529.07	9,035.00			9,035.00
Jun	4,815.00			4,815.00	695,177.70			695,177.70
Jul	30,207.45			30,207.45	81,622.34			81,622.34
Aug	730.00			730.00	25,049.79			25,049.79
Sep	9,922.50			9,922.50	77,084.97			77,084.97
Oct	62,400.09		18,683.00	81,083.09	148,098.17			148,098.17
Nov				-	112,622.29			112,622.29
Dec	228,497.50			228,497.50	149,475.00			149,475.00
Totals	370,916.57	2,369,805.00	188,519.57	2,929,241.14	1,639,445.65	\$0	\$0	1,639,445.65

Cash Reconciliation	
2022 Beginning Unencumbered Cash	7,501,076.98
2022 Revenue	2,929,241.14
Less 2022 Expenditures/Encumbrances	1,639,445.65
2022 Ending Unencumbered Cash	8,790,872.47
Less Remaining Approved Projects	3,252,207.56
2022 Projected Unencumbered Cash	5,538,664.91
Less Reserved Funds	2,246,084.44
Projected 2022 Cash w/out Reserves	3,292,580.47

Riley County 2022 CIP Budget Authority Summary		
2022 CIP Budgeted Expenditures	7,554,156.00	% Budget Expended
Expenditures to Date	1,639,445.65	
2022 Remaining Budget Authority	\$5,914,710	

Riley County 2021 CIP Budgeted Revenue		
2022 CIP Budgeted Revenue	2,384,805.00	% Budgeted Revenue
Revenue to Date	2,929,241.14	

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	91,992.55
FFE Reserve	915,201.89
Hardware Refresh	738,890.00
TOTAL RESERVE	2,246,084.44

2022 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Years Expenditures	2022 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005	465	Tabor Valley Bridge	35,000	16,100		18,900	
14-14PW004	465	Tabor Valley Bridge	35,000	35,000		0	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		0	250,000.00
19-19LEC005		Andover Control Replacement	297,000.00	295,631.00	597.00	772	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	150,000	123,021	4,669.89	0	22,309
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	0	13,000	0	0
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
22-22LEC001		Master Control Door and Camera	275,000	0		275,000	
22-22LEC002		New Roof top HVAC Unit	60,000	0		60,000	0
21-21PK001		3/4T 4x4 Ext. Cab Pickup	40,000	30,434	9,566.00	0	0
21-21PK003		1/2T Pickup	30,000	28,673		0	1,327
21-21PK004		72" Mower w/Accessories	31,000	26,239		0	4,762
21-21PK005		Score Board-Fairmont Park	12,500	0	9,035	0	3,465
21-21PK006		Goal Post-Fairmont Park	10,000	0	7,132	0	2,869
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	50,000	32,712	13,884	0	3,404
22-22PW001	465	Tabor Valley Bridge	255,000		166,861	88,139	
22-22PW002		Motor Graders (4)	460,000			460,000	
		PUBLIC WORKS TOTAL	6,193,042	3,405,264	58,383	2,072,493	490,041
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM003	302	2 SUV Replacement Vehicles	120,000	0	111,539	8,461	
22-22AM001		EMS AMBULANCE	325,000	0	0	325,000	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	94,000	0	0	94,000	
		EMS TOTAL	1,159,226	202,516	381,509	567,756	23,510
CLERK							
21-21CK001		Open.Gov software	\$191,870.00	53,870.00	45,900.00	92,100	
21-21CK002		Shadow Tax System-SB13 requirement	30,000	0	18,683		11,317
		CLERK TOTAL	221,870	53,870	64,583	92,100	11,317
Information Technology							
22-22IT001		AS400	37,817		38,420.47	-603	
		IT TOTAL	37,817	0	38,420	-603	0
Noxious Weed							
22-22NW001		Mower Replacement	135,000		0.00	135,000	
		IT TOTAL	135,000	0	0	135,000	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	187,412	92,588.00	0	
		ATTORNEY TOTAL	280,000	187,412	92,588	0	0
APPRAISER							
21-21AP001		Replacement Vehicle	26,000	0		26,000	
		APPRAISER TOTAL	26,000	0	0	26,000	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
		BOCC TOTAL	50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System - GovBuilt	110,000	0	99,725	0	10,275.00
		PLANNING & DEVELOPMENT TOTAL	110,000	0	99,725	0	\$ 10,275.00

Attachment: 2022 Riley County CIP Cash Flow December 2022 (13102 : Monthly Cash Flow Report for December 2022)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
21-21NW001		10' Pull Behind Mower	28,000	0	24,578	3,422	
		NOXIOUS WEED TOTAL	68,000	0	64,065	3,422	513
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	345,000	33,220	0	306,039	5,741
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	495,544	55,060.47	450,000	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	738,890		443,331	
		Extension Electrical Repair	3,485		3,485.20	0	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,280,388	426,795.89	4,694,754	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,108,346	190,170.00	551,299	
		OTHER TOTAL	11,438,064	4,623,168	675,512	6,139,385	0
TOTAL			19,891,202	8,505,449	1,436,364	9,257,196	541,397

Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget)

Completed Projects

Federal Fund Exchange monies

Date	Amount	Project	Project Number
Aug-16	516,992.20	Fancy Creek Bridge E.2/5.6	16-16PW006
Apr-17	158,472.17	Anderson Avenue Bridge	17-17PW014
Sep-17	157,237.08	Anderson Avenue Bridge	17-17PW014
Jul-19	(171,536.67)	Trx to West 32nd Bridge from Anderson Ave Bridge	
	144,172.58		
Apr-18	263,375.40	West 32nd Ave Bridge	19-19PW007
Jul-19	289,879.33	West 32nd Ave Bridge	19-19PW007
Jul-19	171,536.67	Trx from Anderson Ave Bridge to West 32nd Bridge	
	724,791.40	no longer assigned	
10/21/2019	250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014
6/25/2022	(250,000.00)	releasing FFE for Winkler Bridge Deck Project as funding will be through Sales Tax - and funds needs to be released and made available to Public Works	
12/17/2019	27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013
	697,531.40	unassigned FFE as of 12/31/19	
9/23/2020	243,640.58	rec'd, but unassigned	
	941,171.98	Total unassigned FFE as of 9/23/2020	
11/12/2020	233,509.12	Welsh Road Asphalt Overlay	20-20PW010
	707,662.86	Total unassigned FFE as of 11/5/2020	
9/2/2021	234,041.53	rec'd, but unassigned	
	941,704.39	Total unassigned FFE as of 07/01/2022	
6/30/2022	255,000.00	Tabor Bridge as of 06/30/2022	22-22PW001
	686,704.39		
12/30/2022	228,497.50	rec'd, but unassigned	
	915,201.89		

Attachment: 2022 Riley County CIP Cash Flow December 2022 (13102 : Monthly Cash Flow Report for December 2022)

2022 Riley County Building Cash Flow Analysis FUND 152

% of Year: 100%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	207,574.13	10.00	33.50	207,617.63	13,917.47			13,917.47
Feb			33.50	34	13,541.19			13,541.19
Mar	10,565.41		33.50	10,599	15,822.51			15,822.51
Apr			33.50	34	26,061.29			26,061
May	144,297.45	1,113.89	33.50	145,445	15,897.50			15,898
Jun			67.00	67	16,193.22			16,193
Jul			30.00	30	74,039.95			74,040
Aug		3,386.00	67.00	3,453	16,877.14			16,877
Sep	25,133.82	10.00	-	25,144	14,085.16			14,085
Oct	3,438.59		33.50	3,472	24,909.24			24,909
Nov	448.54			449	26,858.06			26,858
Dec			33.50	34	22,346.71			22,347
	391,457.94	4,519.89	398.50	396,376.33	280,549.44	-	-	280,549.44

Cash Reconciliation	
2022 Beginning Unencumbered Cash	110,269.11
2022 Revenue	396,376.33
Less 2022 Expenditures/Encumbrances	280,549.44
2022 Ending Unencumbered Cash	226,096.00

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$280,549	
2022 Remaining Budget Authority	\$112,451	71.39%

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$387,749	% Budgeted Revenue
Revenue to Date	\$396,376	
		102.22%

2022 Riley County Economic Development Cash Flow Analysis

% of Year: 91.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	185,500			185,500	82,393.69			82,394
Feb				-	-			-
Mar				-	-			-
Apr				-	-			-
May				-	-			-
Jun				-	1,000.00			1,000
Jul				-	30,508.00			30,508
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	\$185,500	\$0	\$0	\$185,500	113,901.69	\$0	\$0	\$113,902

Cash Reconciliation	
2022 Beginning Unencumbered Cash	110,042.10
2022 Revenue	185,500.00
Less 2022 Expenditures/Encumbrances	113,901.69
2022 Ending Unencumbered Cash	181,640.41
Less Est. Project Balance for CY	132,850.00
2022 Projected Unencumbered Cash	48,790.41

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$309,048	% Budget Expended
Expenditures to Date	\$113,902	
2022 Remaining Budget Authority	\$195,146	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$185,500	% Budgeted Revenue
Revenue to Date	\$185,500	

2022 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	55,000.00	0	0
Flint Hills Veterans Coalition	1,015	0	1,015.00	0	0
Downtown Manhattan	5,000	0	5,000.00	0	0
Riley Co. General Eco Devo	132,850	0		132,850	
APPROPRIATION TOTALS	\$193,865	\$0	61,015.00	\$132,850	\$0
MEMBERSHIPS					
FHMPO Contribution	5,201	0	1,904.71	0	0
FHRLP Underwriters & Sponsors			1,000.00	0	0
FHRC Contribution	10,000	0	-	0	not approved
MEMBERSHIP TOTALS	\$15,201	\$0	2,904.71	\$0	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	102,968.66	6,056.98	12,114	pay 2023 tax
CONTRACT TOTALS	\$121,140	\$102,969	6,056.98	\$12,114	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	307,351.67	43,925.00	307,225	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$307,352	43,925.00	\$307,225	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
PROJECT TOTALS	\$50,000	\$0	-	\$50,000	\$0
TOTALS	\$1,038,707	\$410,320	113,901.69	\$502,189	\$0

Remaining Approved Projects less lease/debt payments/reserve \$132,850
(not included as these payments are subject to approval with annual budget)

Completed Projects

2022 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year:100%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	176,613.72			176,613.72	-			-
Feb	203,380.11	11,370.65		214,750.76	4,512.81			4,512.81
Mar	164,982.20		3,615.90	168,598.10	6,139.19			6,139.19
Apr	153,999.52		3,156.91	157,156.43	7,560.93			7,560.93
May	191,055.23			191,055.23	10,458.35			10,458.35
Jun	194,557.13			194,557.13	8,972.65			8,972.65
Jul	166,841.98		1,586.70	168,428.68	5,923.13			5,923.13
Aug	188,561.83			188,561.83	6,594.62			6,594.62
Sep	227,154.26	150,000.00		377,154.26	6,980.43			6,980.43
Oct	146,657.84			146,657.84	1,554.00			1,554.00
Nov	215,216.36			215,216.36	16,356.29			16,356.29
Dec	194,581.95			194,581.95	20,468.32			20,468.32
	2,223,602.13	161,370.65	8,359.51	2,393,332.29	95,520.72	-	-	95,520.72

Cash Reconciliation	
2022 Beginning Unencumbered Cash	4,197,993.50
2022 Revenue	2,393,332.29
Less 2022 Expenditures/Encumbrances	95,520.72
2022 Ending Unencumbered Cash	6,495,805.07
Remaining 2022 Projected Revenue	-
Less Est. Project Balance for CY	350,000.00
2022 Projected Unencumbered Cash	6,145,805.07

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$7,028,195	% Budget Expended
Expenditures to Date	\$95,521	
2022 Remaining Budget Authority	\$6,932,674	
1.36%		
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$1,700,000	% Budgeted Revenue
Revenue to Date	\$2,393,332	
140.78%		

2022 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,851.53	-	-	-
442	West 54th Avenue	124,000	168,131.06	-	-	(44,131.06)
310	Frog Holler	160,218	160,218.29	-	-	0.00
440	Green Randolph Road	260,819	260,818.70	-	-	0.00
441	N 52nd Street	139,894	139,893.87	-	-	-
451	Sherman Road	83,000	7,598.01	-	-	75,401.99
457	Flat Rock Road	113,500	52,707.29	-	60,792.71	-
402	Vinton School Road	182,000	183,595.83	-	-	(1,595.83)
458	Parallel Road	117,000	51,440.37	-	65,559.63	-
403	Kitten Creek Road	148,000	54,790.60	-	93,209.40	-
404	Peach Grove Road	104,000	232,012.77	-	-	(128,012.77)
452	Fancy Creek Road I.2/6.3	93,000	-	-	-	93,000.00 PW funds
459	Union Road	125,000	56,605.00	-	68,395.00	-
CULVERT TOTALS		\$1,949,282	1,666,663.32	-	287,956.74	(5,337.67)
BRIDGES						
435	West 40th Bridge	349,501	349,501.09	-	-	-
439	Daniels Drive	252,631	252,630.65	-	-	-
425	Green Randolph	1,089,402	1,092,612.59	-	-	(3,210.64)
401	Fancy Creek F.5/5.9	1,231,800	1,166,683.41	-	-	65,116.59
461	Fancy Creek K.0/6.2	653,800	53,849.92	60.00	599,890.08	-
443	S. 32nd Street	160,743	160,742.79	-	-	-
444	Parallel	208,990	208,990.38	-	-	-
455	Rose Hill	654,200	142,312.19	16,736.64	-	495,151.17
447	Fancy Creek E.2/5.6	929,211	1,222,128.07	-	-	(292,917.07)
412	Anderson Avenue	1,050,000	870,493.23	-	-	179,506.77
449	Stockdale Park	927,400	924,119.01	-	-	3,280.99
456	Senn Rd	454,500	459,436.79	55.60	-	(4,992.39)
454	West 32nd Avenue	1,004,750	1,394,167.99	62,969.60	-	(452,387.59)
460	Winkler Mills Bridge	1,200,000	102,835.61	-	1,097,164.39	1,097,164.39
462	South Otter Bridge	75,000	367,236.58	8,804.78	-	(301,041.36)
BRIDGE TOTALS		10,241,927.86	8,767,740.30	88,626.62	1,697,054.47	785,670.86
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,456.84	-	-	94,013.16
431	McDowell Creek Road (north end)	3,000,000	515,848.38	-	-	2,484,151.62
RECONSTRUCTION TOTALS		\$6,951,470	4,373,305.22	-	-	2,578,164.78
OVERLAY						
412	Anderson Avenue	470,000	470,000.00	-	-	-
509	Welsh Road	175,000	175,465.75	-	-	(465.75)
414	Mill Cove/W. 59th	200,000	200,000.00	-	-	-
	Tabor Valley Road	410,928	-	-	-	PW funds
	Kansas Ave/Crooked Creek	425,617	-	-	-	PW funds
	Barton Road	509,418	-	-	-	PW funds
438	Fancy Creek Road	450,000	450,000.00	-	-	-
450	University Park Road	259,910	175,000.00	-	-	-
463	Tuttle Cove Road	512,622	125,000.00	-	-	387,622.00
464	Barnes/Casement Road	386,690	125,000.00	-	-	261,690.00
	Scenic Drive	151,324	151,324.32	-	-	-
	4 Unidentified Overlays	800,000	175,000.00	-	625,000.00	-
OVERLAY TOTALS		\$4,751,509	2,046,790.07	-	625,000.00	648,846.25
TOTALS		\$23,894,190	16,854,498.91	88,626.62	2,610,011.21	4,007,344.22

Completed Projects

Attachment: 2022 Riley County Half Cent Sales Tax CF December (13102 : Monthly Cash Flow Report for December 2022)

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2022 Detailed Expenditures per Project by Month

17.d

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jul	Aug	Sep	Oct	Nov	Dec	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS												
457	Flat Rock Road	113,500	52,707								52,707.29	60,793
458	Parallel Road	117,000	51,440								51,440.37	65,560
403	Kitten Creek Road	148,000	54,791								54,790.60	93,209
404	Peach Grove Road	104,000	238,350								238,350.27	0
459	Union Road	125,000	56,605								56,605.00	68,395
BRIDGES												
461	Fancy Creek K.O/6.2	653,800	53,850					60.00			53,909.92	599,890
455	Rose Hill	654,200	142,312				777.00	943.50			159,048.83	495,151
456	Senn Rd	454,500	459,437								459,492.39	0
454	West 32nd Avenue	1,004,750	1,394,168	5,923.13	6,594.62	6,980.43		15,352.79	20,468.32		1,464,031.69	0
460	Winkler Mills Bridge	1,200,000	102,836								102,835.61	1,097,164
462	South Otter Bridge	75,000	367,127				777.00				375,931.36	0
RECONSTRUCTION												
431	McDowell Creek Road (north end)	3,000,000	515,848								515,848.38	0
OVERLAY												
463	Tuttle Cove Road	512,622	125,000								125,000.00	387,622
464	Barnes/Casement Road	386,690	125,000								125,000.00	261,690
	4 overlays unidentified	800,000	175,000								175,000.00	625,000
TOTALS		\$9,349,062	\$3,914,471	\$5,923.13	\$6,594.62	\$6,980.43	\$1,554.00	\$16,356.29	\$20,468.32	\$0.00	4,009,991.71	\$3,754,474
										\$95,520.72		
Completed Projects												



PLANNING & DEVELOPMENT
Letter of Support

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 9, 2023

SUBJECT: Authorize Chairman to sign Community Rating System (CRS) recertification letter.

PRESENTER: Amanda Webb, Planning Director & Darrin Hobbs, Planning Compliance Specialist

DISCUSSION

Riley County currently has a National Flood Insurance Program (NFIP) CRS community classification of 9. By performing several activities, including public outreach, mapping and regulations, and warning and response, the county earns activity points which are added up to determine the classification. Being a Class 9 community saves the residents of unincorporated Riley County 5% on their flood insurance premiums.

We are required to recertify to maintain this classification which is due February 1, 2023. We have prepared the attached documentation for submission which requires signature by the Board of County Commissioners Chairman.

FISCAL IMPACT

None.

RECOMMENDATION(S)

As recertification is required for all CRS communities, staff recommends the Chairman sign the recertification letter.

POSSIBLE MOTION(S)

Move to authorize the Chairman to sign the recertification letter for National Flood Insurance Program Community Rating System.

Enclosures:

- Riley County KS 2023 Recert (PDF)
- Permit list (PDF)
- RepetiveLossDOC (PDF)

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

18.a

CRS COMMUNITY CERTIFICATIONS

OMB Control Number: 1660-0
Expiration: 10/31/2

Community _____ State _____ CID _____
(6-digit NFIP Community Identification Number)

Note: Please cross out any incorrect items, below, as needed, and insert the updated information.

CC-213 Recertification

Recertification due date _____

Chief Executive Officer

CRS Coordinator

Name

Title

Address

Phone number

E-mail address

I hereby certify that _____ [community name] is implementing the following activities on the attached pages as credited under the Community Rating System and described in our original application to the CRS and subsequent modifications.

I hereby certify that, to the best of my knowledge and belief, we are in full compliance with the minimum requirements of the NFIP and understand that we must remain in full compliance with the minimum requirements of the NFIP. We understand that at any time we are not in full compliance, we will retrograde to a CRS Class 10.

I hereby certify that we will continue to maintain FEMA Elevation Certificates on all new buildings and substantial improvements constructed in the Special Flood Hazard Area following the date at which we joined the CRS.

I hereby certify that if there are one or more repetitive loss properties in our community that we must take certain actions that include reviewing and updating the list of repetitive loss properties, mapping repetitive loss areas, describing the cause of the losses, and sending an outreach project to those areas each year, and if we have fifty (50) or more unmitigated repetitive loss properties we must earn credit under Activity 510 (Floodplain Management Planning) for either a repetitive loss area analysis (RLAA) or a floodplain management plan (FMP).

I hereby certify that, to the best of my knowledge and belief, we are maintaining in force flood insurance policies for insurable buildings owned by us and located in the Special Flood Hazard Area (SFHA) shown on our Flood Insurance Rate Map. I further understand that disaster assistance for any community-owned building located in the SFHA is reduced by the amount of National Flood Insurance Program (NFIP) flood insurance coverage (structure and contents) that a community should be carrying on the building, regardless of whether the community is carrying a policy.

Signature _____ (Chief Executive Officer)

Date _____

CC-213-1

[continued on next page]

Community _____ State _____ CID _____
(6-digit NFIP Community Identification Number)

CRS Program Data Table	A. In the SFHA	B. In a regulated floodplain outside the SFHA	C. In the rest of the community
1. Last report's number of buildings in the SFHA (bSF) (line 6, last report)			
2. Number of new buildings constructed since last report	+		
3. Number of buildings removed/demolished since last report	-		
4. Number of buildings affected by map revisions since last report (+ or -)			
5. Number of buildings affected by corporate limits changes (+ or -)			
6. Current total number of buildings in the SFHA (bSF) (total lines 1-5)			
7. Number of substantial improvement/damage projects since last report			
8. Number of repetitive loss properties mitigated since last report			
9. Number of LOMRs and map revisions (not LOMAs) since last report			
10. Acreage of the SFHA (aSFHA) as of the last report (line 13, last report)			
11. Acreage of area(s) affected by map revisions since last report (+ or -)			
12. Acreage of area(s) affected by corporate limits changes (+ or -)			
13. Current acreage of the SFHA (total lines 10-12)			
14. Primary source for building data:			
15. Primary source for area data:			
16. Period covered:	Current FIRM date		
<i>If available, the following data would be useful:</i>			
17. Number of new manufactured homes installed since last report			
18. Number of other new 1 -4 family buildings constructed since last report			
19. Number of all other buildings constructed/installed since last report			

Comments:

(Please note the number of the line to which the comment refers.)

Community _____ State _____ CID _____
(6-digit NFIP Community Identification Number)

Instructions

At the first verification visit after the effective date of the 2013 *CRS Coordinator's Manual*, ONLY LINES 6 AND 13 NEED TO BE COMPLETED. These lines form the baseline data about the number of buildings and area of the SFHA for when the table is completed as part of the next annual recertification. The "period covered" entered in line 16 is the date that lines 6 and 13 are first completed. At all subsequent annual recertifications and cycle verification visits, the entire table is completed. The information in lines 6 and 13 from the last report is transferred to lines 1 and 10 in the next report.

Instructions for the Columns

Column A numbers are for the SFHA (the A and V Zones shown on the Flood Insurance Rate Map) (FIRM)). Use the FIRM currently in effect not a draft or pending revision.

Column B is completed only if the community receives CRS credit for regulating floodplain development outside the SFHA under Activity 410 (Floodplain Mapping) or Activity 430 (Higher Regulatory Standards).

Column C numbers help relate what happens in the floodplain to what is happening in the rest of the community.

Enter "0" if there are no numbers to report for this period. Do not leave a cell blank. Do not fill in the shaded boxes.

Instructions for the Lines

Lines 1-7 deal with buildings.

- o Section 301.a of the *CRS Coordinator's Manual* defines what constitutes a "building" and lists examples of structures that are not counted as "buildings" by the CRS.
- o Section 302.a of the *CRS Coordinator's Manual* describes how the CRS counts buildings. For example, accessory structures are not counted.
- o As noted in Section 302.a, to determine building counts, communities may use any method that yields reasonably good estimates of the number of buildings. Examples of acceptable methods are listed in Section 302.a. Precision is less important for large numbers. For example, the impact of the numbers will not change much if there are 10,000 buildings or 10,100 buildings.
- o If a building is out of the SFHA, but in a parcel that is partly in the SFHA, it is not counted in column A --In the SFHA.
- o In line 14, note how the building counts were obtained or estimated. Use the comments area, if needed.

Line 4 refers to map revisions. These include physical map revisions, Letters of Map Revision (LOMR), and Letters of Map Amendment (LOMA). If a building is removed from the SFHA by FEMA through a LOMA, but the community still administers its floodplain management regulations on the property, the building should not be included in the line 4 count in column A --In the SFHA. However, communities that still regulate areas removed by LOMAs can receive credit under Activities 410 or 430. If the community is receiving such credit, the building should be counted under column B --In a regulated floodplain outside the SFHA.

Line 7 is for the total number of buildings that were substantially improved plus the number of buildings that were substantially damaged during the period covered.

Lines 10 -13 deal with areas.

- o These areas are based on the areas shown on the community's FIRM including LOMRs or LOMAs. Section 403.b discusses those portions of the SFHA that are subtracted from the area of the SFHA to calculate the community's aSFHA used in credit calculations.
- o Section 403.e of the *CRS Coordinator's Manual* discusses calculating areas for CRS purposes.
- o Section 403.e notes that communities "should not spend an inordinate amount of time measuring areas." As with buildings, communities may use any method that yields reasonably good estimates. Examples of acceptable approaches are listed in Section 403.e.
- o Line 13 asks for the current acreage of the SFHA. The best source for this number is a GIS layer that shows the SFHA. If the community does not have GIS, the county, regional agency, or state NFIP mapping office may have SFHA layers and may be able to provide the data. If the community has a relatively recent FIRM, the study contractor or consulting engineer may have the data.
- o In line 15, note how the area calculations were obtained or estimated. Use the comments area, if needed.

Lines 17 -19 are voluntary, if the numbers are readily available.

- o Line 17 includes replacing an existing manufactured home with a new one. The newly placed manufactured home is counted as a new post-FIRM, building.
- o The total of lines 17 -19 should equal the value entered in line 2.

CC-213-3

Community RILEY COUNTY * State KS CID 200298

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

Your community has been verified as receiving CRS credit for the following Activities.

- If your community is still implementing these activities the CRS coordinator is required to put his or her initials in the blank (do not use a checkmark or an "X") and **attach** the appropriate items. A blank with no initials indicates you are not implementing that Activity anymore, and will result in loss of points (and possible CRS Class).
- If the word "**attached**" is used you must provide the requested documentation for that Activity. If no documentation has been acquired for that Activity, please explain why there is no documentation from the past year.

DH 310 EC: We are maintaining Elevation Certificates, Floodproofing Certificates, Basement Floodproofing Certificates, V Zone design certificates and engineered opening certificates on all new construction and substantially improved buildings in our Special Flood Hazard Area (SFHA) and make copies of all Certificates available at our present office location. *Initial here if you have had no new construction or substantial improvement in the SFHA in the last year.*

DH 310 EC: **Attached is the permit list for only new or substantially improved structures in the SFHA that have been completed in the last year.** We have permitted new building and substantial improvements in the SFHA during this reporting period.

DH 310 EC: **Attached are all the Certificates for new or substantially improved structures that have been completed during this reporting period that are included on the above permit list.** (Note: The total number of Elevation and Floodproofing certificates should match the number of permits issued and completed within the reporting period defined above. All permits issued for new construction or substantial improvement within the V zone should have both an Elevation Certificate and a V Zone Certificate, and all buildings with basements within the basement exemption communities should have both an Elevation Certificate and a Basement Floodproofing Certificate).

DH 330 OP: We continue to conduct or provide all credited outreach projects.

DH 430: We continue to enforce the floodplain management provisions of our zoning, subdivision and building code ordinances for which we are receiving credit. *Initial here if you have amended your floodplain regulations. **Attach a copy of the amended regulations, provide a summary of the changes and mark up the regulations indicating what's been changed.***

DH 440 AMD: We continue to use and update our flood data maintenance system on an annual basis as needed.

Community RILEY COUNTY * State KS CID 200298

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

DH 502 RL: We currently have ____ repetitive loss properties and send our notice to ____ properties in the repetitive loss areas.

DH 502 RL: **Attached is a copy of this year's notice on property protection, flood insurance and financial assistance that we sent to our repetitive loss areas.**

DH 520 AR: We continue to maintain as open space the lots where buildings were acquired or relocated out of the floodplain. [____] Initial here if there have been any changes (additions or deletions) to the parcels credited as open space. Attach a description of those changes.

Additional Comments:

Attachments:

Attachment: Riley County KS 2023 Recert (13094 : Community Recertification for Community Rating System (CRS))



PLANNING & DEVELOPMENT
110 COURTHOUSE PLAZA, MANHATTAN, KS 66502
(785) 537-6332

Dear Resident:

You have received this letter because your property is in an area that has been flooded several times. Our community is concerned about repetitive flooding and has an active program to help you protect yourself and your property from future flooding, but here are some things you can do:

1. Check with the Floodplain Administrator in (FPA) the Planning & Development Department on the extent of past flooding in your area. The FPA can tell you about the causes of repetitive flooding, what the County is doing about it, and what would be an appropriate flood protection level. The staff can visit your property to discuss flood protection alternatives.
2. Prepare for flooding by doing the following:
 - Know how to shut off the electricity and gas to your house when a flood comes.
 - Make a list of emergency numbers and identify a safe place to go.
 - Make a household inventory, especially of lowest floor contents.
 - Put insurance policies, valuable papers, medicine, etc., in a safe place.
 - Collect and put cleaning supplies, camera, waterproof boots, etc., in a handy place.
 - Develop a disaster response plan. See the Red Cross's website at www.redcross.org for information about preparing your home and family for a disaster.
 - Get a copy of *Repairing Your Flooded Home* through their website. We can assist you to the location if needed.
3. Consider some permanent flood protection measures.
 - Mark your fuse or breaker box to show the circuits to the floodable areas. Turning off the power to the basement before a flood can reduce property damage and save lives.
 - Consider elevating your house above flood levels.
 - Check your building for water entry points, such as basement windows, the basement stairwell, doors, and dryer vents. These can be protected with low walls or temporary shields.
 - Install a floor drain plug, standpipe, overhead sewer, or sewer backup valve to prevent sewer backup flooding.
 - More information can be found at FEMA's website, www.ready.gov/floods.
 - Note that some flood protection measures may need a building permit and others may not be safe for your type of building, so be sure to contact the Planning & Development Department to find out.
4. Get a flood insurance policy.
 - Homeowner's insurance policies do not cover damage from floods. However, because our community participates in the National Flood Insurance Program, you can purchase a separate flood insurance policy. This insurance is backed by the Federal

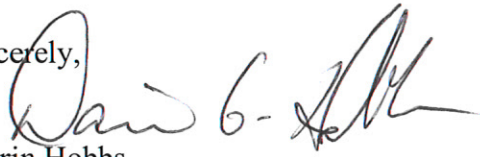
government and is available to everyone, even properties that have been flooded. Because our community participates in the Community Rating System, you will receive a reduction in the insurance premium.

- Because your area is not mapped as a Special Flood Hazard Area, you may qualify for a lower-cost Preferred Risk Policy.
- Some people have purchased flood insurance because it was required by the bank when they got a mortgage or home improvement loan. Usually these policies just cover the building's structure and not the contents. During the kind of flooding that happens in your area, there is usually more damage to the furniture and contents than there is to the structure. Be sure you have contents coverage.
- Don't wait for the next flood to buy insurance protection. In most cases, there is a 30-day waiting period before National Flood Insurance Program coverage takes effect.
- Contact your insurance agent for more information on rates and coverage.

5. Financial assistance programs which may be available for property protection measures through Hazard Mitigation Assistance grant programs provide funding opportunities for pre- and post-disaster mitigation. While the statutory origins of the programs differ, all share the common goal of reducing the risk of loss of life and property due to natural hazards. Brief descriptions of the Hazard Mitigation Assistance grant programs are provided below.

- FEMA's Hazard Mitigation Grant Program assists in implementing long-term hazard mitigation measures following presidential disaster declarations. Funding may be authorized after a declaration to implement projects in accordance with state, tribal, and local priorities.
- Pre-Disaster Mitigation. FEMA's Pre-Disaster Mitigation Grant Program provides funds on an annual basis for hazard mitigation planning and mitigation project implementation prior to a disaster. The goal of the program is to reduce overall risk to the population and structures, while at the same time also reducing reliance on federal funding from actual disaster declarations.
- Flood Mitigation Assistance. FEMA's Flood Mitigation Assistance Program provides funds on an annual basis so that communities can take measures to reduce or eliminate risk of flood damage to buildings insured under the National Flood Insurance Program (NFIP)
- Be aware that these programs will likely require a 25% in kind payment.

Sincerely,



Darrin Hobbs

Planning Compliance Specialist/Floodplain Administrator



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 9, 2023

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- 010923 Project Update (PDF)

Project Update

Public Works Department

1/9/2023

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds
- Looking for grants. ???

Kitten Creek Culvert Replacement (N.5-22.5)

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

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check plans being reviewed

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- Working easements and MOU with Corps of Engineer

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Easements

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Easements

Tabor Valley Bridge

- Approximately 1 mile North of Zeandale Rd.
- Schwab-Eaton

- Easements signed. Utilities have been relocated. Weather

Parks:

- Shop and Equipment Maintenance
- Tree trimming and removal projects at Fairmont Park, Court House Plaza
- Planning landscaping project for Public Works & Museum
- Scrubbing floors at Keats and Pottorf.
- Snow Removal

Operations:

- Planning striping project (50 miles) to get ahead of paint supply shortages and price increases
- Lay out shoo-fly's for Tabor Valley Br.
- Patch shoulder on Scenic Dr
- PW parking lot lights – pole repair before can install lights
- Gravel road maintenance
- Snow Removal

Miscellaneous

- The dump trucks that are on order. One build date is end of February 2023, one in March 2023, and the last one is end of April of 2023. It is taking a month to build them. Then they go to the body builder for the dump bed and plow & spreader.
- RCPS Headquarters Station –Archimages shared preliminary exterior options. BHS selected as CM@R.
- North County Station - Anderson Knight working on floor plan and shared exterior view.
- University Park Treatment Plant-SMH working on lagoon design. Will installing a flow meter to help with sizing of the lagoon.
- University Park Water Tower inspection pushed to after the first of the year.
- Open Positions: Engineer Technician, Purchasing Agent, Traffic Control Technician, As-needed Security Officer.
- Organizing a Court House courtroom carpet project and FCRC flooring project is completed.
- Planning flooring and painting project for Treasurers office for this spring. Relocation of staff.
- Working with Clancy to get a Transfer Station contract with Hamm and new rates once contract is approved.
- Evaluating rates for benefit districts.
- Evaluation of lift station serving PW.



COUNTY APPRAISER'S OFFICE
Personnel

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: January 9, 2023

SUBJECT: Request to refill the Commercial Appraiser II Position

PRESENTER: Anna Burson

BACKGROUND

The Commercial Appraiser II position will become vacant effective January 13th. This mid level position is crucial to the work of the Riley County Appraiser's Office.

DISCUSSION

I am looking for a skilled individual with 2 years of Appraisal experience to fill this position. I am requesting to post and fill this position as a Commercial Appraiser II. If we do not get applicants with the knowledge skills and abilities we are seeking I would request to under fill the position as an Appraiser I. This position is a crucial position within Riley County. With the increased sales volume and continued growth being fully staffed is imperative. I'm requesting permission to post and refill the position. The updated position descriptions are attached for your review.

FISCAL IMPACT

This position has been in place for several years and is in the Appraiser's Office budget.

RECOMMENDATION(S)

My recommendation is to post and refill the position at the earliest opportunity.

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:

- Appraiser II Commercial position description-UPDATE (DOC)
- Appraiser I Commercial position description (DOCX)
- 2023-01 Appraiser II-Commercial PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER II-COMMERCIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Appraiser IV- Commercial	
Pay Range:	10	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser II-Commercial discovers, lists, and values real property throughout Riley County utilizing recognized mass appraisal methods and techniques and following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values structures and other improvements associated with commercial and exempt property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data, photo catalogs, measures, and sketches. Works with the supervisor on subjective data i.e. (rank, condition, functional utility, and investment class).
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of commercial and exempt properties throughout the county to ensure data is accurate and reflects the property at time of sale.
- Reviews maps for accuracy and discrepancies.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Assists with informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain an explanation of the value estimate.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all process including annual review, building permits, sales, final review, and hearings.
- Continuously furthering education to advance knowledge, skills and abilities in appraisal.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including property record card, cost sheets, income reports, aerial maps, and legal descriptions.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- Orion Commercial/ Industrial Data Collection, Orion Introduction and Overview of Basic Functionality, ORION Residential & Agricultural Data Collection
- Kansas Property Tax Law
- IAAO 101, IAAO 102, and USPAP

Within 3 years in position must successfully complete:

- Orion Sales File Development, Orion Land Value Analysis Model Specification and calibration.
- IAAO 300-Fundamental of Mass Appraisal, IAAO 201- Appraisal of Land, IAAO 311-Real Property Modeling Concepts, IAAO 400- Assessment Administration.

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Updated December 2022

Attachment: Appraiser II Commercial position description-UPDATE (13085 : Request to Post and refill the Commercial Appraiser II Position)

Experience: 2 years of appraisal experience required. Established proficiency in all Appraiser I duties and responsibilities. Use of ORION CAMA system and APEX software preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read and navigate various mapping systems. Ability to measure structures accurately. Ability to multitask. Ability to render identification of and judgements concerning building structural features, quality of construction, functional utility rating, and physical condition. Knowledge and ability to interview. Knowledge and ability in Microsoft Office programs. Ability to record descriptive data into a variety of systems accurately and completely. Ability to communicate tactfully and courteously with the public.

Supervisory Control: Work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used to arrive at the end results are generally reviewed. Supervisor generally reviews finished product

Supervisory Responsibility: None

Guidelines: Employee uses guidelines such as policies, regulations, precedents, and directions for application to assigned work. Employee reviews and recommends changes with supervisor.

Complexity: Accuracy is essential, and deadlines must be met. Makes decisions regarding what needs to be done based on standard processes and review with the supervisor.

Scope & Effect of Work: The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

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

Purpose of Contacts: The purpose of contacts is to attain, clarify or give facts and information to an individual or group to obtain the desired effect, such as compliance with policies and regulations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I-COMMERCIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Appraiser IV-Commercial	
Pay Range:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser I-Commercial discovers and lists property characteristic data of real property throughout Riley County for the purpose of ad valorem taxation with the specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discover, inventory, and list structures and other improvements associated with commercial and exempt property within Riley County.
- Assist in Ensuring new construction is listed and existing data is accurate.
- Assist in Identifying, photo cataloging, measuring, and sketching pertinent objective data working with a supervisor on subjective data i.e. (rank, physical condition, functional utility, and investment class).
- Conduct interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews maps for accuracy and discrepancies.
- Perform quality control on data entry.
- Communicate workload with supervisor to ensure statutory deadlines are met for all process including annual review and building permits.
- Assist supervisors with sales review and final review prior to finalization of the appraisal estimates and printing of change of value notices.
- Observe informal and payment under protest hearings.

SECONDARY FUNCTIONS:

- Provide information to customers by phone, email, or in person. Information includes property record card, cost sheets, income reports, aerial maps, and legal descriptions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

Within 2 years in position must successfully complete:

- ORION Commercial & Industrial Data Collection, ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law
- IAAO 101, IAAO 102, and USPAP

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years office experience preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read maps. Ability to multitask. Knowledge and ability to utilize Microsoft Office programs. Ability to enter data into a variety of systems accurately and completely. Ability to communicate tactfully and courteously with the public. Ability to use

Updated December 2022

Attachment: Appraiser I Commerical position description (13085 : Request to Post and refill the Commercial Appraiser II Position)

basic math skills and take measurements accurately.

Supervisory Control: Employee plans and carries out successive steps and handles problems and deviations in the work with instruction, policy and training. Employee obtains assistance from supervisor when necessary and in new/unusual situations. Supervisor reviews throughout work process.

Supervisory Responsibility: None

Guidelines: The employee uses guidelines given by the supervisor both verbally and in writing, such as agency policies, regulations, precedents, and directions for application to assigned cases or problems. Deviation and judgement are permitted in the application of the guidelines.

Complexity: Accuracy is essential, and deadlines must be met. Is given direction regarding what needs to be done based on standard processes.

Scope & Effect of Work: The work involves basic appraisal duties conformance with established criteria.

Personal Contacts: The personal contacts are with the general public and internal appraisal staff.

Purpose of Contacts: The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; the facts or information may range from easily understood to highly technical.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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

20.c

Job Created By

Anna Burson, Jan 5, 2023

Posted on Career Page

County of Riley

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

1469423

Pay Grade

RANGE 10 [RANGE 10]

Cost Center 1

County General [1]

1 Job Slot

APPRAIS-1

Position Template

Appraiser II-Comm [APPRIICM]

Salary

Starting pay range \$23.93 - \$26.13 per hour

EEO Class

--

Cost Center 2

Appraiser [22]

Work Location

Riley County Appraiser's Office

Supervisor Position

No

Workers Compensation

--

Cost Center 3

--

Supervisor: Melanie Berry, Appraiser IV-Commercial

Department Head: Anna Burson

☐ No changes to Position or Budget

☐ Position Description attached

Total annual hours 2080

☒ Budgeted

☒ New or updated position description

☐ New request for budget (details attached)

total annual cost \$75,818.81

Additional Position Comments: _____

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2022-11



**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 9, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 01.09.2023 (DOCX)

PENDING COUNTY PROJECTS • Beginning December 15, 2022 and through January 4, 2023
Submitted by Clancy Holeman, Riley County Counselor
Changes or additions from previous entries or in the items listed are shown in *bold italics*.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting; Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting. (4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22;5-16-22;5-17- 22;5-18-22) Attend BOCC public meetings. (5-16-22;5-19-22) Discuss with outside counsel potential assistance on project. (5-20-22) Attend BOCC public meetings. (5-23-22; 5-26-22) Attend BOCC public meeting. (6-2-22; 6-6-22) Draw and submit commission agenda report for formal adoption of existing conduct rules for speakers and photographers/recorders during public meetings. (6-7-22) Attend BOCC public meeting: Presented CAR obtaining approval of ACH jail inmate medical care contract; Presented CAR obtaining approval of resolution adopting rules for public comments and recording during BOCC public meetings. (6-9-22) Attend BOCC public meetings. (6-13- 22; 6-16-22; 6-23-22) Present to BOCC the Counselor’s office 2023 budget request. (6-16-22) Analyze legal issues surrounding budget appropriation requests (6-19-22; 6-20-22) Work with Chairman and legislator to schedule zoom discussion on possible state funding for disaster damage—and interaction of that goal with new state statute. (6-18- 22;6-19-22;6-20-22; 6-21-22) Review applicable statutes and anticipate in immediately foregoing discussion. (6-22-22) Participate in executive session during public meeting. (6-23-22) Legal research question involving township process—provide answer. (6-23-22) Assist with executive session. (6-23-22) Analyze issues for county’s 2023 budget development. (6-25-22; 6-26-22;6-27-22;6-28-22) Attend BOCC public meeting. (6-27-22; 6-30-22) Confirm dates for meeting with outside counsel on pending litigation. (7-4-22) Attend BOCC public meetings. (7-7- 22; 7-11-22) Attend BOCC public meetings. (7-14-22; 7-18-22) Contact attorney for landowner. (7-18-22) Work on court appointments issue. (7-20-22) Attend BOCC public meetings. (7-21-22; 7-25-22) Obtain approval for BOCC legislative requests. Transmit approved legislative requests to KAC. (7-21-22) Additional work on court case appointments issue. (7-21-22; 7-23-22) Work on pending litigation. (7-23-22) Attend BOCC public meetings. (7- 28-22; 8-1-22) Initial meeting of CPE staff working group on CPE building security. (8-3-22) Consult with Craig on tax foreclosure issue. (8-5-22) Draw letters of support for TVT and WTC applications for state/federal funding. (8- 11-22) Zoom with staff working group on CPE security issues. (8-19-22) Participate in Executive Session appeal of disciplinary action. (8-22-22) Attend BOCC public meetings: (8-18-22; 8-22-22;8-26-22) Attend KAC legislative policy committee meeting. (8-31-22) Attend BOCC public meetings (9-1-22; 9-5-22; 9-8-22; 9-12-22) Work on contract issue. (9-13-22;9-14-22) Attend BOCC public meetings. (9-16-22;9-20-22) Work on contract issue (9-15- 22;9-16-22; 9-19-22;9-20-22; 9-21-22) Assist with January 1, 2023 .20% countywide retailers’ sales tax approved by voters November, 2021. (9-19-22) Work on fence view request. (9-14-22;9-20-22) Work on multiple separate contract issues: (9-15-22; 9-16-22;9-19-22;9-20-22;9-21-22) Work on personnel matter for executive session. (10- 13-22) Work on resolution of

Attachment: FINAL Commission List 01.09.2023 (13095 : Clancy's Commission List)

support for riverbank development by private group. (10-13-22) Attend BOCC meetings. (10-21-22; 10-24-22) Work on personnel matter for upcoming executive session. (10-24-22; 10-25-22; 10-26-22) Attend BOCC meetings. (10-27-22; 10-31-22) Amend and upload resolution of support for Riverfront MHK. (10-27-22) Work with title company to finalize assembly of seller documents for closing on Leonardville site for ambulance station. (10-28-22) Work staff of Clerk's office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22; 11-1-22; 11-2-22) Attend District Court Case Management conference in Riley County District Court on pending appeal of County's approval of update to Prairiewood's preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) *Work on information for annual audit.* (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on "Prairiewood" neighboring landowner appeal to Riley County District Court of BOCC's method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court's decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review's placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to "case management order" provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal's certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22; 12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant's attorney's office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) ***Attend and participate in BOCC public meetings. (12-15-22; 12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of "RAISE" federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23)***

Budget and Planning Committee: Attend meeting: 8-23-22; Prepare for meeting scheduled on 8-6-22. (8-2-22) Attend committee meetings. (9-13-22) Attend meeting. (10-25-22) 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)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in Overland Park, October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021, KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor’s Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept “Ed Randels” award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21.

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County—and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) Send proposed inmate medical care contract to vendor. (5-28-22) Review and approve as to form final contract. Communicate with vendor; communicate with working group; notify working group of proposed presentation for agenda. (6-3-22); Schedule presentation of contract for signature during 6-9-22 BOCC public meeting. (6-5-22) Draw and submit CAR for final contract, to be presented to BOCC during June 9, 2022, public meeting. (6-7-22) Provide signed final contract to CEO of vendor, RCPD, County Clerk’s office and working group members. (6-12-22)

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”: Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of “Dark Store,” to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Dark Store”; recording scheduled for September 17, 2021. Reschedule “Dark Store” podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of “Dark Store.” (Week of 9-29-21) Work with KAC recording podcast on “Dark Store”. (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on “Dark Store” at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County’s Petition for Reconsideration in Home Depot appeal. (11-18-21) Work with Appraiser on possible public statement on Johnson

County “Wal Mart” Supreme Court decision on Dark Store—its potential impact on Riley County “Dark Store” BOTAs. (7-15-22) Communicate with PIO on immediately preceding matter. (7-17-22)

District Court: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County’s initial brief. Motion granted and new deadline to file County’s initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County’s appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents’ deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents’ unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge’s staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County’s Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County’s Petition and opposing counsel’s response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive “Attachment H,” which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that “Attachment H” throughout my brief in support of the county’s petition. (7-19-22) Respondent’s brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22) 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)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22) Assist with project. (5-20-22) Request Helpdesk schedule zoom meeting on pending HR issue for 6-8-22. (6-5-22) Participate in immediately prior zoom discussion. (6-8-22) Zoom discussion with HR on different matter. (6-9-22) Discussion with HR. (6-15-22) Zoom Discussion with HR and Department Head. (6-17-22) Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Intergovernmental Luncheon Meeting: Attend and discuss two pending legislative items with attendees: “Dark Store” and Request to resume LAVTR payments to counties statewide. Forward to Ron Fehr, at his invitation, electronic copies of the KAC “Legislative Request Forms” which Riley County has submitted to the KAC Legislative Policy Committee. Ron will have City staff forward to attendees at today’s meeting. (7-25-22) Attend and describe Riley County state legislative platform for 2023. (11-28-2022)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual

Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22) 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)**

Leonardville North County EMS Station: Work on proposed project. (7-24-22) Call and leave message for City of Leonardville's attorney. (9-14-22) Assist EMS with project. (9-19-22)

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022, deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22) Discuss with County Treasurer Shilo Heger receipt of settlement payment check. (7-8-22)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21) Attend initial committee meeting on potential private road issue. (7-13-22)

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021, legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21) Discussion with County Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) 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)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor

Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021, with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21) Participate in proposed scheduling of initial staff planning committee meeting for 2022 Riley County Employee Day. (6-3-22) Tour with members of staff committee proposed venue for event. (9-14-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10- 1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) Attend meeting. (5-24-22) Attend committee meeting. (6-7-22) Participate in online meeting between staff and ARPA consultant. (7-12-22) Participate in committee meeting to review proposed county budget. (7-12-22) Participate in committee meeting. (9-13-22)

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)

DEPARTMENTAL LIST

Administrative Matters: Review 2022 and 2023 departmental budget information provided by Budget and Finance Officer. (5-25-22;5-26-22) Request to IT to provide additional computer camera for Deputy's continued participation in zoom or team apps. (5-27-22)

Riley County Appraiser's Office: Voicemail to Department head requesting call back on signed appointing resolution. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have an initial meeting with Department Head. (5-31-22) Work to schedule discussion of Johnson County "Walmart" opinion between Department Head and Mike Montoya (BOTA) counsel. 7-10-22) Schedule zoom for 7-14-22 with Anna Burson, Steve Schurle, Mike Montoya. (7-12-22) Attend zoom with Anna Burson, Steve Schurle, Mike Montoya. (7-13-22) Assist with proposed public statement on property tax matter. (7-14-22) Assist with proposed KORA statement on damage estimates. (7-14-22;7-15-22) Review and approve as to form Appraiser's Office web agreement with customer. 7-20-22) Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-22) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) **Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23)**

Riley County Attorney: Assist with contract issue. (4-26-22;4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22;5-5-22) Assist with contract issue (5-6-22; 5-9-22) Assist with contract issue. (5-23-22) Discussion with counsel for vendor. (5-23-22) Assist with contract issue. (5-24-22; 5-31-22) Discuss with working group members potential agreed termination of contract. (6-3-22) Assist with contract issue. (6-7-22; 6-8-22) Discussion with County Attorney on contract issue. (6-12-22) Assist with contract issue. (6-14-22; 6-15-22) Complete contract issue. (6-15-22) Draft cover letter for final payment terminating contract for convenience—check to be available 6-17-22. (6-16-22) Mail cover letter, with final payment, terminating contract for convenience. (6-17-22) Advised by County Attorney staff invoice has been received for additional maintenance; I advise no payment should be made and I'll confirm with vendor contract is terminated and no additional payment is due—then will inform County Attorney; Communicate this fact to vendor's lawyer and request confirmation no further payment is due. (6-24-22) Confirmation this matter is now resolved to satisfaction of Riley

County. (7-4-22)

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9- 20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22) Zoom discussion with Clerk and Budget and Finance Officer to obtain their input on several unrelated matters involving 2023 county budget. (6-13-22) Review information forwarded on electioneering monitoring project of ACLU. (7-13-22) Assist staff with licensing issue and 2022 legislative amendments. (8-22-22; 8-23-22; 8-24-22;8- 25-22; 8-26-22) Assist on KORA issues. (8-25-22;8-26-22;8-28-22;8-29-22;8-30-22) Participate in zoom with Clerk and staff on KORA issues. (8-31-22) Work on KORA issues. (9-1-22; 9-2-22;9-5-22;9-6-22;9-7-22) (9-8-22;9-9-22) Advise staff on abandoned vehicle in RCOB lot. (9-9-22) Assist with KORA issue. (9-16-22) Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22) Discuss with Dept. Head scheduling zoom on Drug Court possible documents. Schedule zoom for 7-20-22. (7-18-22) Communicate with Department head and reschedule zoom at her request. (7- 19-22) Zoom discussion with Department Head on possible drug court documents. (7-22-22) Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22) Prepare Local Emergency Declaration; obtain approval of Declaration from Department Head; Obtain BOCC Chairman's signature; email final signed declaration to BOCC and PIO. (6-12-22) Meet with Department Head to discuss development of request for proposal documents. (7-8-22) Respond to question from Department Head on previous meeting. (7-10-22) _Work on countywide radio system question. (7-22-22) Zoom with Department Head and Department Head of Public Works and PW supervisor on road maintenance issue. Communicate with landowner following zoom. (7-28-22) Advise EM and HR on discovery matter in pending litigation involving third party defendant (not Riley County). Communicate with outside law firm about their request. Draft Response to their subpoena. (8-2-22) Advise EM Director on road access issue raised by Everyg. Contact landowner. Relay to EM Director: landowner grants access conditional permission for Everyg to EM Director (gate must be closed by Everyg upon entering and leaving site. (Cattle on site.) (8-2-22) Work on radio tower access site and possible existing easement across adjoining property line. Assisted by Craig and Vaughn Colbert. (8-3-22) Respond to opportunity to tour CPE with RCPD on CPE security issues. (8-5-22) Advise EM and RCPW finished reviewing easement issue and advise on contacting landowners. (8-5-22) Tour CPE building with RCPD to review possible building security issues. (8-8-22) Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) *New information provided by Department Head on foregoing resident's*

report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23)

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22) Discuss legal issue with Department Head. (6-8-22) Assist staff working group with ambulance project. (6-24-22) Assist with plan to purchase lot and place Ambulance Station in Leonardville. (8- 28-22) Call from Department head. He attended Leonardville City Commission meeting with Chairman recently. 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)**

Riley County Extension: Discuss matter with Extension Director. (5-26-22) Assist Director with Kaw Valley Rodeo planning for Riley County Fair. (6-13-22; 6-15-22) Prepare updated document. (6-16-22) Touch base with Director on status of document; discuss unique statutory framework for BOCC consideration of Extension's upcoming 2023 budget request. (6-24-22) Confirm certificate of insurance satisfactory for KAW Valley Rodeo. Notify all interested parties. (7-18-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21) Receive request for volunteer training dates. (6-24-22) Communicate with RCFD leadership regarding schedule of calendar dates for HR and Legal training of RCFD volunteers in February 2023. (7-19-20; 7-20-22)

Riley County GIS: Zoom discussion with county staff about intellectual property issue. (6-23-22) Advise GIS staff on question raised. (6-24-22) Letter to Verisk, company raising intellectual property issue. (6-24-22) Respond to GIS on question about Leonardville annexation. Additional info from GIS. (7-18-22) Call Verisk to follow up to intellectual property contact from us to the company on June 24, 2022. (7-18-22) (Left message with City Attorney for Leonardville—status of 2022 annexation by Leonardville. Email provided Leonardville with copy of ordinance and its published notice. (7-19-22) Notice received from City Attorney they will provide statute-required copies of annexation ordinance to County Clerk; Register of Deeds—solving issue for GIS. Notify staff of departments involved. (7-19-22)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD's Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22) Review planned “no smoking” signage for county parks (and existing resolution authorizing this) and communicate with proponent and RCHD regarding process for its approval by BOCC. (6-3-22) Assist Department Head with question on legal issue. (6-7-22) Schedule zoom conversation for this p.m. on issue. (6-15-22) Respond to question from Department Head. (6-24-21) Assist with legal matter. (7-4-22) Review matter at request of Department Head. (7-5-22) Assist RCHD staff with legal matter. (7-6-22) Provide copy of formation document creating Food and Fam Council, at request of Assistant Sedgwick County Counselor. (7-13-22) Work with Department Head and RCHD on employment issue. (8-1-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1- 22; 8-2-22) Advise Department head after reviewing proposed grant agreement. (8-5-22) Assist staff with KSU internship process. (9-2-22) Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) **Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a**

department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21) Discuss with staff potential use of museum as part of background in tv series production. (5-27-22) Further analysis of immediately preceding production. (6-24-22) Discuss preceding issue with Department Head. (6-25-22) Discuss preceding issue with Department Head. (7-13-22)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2- 23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22) (4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22) Assist with contract issue. (6-2-22) Assist with contract issue. (6-10-22; 6-13-22) Advise on release of information requested. (6-14-22) Work on pending employment issue. (6-14-22) Assist with contract issue. (6-15-22) Assist HR and Department with employment issue. (6-16- 22; 6-17-22) Assist HR with employment issue. (7-1-22) Review matter at request of HR. (7-5-22) Review matter at request of Department Head. 7-5-22) Assist HR on separate matter. (7-6-22) Participate in staff working group on development of employee training/recognition day. (7-12-22) Assist with employment issue. (7-15-22) Discuss with HR employment law issue. (7-20-22) Assist HR and other department with employment law issue. (7-21-22) Assist HR Manager with pending employment law litigation issue. (7-23-22) Work on separate employment issue. (7-25-22) Work with HR Manager on building security issue and begin scheduling staff meeting within CPE. (7-26-22) Communicate with staff of CPE and begin rescheduling staff meeting on building security issue. (7-27-22) Work with HR and Department head on legal issue. (7-27-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Work with Department Head and RCHD on employment issue. (8-1-22) Advise HR and EM on discovery matter in pending litigation involving third party plaintiff (not Riley County). Communicate with outside law firm about their request. (8-2-22) Review organizational chart for department. (8-5-22) Participate in staff discussion regarding possible location for employee training day in October. (8-12-22) Participate in scheduling of staff working group discussion on existing personnel guidance. (8-12-22) Two Zooms with staff on pending Disciplinary Action Review. (8-19-22) Conversation with two department heads and HR on employment issue. (8-23-22) Late join of scheduled zoom by staff planning employee recognition/training day. (8-23-22) Work with HR and Department Head on employment law issue. (9-14-22) Work on employment law issue. (9-20-22) Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) *Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23)*

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22) Assist GIS with scheduling discussion on legal issue. (6-15-22) Reschedule immediately preceding discussion to 6- 23-22. (6-20-22) *Participate in staff working group discussion of network security improvement. (12-19-22)*

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct”

Attachment: FINAL Commission List 01.09.2023 (13095 : Clancy's Commission List)

Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between GovBuilt and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22; 2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22; 2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D's scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter. (5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter. (5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22; 6-1-22) Assist with orderly public meeting on pending application for approval of preliminary and final development plan. (6-2-22) Assist P & D staff with question proposed on pending matter. (6-6-22) Review and approve "as to form" Planning and Development's minute track resolution adopting Food and Farm Council "Master Plan". Scheduled for P & D presentation to BOCC during June 9, 2022, public meeting. (6-7-22) Assist Department in arranging zoom conversation with staff and GIS. (6-15-22) Reply to attorney for recent applicant. (6-27-22) Analyze ongoing project issue. (7-1-22; 7-4-22) Review scheduled CAR. (7-6-22) Work with Department Head on possible request to landowner involving existing benefit district. (7-12-22) Schedule zoom at Department Head's request for 7-22-22. (7-19-22) Confirm date/time for immediately preceding zoom. (7-20-22) Meet with Department Head on regulatory issue. Request record search by P& D staff. Record search by this Department's staff completed. (7-20-22) Zoom with Dept head and Craig, discussion of possible contract issue. Work on contract issue. (7-22-22; 7-23-22) Discuss possible contract issue with Department Head and Craig. (7-27-22) Sign approval of 2 plats previously approved by BOCC and other county officials. (8-2-22) Work on Department contract issue. (8-7-22; 8-8-22) Answer P&D staff question about benefit district issue. (8-12-22) Respond to Director on pending contractual issue this office is assisting Department with. (8-12-22) Assist staff by review of pending different matter. Provide advice. (8-12-22) Approve plat. (8-12-22) Discuss contract issue with Department Head. (8-12-22) Discuss software project with Department Head. (8-23-22) Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22; 11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) ***Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22)***

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22) Discuss by zoom with PIO and HR Manager social media issue. (5-25-22) Conversation from HR regarding the foregoing social media issue. (5-26-22) Discuss with PIO Riley County rules of conduct for those attending County public meetings. (5-26-22; 5-27-22) Provide fireworks resolution. (6-15-22)

Riley County Public Works: Provide legal advice on project. Review and approve "as to form" KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022, Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park Wastewater project under consent order—prepare

contractual provisions attachment for consulting firm's review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District. (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge. (5-26-22) Discussion by Department Head of KDOT use of "speed trailers." (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022, as date for my update to her on University Park "ability to pay" forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing "ability to pay" information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter. (6-1-22) Scheduled through I.T. zoom discussion on 6-10-22 with Department Head and staff. (6-5-22) Zoom discussion with Department Head and staff regarding transfer station operation. (6-10-22) Microsoft Teams Meetings discussion with and Deputy County Counselor on potential project. (6-13-22) Communication from state on potential project. (6-24-22) Analyze KDHE communication on county property. Reach out to Department Head. (6-26-22) Work on transfer station project. (6-30-22). Assist with transfer station project. (7-6-22) Zoom with Department Head, Supervisor and HR Manager, HR Staff. (7-12-22) Work on Transfer Station issue. (7-17-22) Investigate title on county property for possible KDHE project. Work to schedule zoom with Department Head and KDHE staff. Schedule zoom for 7-19-22. (7-18-22) Contact Department Head and Budget and Finance Officer about different benefit district matter. Discuss with outside agency counsel. (7-18-22) Assist staff and Department Head with pending construction project Communicate with project architect (7-18-22) Prepare for zoom with Department Head and KDHE staff. (7-19-22) Forward finance information on County and University Park Benefit District to EPA counsel as required for possible reduction of EPA administrative penalty. (7-19-22) Communicate with staff of RCPW, Clerk, P & D regarding preceding finance information. (7-20-22) Participate in 2-hour zoom meeting with Department Head and staff on potential contract discussion. Schedule additional zoom for potential contract discussion with Department Head and staff. (7-20-22) Work on transfer station issue. Participate in zoom with Dept. on transfer station issue. (7-22-22) Discuss with Department Head access road issue. (7-22-22) Work on transfer station issue. (7-24-22) Review allowance policy provided for review. (7-25-22) Work with Department Head on benefit district issue. (7-27-22) Zoom with Department Head and PW Supervisor, along with EM Department head on road maintenance issue. Communicate with landowner afterward. (7-28-22) Zoom with Department Head and Department Staff on transfer station issue. (7-29-22) Prepare CAR for Department on pending KDHE request for evaluation of 2 sites in Fairmont Park. Work with Department Head on appropriate signature block. (8-2-22) Discuss with Assistant County Engineer status of compliance plan emailed to EPA by consultant. (8-3-22) EPA advises did not receive Compliance plan emailed to them by our consultant Monday, August 1, 2022. Assist Department with documenting timely provision of Compliance Plan August 1, 2022, by email from our consultant. Phone call exchange with consultant. Forward EPA attorney consultant email of Compliance Plan and email documentation to consultant of receipt. (8-3-22) Advise RCPW and EM I've finished reviewing easement issue and advice on contacting landowners. (8-5-22) Work on EPA issue involving benefit district. (8-5-22; 8-8-22; 8-9-22) Work on University Park Benefit District EPA issues. (8-14-22; 8-15-22; 8-16-22; 8-17-22; 8-18-22) Work on access agreements for KDHE in Fairmont Park. (8-15-22; 8-17-22; 8-29-22; 8-30-22) Discussion with Department Head on upcoming construction project. (8-1-22) Work on same upcoming construction project. (8-2-22) Assist with contract issue on one project. (9-19-22) Assist with contract different project. (9-19-22) Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as "Construction Management at Risk" for 11-17-22 public meeting. (11-15-22) Work on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) **Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22)**

Attachment: FINAL Commission List 01.09.2023 (13095 : Clancy's Commission List)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22) Assist with project. (5-29-22) Complete negotiation of KanPay contract and provide advice to Department Head. (6-9-22) Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21) Participate with this office's staff in 2022 delinquent real property tax sale. (7-8-22) Meet with Department Head on National Opioid Settlement payment process. (7-8-22) Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) ***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”)

Prepare 2023 proposed lease on “Aggieville Substation” for consideration by BOCC at upcoming public meeting. (11-18-21; 11-22-22) Approved by BOCC. (11-28-22)

PROFESSIONAL ASSOCIATION, INTERNAL STAFF COMMITTEES, CLE MATTERS & ADMINISTRATIVE MATTERS:

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22)

Continuing Legal Education: Attended, in lieu of lunch hour, 1 hour CLE webinar on elimination of gender bias in legal practice. University of Missouri Kansas City School of Law. (6-6-22)

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022, mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22) Attend summer CLE webinar from office. (6-17-22) Attend semiannual CLE program during KAC annual meeting. (10-18-22)

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.” Participate in 1 ½ hour DHC meeting. (4-20-22) Participate in 50-minute DHC meeting. (5-4-22) Attend DH Committee meeting. (6-1-22) Attend DH Committee meeting. (6-15-22) Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) ***Attend and participate in Committee Meeting. (12-21-22)***

Kansas Association of Counties: KAC Annual Meeting (**October 19, 2021**): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10- 18-21) Attend annual meeting. (10-17-22 to 10-19-22).

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) Attend meeting. (5-24-22) Attend committee meeting. (6-7-22) Participate in online meeting between staff and ARPA consultant. (7-12-22) Participate in

committee meeting to review proposed county budget. (7-12-22) Participate in committee meeting. (9-13-22) ***Attend and participate in Committee meeting. (12-21-22)***

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



EMS/AMBULANCE
Project Update

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director

MEETING: January 9, 2023

SUBJECT: Construction Project Update

PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

County staff is working on the agreement with the City of Leonardville on the paving and use of the alley on the south side of the property.

Received first drawing of the external view of the building.

Costs associated/paid since last update:

\$26,362.50

Total to date: \$39,543.75

Upcoming:

Agreement between the County and the City of Leonardville.

Continue the design of the facility and expect to go to bid 1st quarter of 2023.

Public Safety Headquarters

Current Status:

Contract between the county and BHS construction is in process.

Geotechnical engineering report has been received and reviewed. BHS and Archimages are working through the report.

Received first drawings of external view of the building and we are here for you to provide feedback.

The goal is to have the EOC and training area in a basement if possible and we are getting close to needing a decision on the 'shell floor' and the direction the BOCC would like to go.

Costs associated/Paid since last update:

\$79,062.50

Total to date: \$198,220.40

Upcoming:

Contract with BHS to be finalized.

Decision to be made on the 'shell' floor.

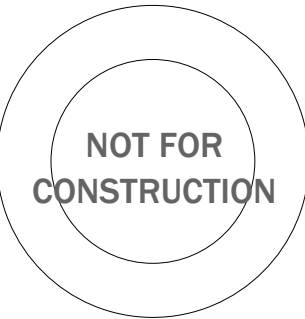
Decision on the exterior building design so design work can continue. Will begin work on cost estimates once this decision is made.

Enclosures:

- DRW_22028_013-Riley County EMS North Station (PDF)
- RCPSHQ Option 1 (PDF)
- RCPSHQ Option 2 (PDF)



CONSULTANT LOGO



PROJECT LOCATION

E BARTON ST.

LEONARDVILLE, KS 66449

CONSULTANTS

ARCHITECTURE FIRM:
ANDERSON KNIGHT ARCHITECTS
2505 ANDERSON AVENUE, SUITE 201
MANHATTAN, KS 66502
785.539.0806

MEP FIRM:
PKMR ENGINEERS
2505 ANDERSON AVENUE, SUITE 202
MANHATTAN, KS 66502
785.320.5260

STRUCTURAL ENGINEER:
KDK ENGINEERING
P.O. BOX 929
MANHATTAN, KS 66505
785.560.5786

Riley County EMS North Station

Attachment: DRW_22028_013-Riley County EMS North Station (13100 - Construction Project Update)

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

DATE 01.05.2022

ISSUE RECORD

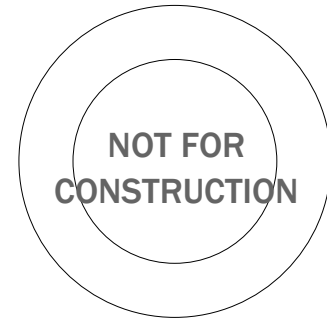
SCHEMATIC DESIGN

G1.01

COVER SHEET



CONSULTANT LOGO



Riley County EMS North Station

Attachment: DRW_22028_013-Riley County EMS North Station (13100 - Construction Project Update)

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

DATE 01.05.2022

ISSUE RECORD

SCHEMATIC DESIGN

G1.02

GENERAL INFORMATION

LEGEND

BUILDING SECTION

BUILDING SECTION

BUILDING SECTION

EXTERIOR ELEVATION

INTERIOR ELEVATION

LEVEL DESIGNATION

DOOR DESIGNATION

WINDOW DESIGNATION

ROOF SLOPE DESIGNATION

WALL DESIGNATION

REVISION DESIGNATION

GRIDLINES

GENERAL NOTES

1. PROJECT LAYOUT REQUIREMENTS
- A. DO NOT SCALE DRAWINGS - DIMENSIONS GOVERN. LARGER SCALE DRAWINGS SHALL GOVERN SMALLER SCALE.
- B. DIMENSIONING IS AS FOLLOWS:

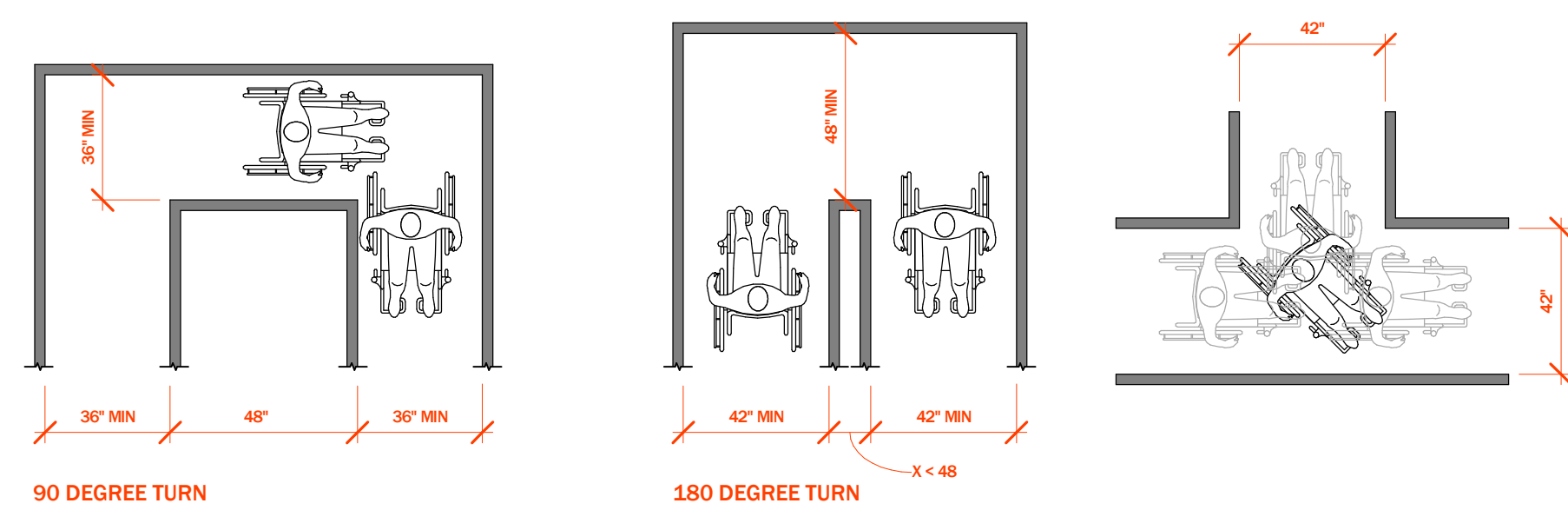
a. EXTERIOR FACE OF STUD AT EXTERIOR WALLS

b. FACE OF STUD AT INTERIOR WALLS

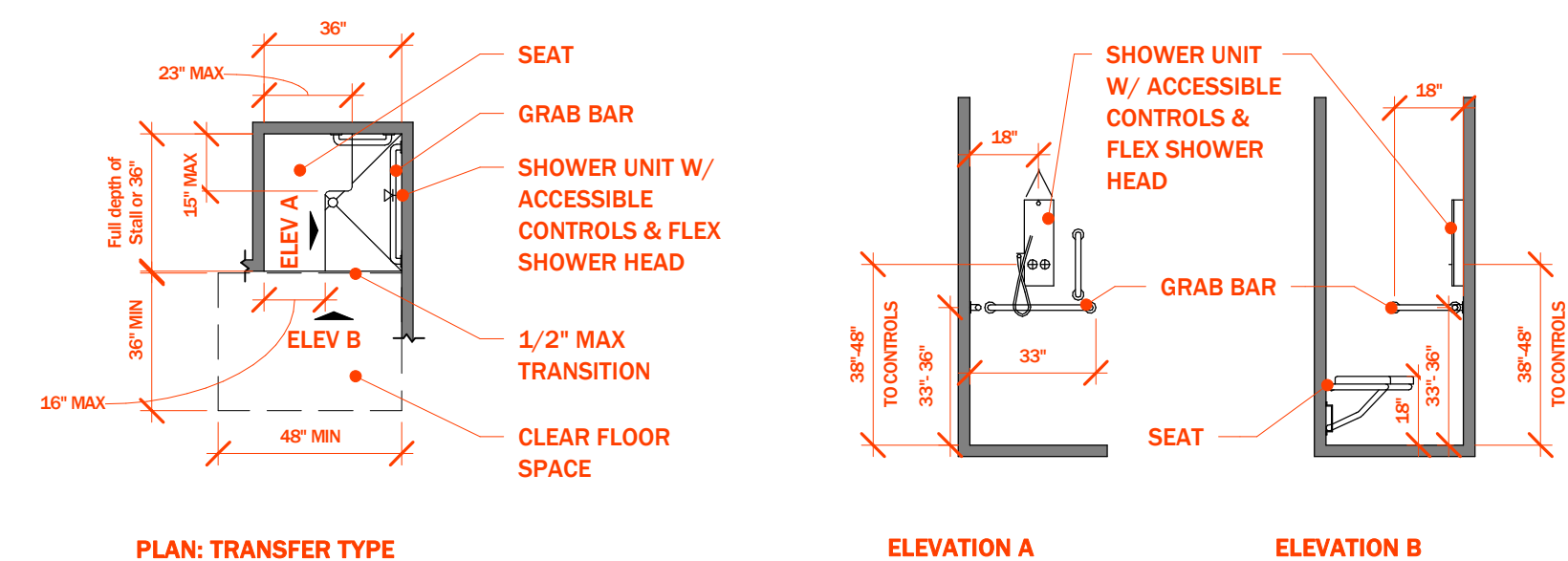
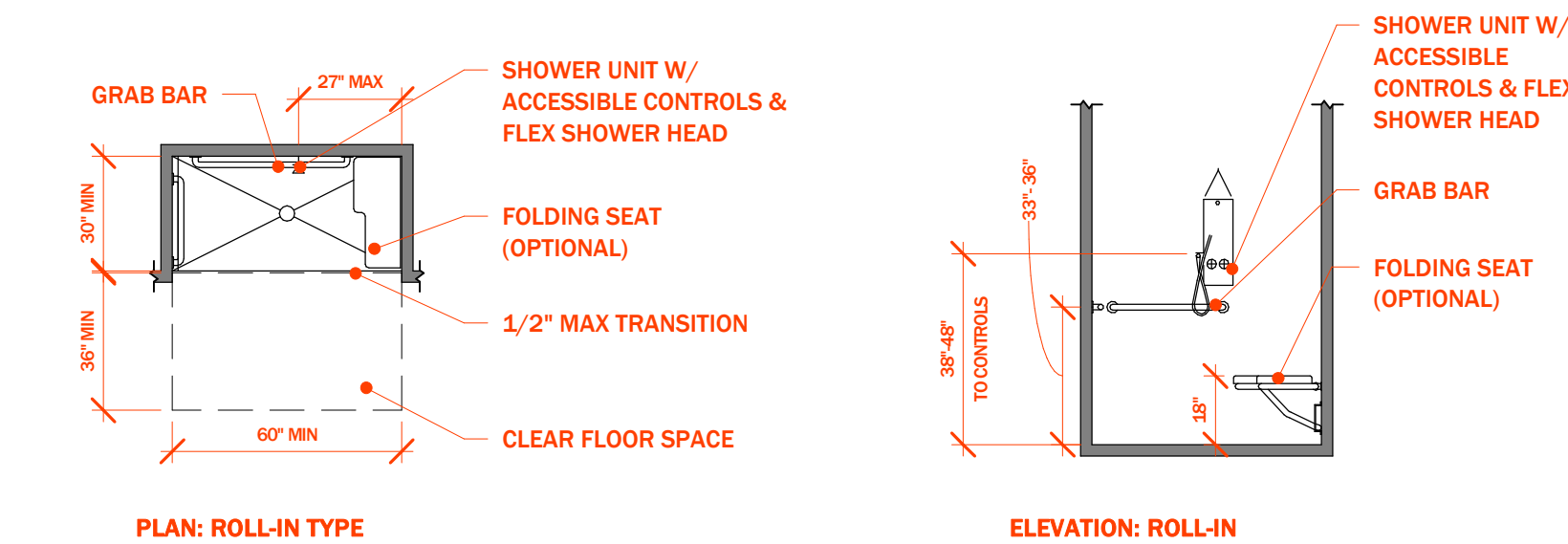
c. CENTER OF WINDOW/DOOR OPENINGS (U.N.O.)
- C. ALL WALL THICKNESSES SHOWN ARE NOMINAL.
- D. ALL FINISH FLOOR ELEVATIONS ARE TO TOP OF SLAB OR TOP OF WOOD FLOOR DECKING.

DRAWING LIST

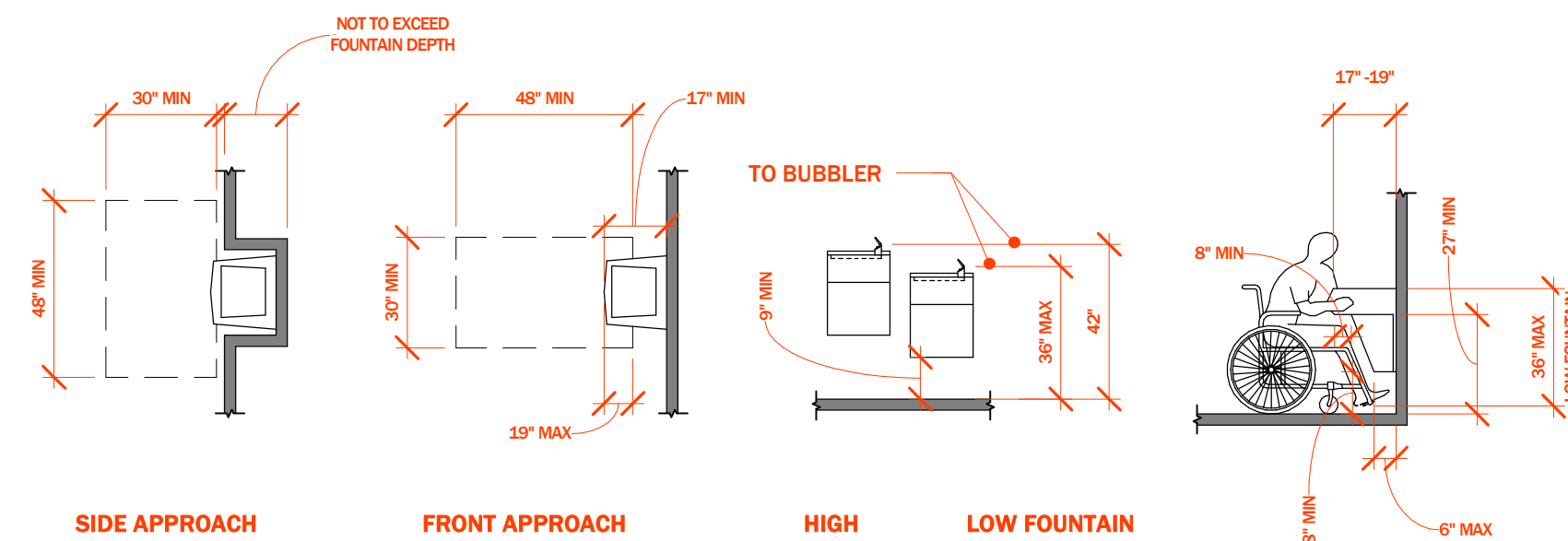
SHEET NUMBER	SHEET NAME
01 - GENERAL	
G1.01	COVER SHEET
G1.02	GENERAL INFORMATION
G1.03	ADA COMPLIANCE
G2.01	CODE FLOOR PLAN
05 - STRUCTURAL	
S1.01	STRUCTURAL SHEET
06 - ARCHITECTURAL	
A1.01	FIRST FLOOR PLAN
A2.01	REFLECTED CEILING PLAN
A3.01	ROOF PLAN
A4.01	EXTERIOR ELEVATIONS
A4.02	EXTERIOR ELEVATIONS
A5.01	BUILDING SECTIONS
A5.02	SECTIONS & DETAILS
A5.03	SECTIONS & DETAILS
A6.01	INTERIOR ELEVATIONS
07 - MEP	
MEP1.01	MEP SHEET
08 - MECHANICAL	
M1.01	MECHANICAL SHEET
09 - PLUMBING	
P1.01	PLUMBING SHEET
10 - ELECTRICAL	
E1.01	ELECTRICAL SHEET



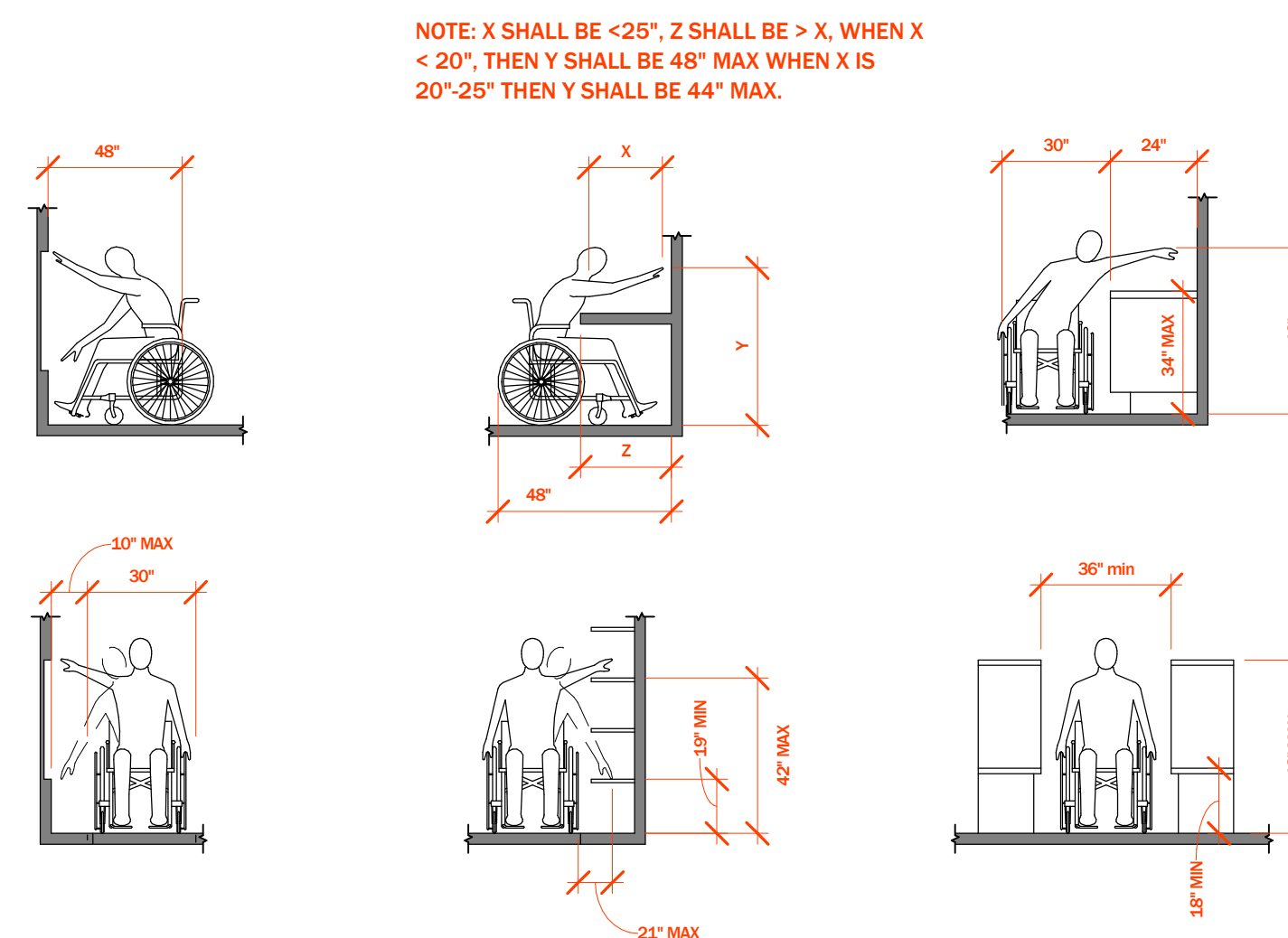
1 90 DEGREE & 180 DEGREE TURNS



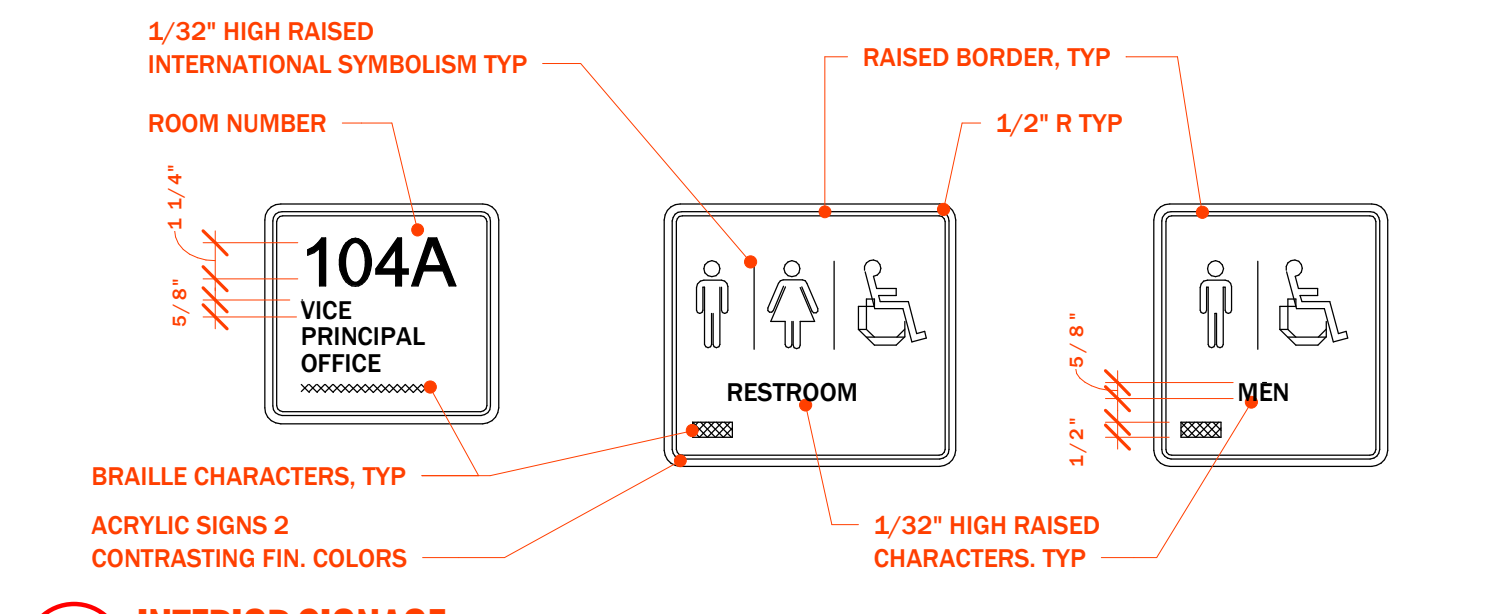
5 ACCESSIBLE SHOWER



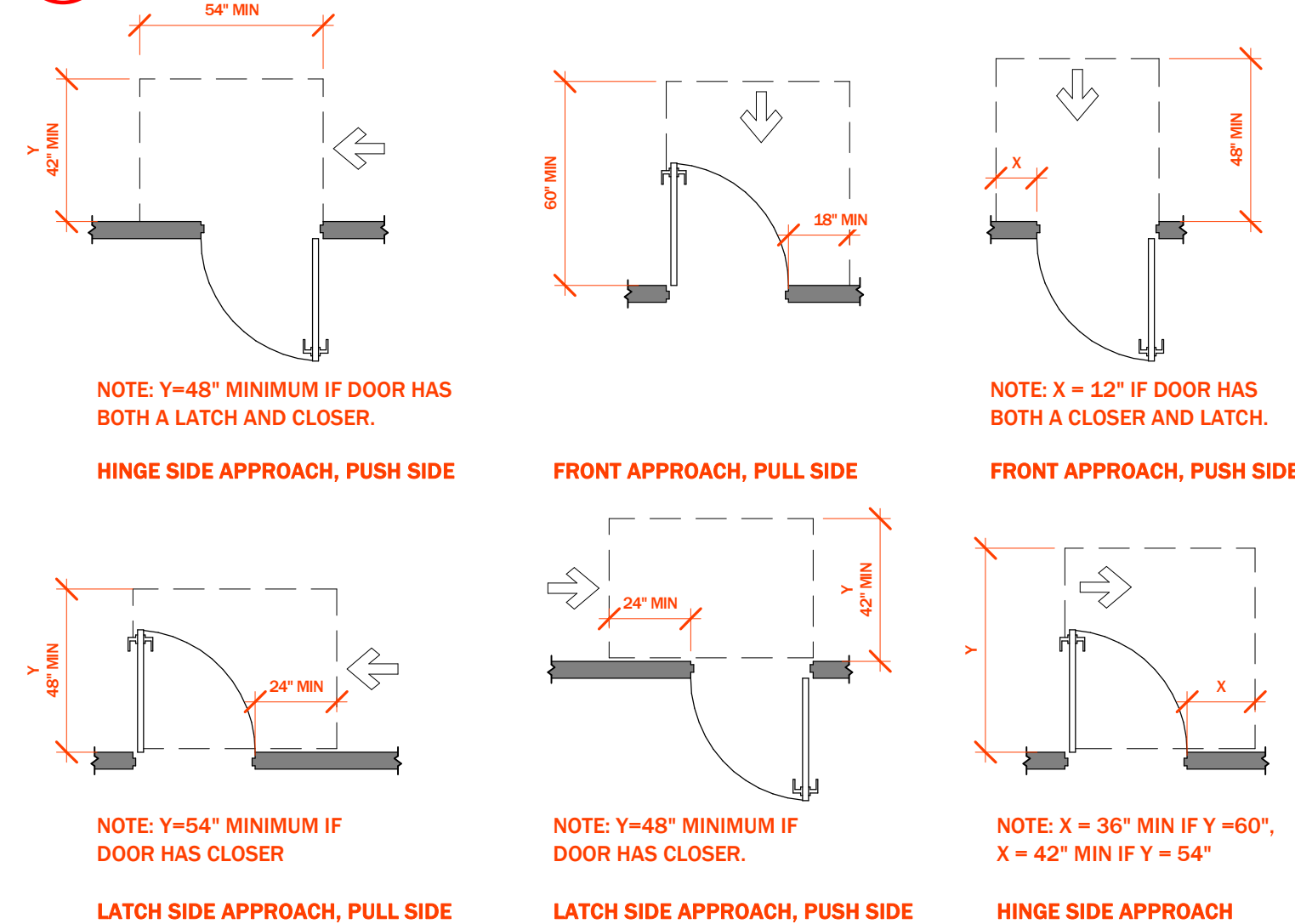
11 DRINKING FOUNTAINS



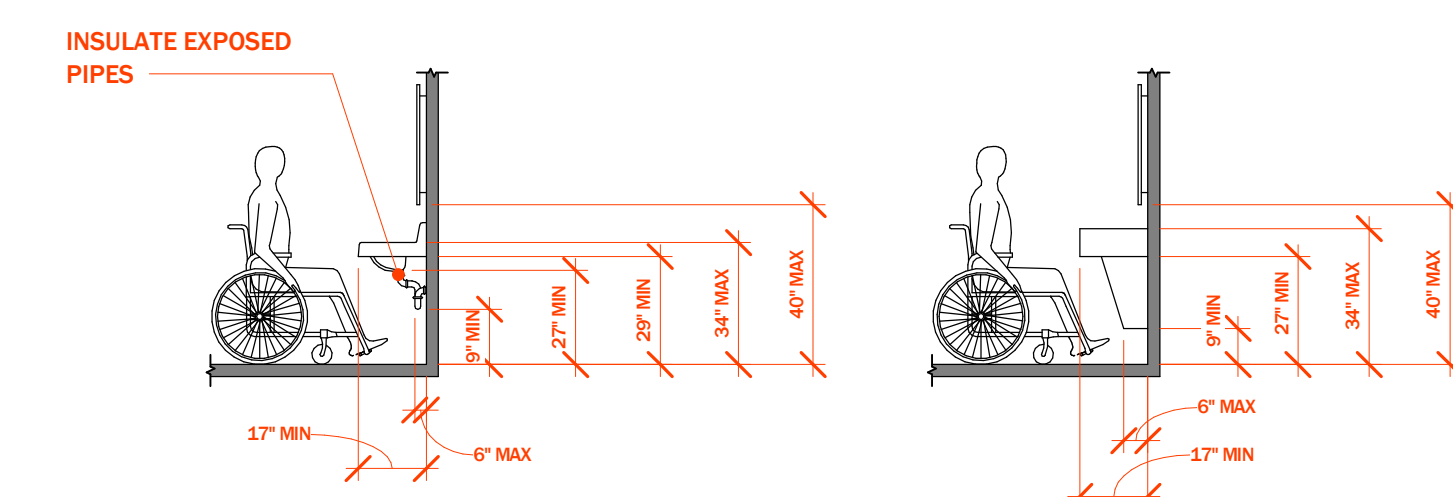
16 GENERAL REACH DIMENSIONS



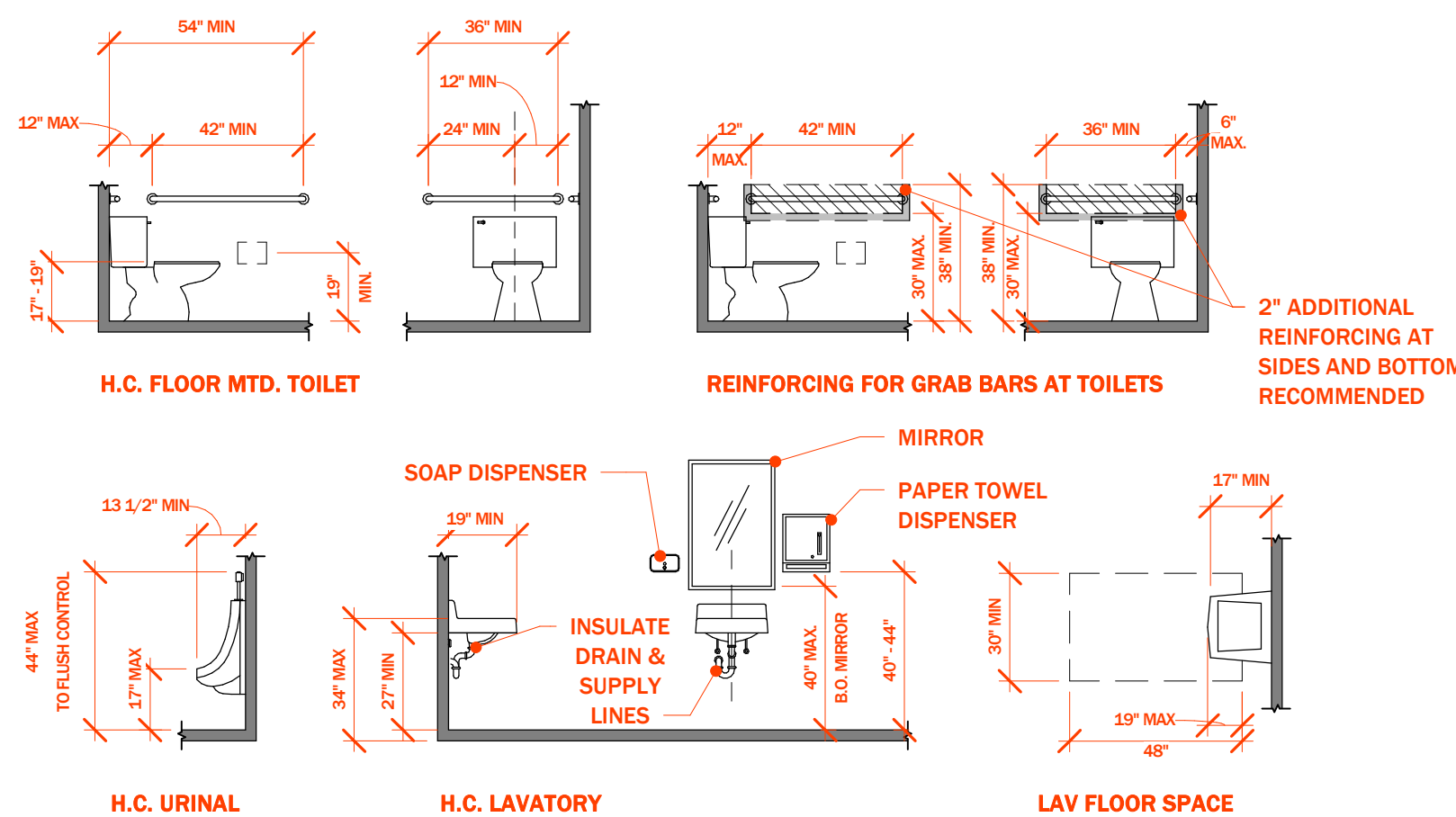
2 INTERIOR SIGNAGE



6 MANEUVERING CLEARANCES AT DOORS



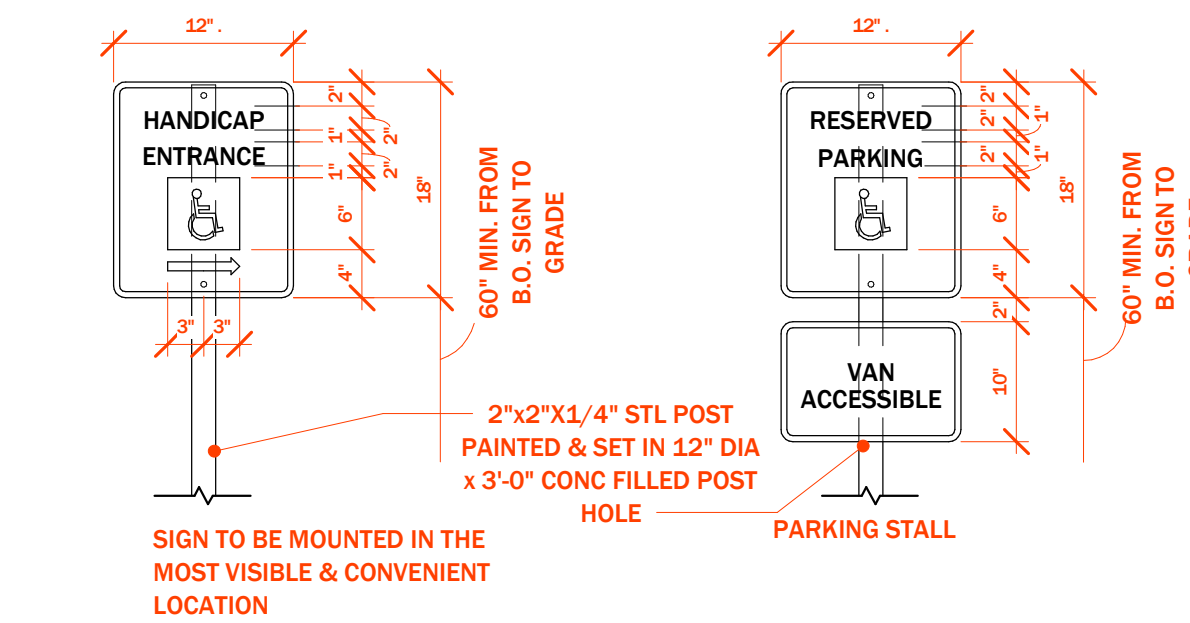
12 LAVATORY DIMENSIONS



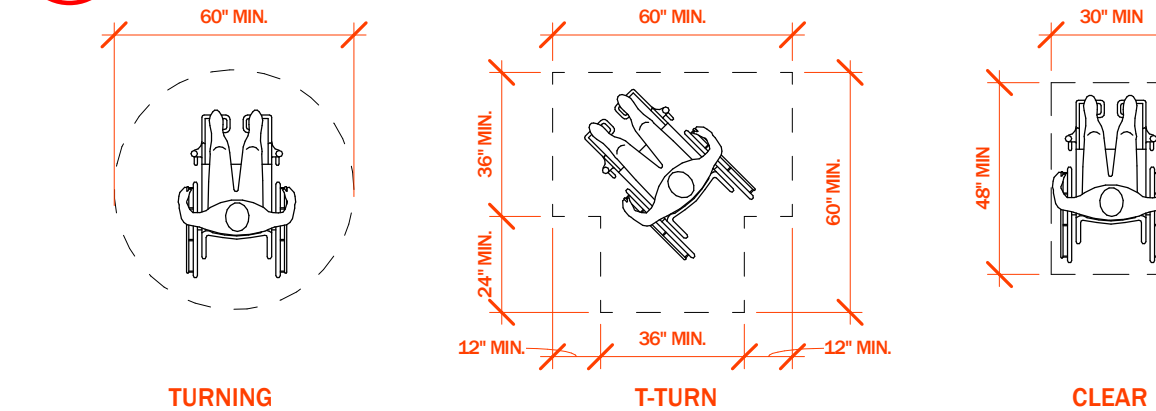
17 BATHROOM FIXTURES & ACCESSORIES



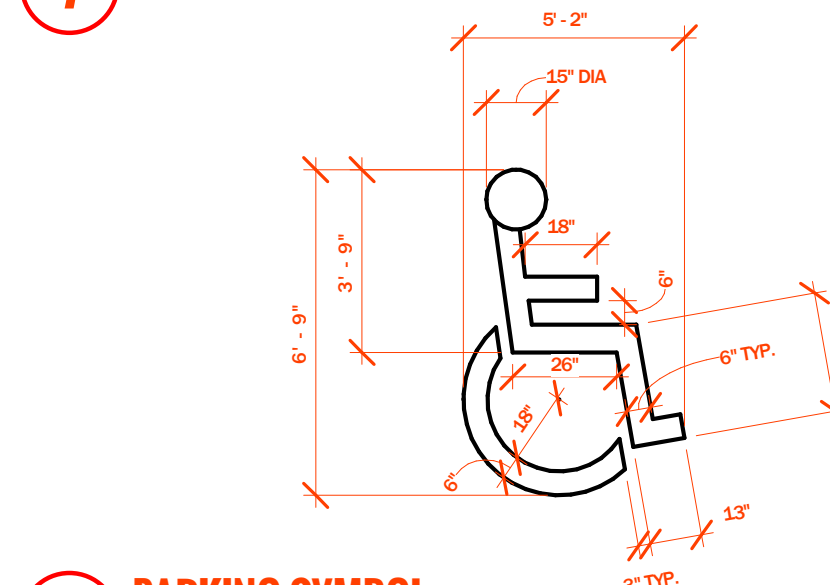
20 MOUNTING HEIGHT DIMENSIONS



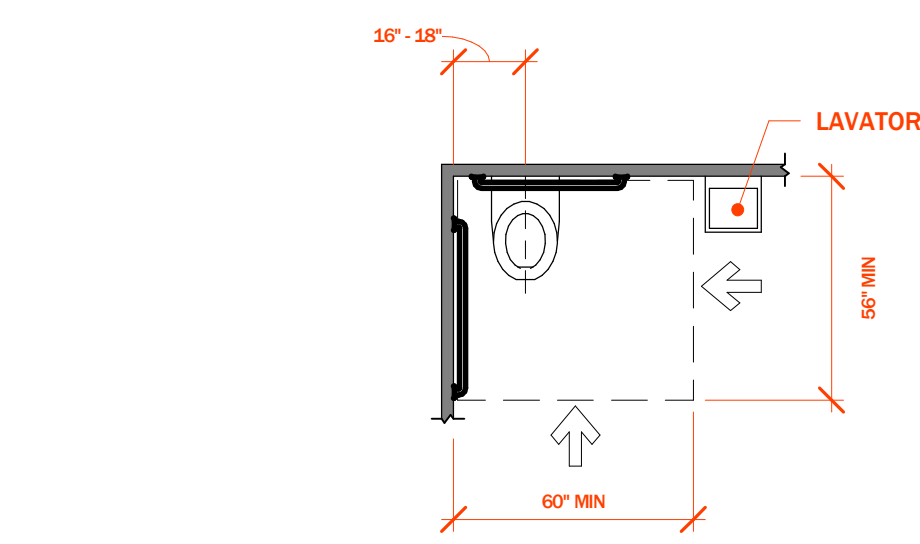
3 OUTDOOR SIGNAGE



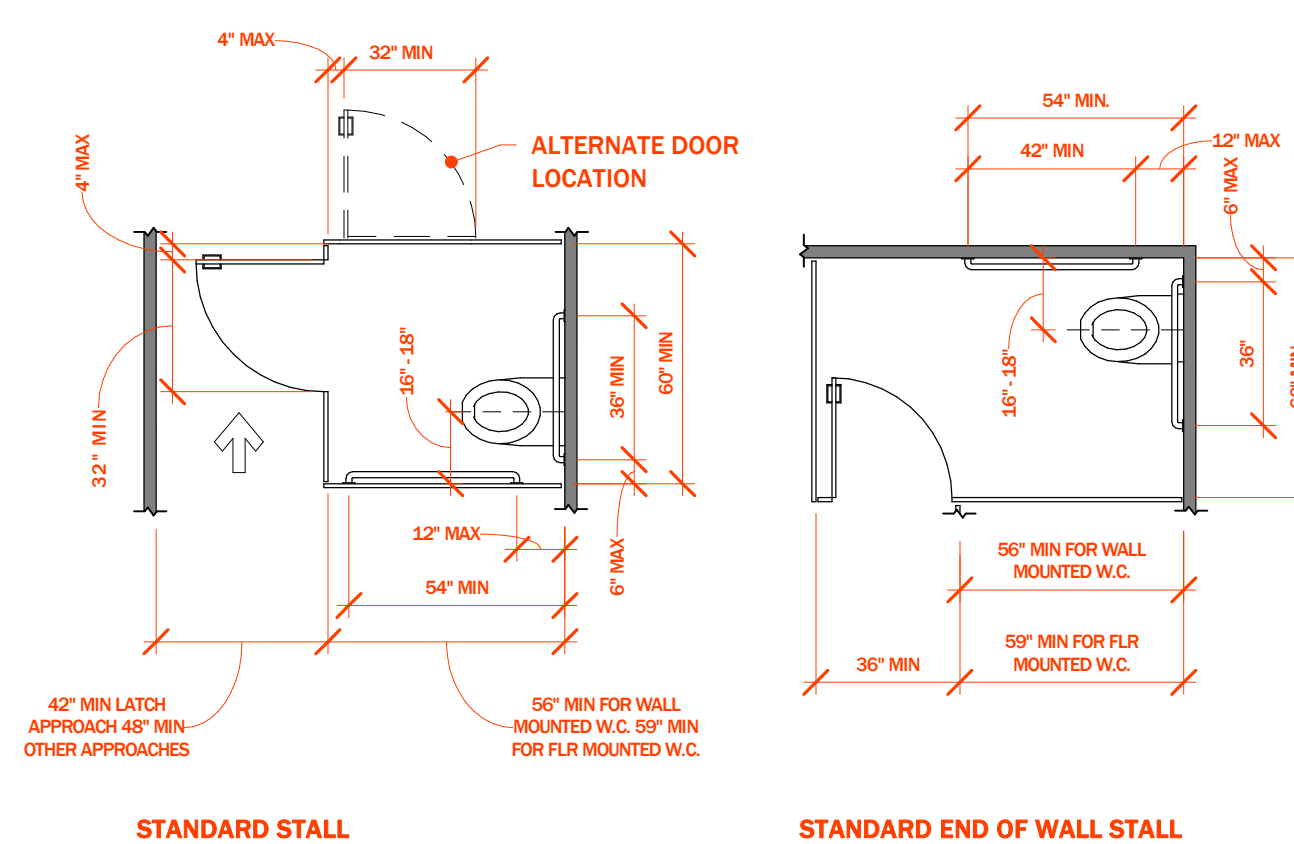
7 WHEELCHAIR MANEUVERING



9 PARKING SYMBOL



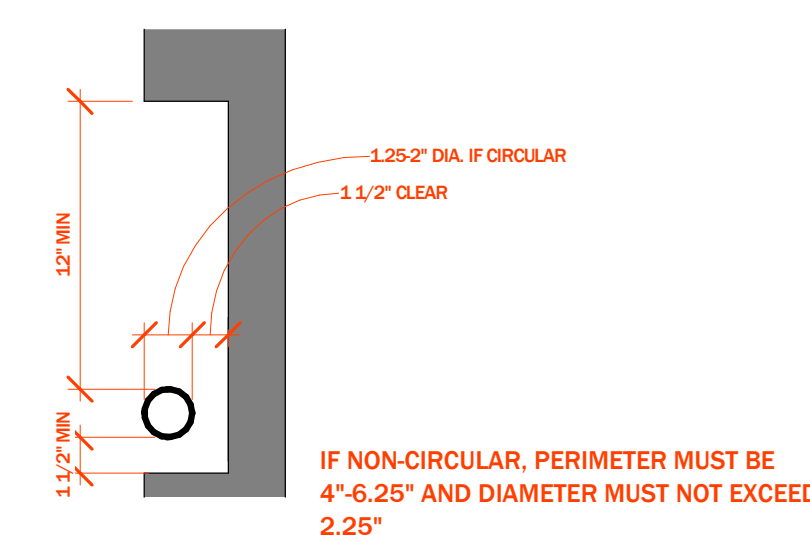
13 ACCESSIBLE SINGLE TOILET



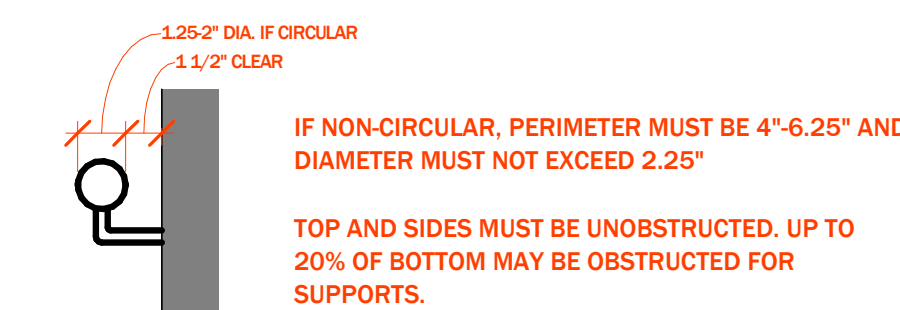
18 ACCESSIBLE TOILET STALLS

56" MIN FOR WALL MOUNTED W.C. 59" MIN FOR FLR MOUNTED W.C.

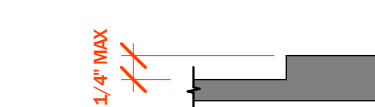
4 GRAB BARS



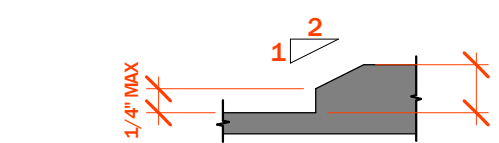
8 HANDRAILS



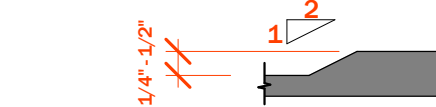
10 CARPET ON FLOOR SURFACES



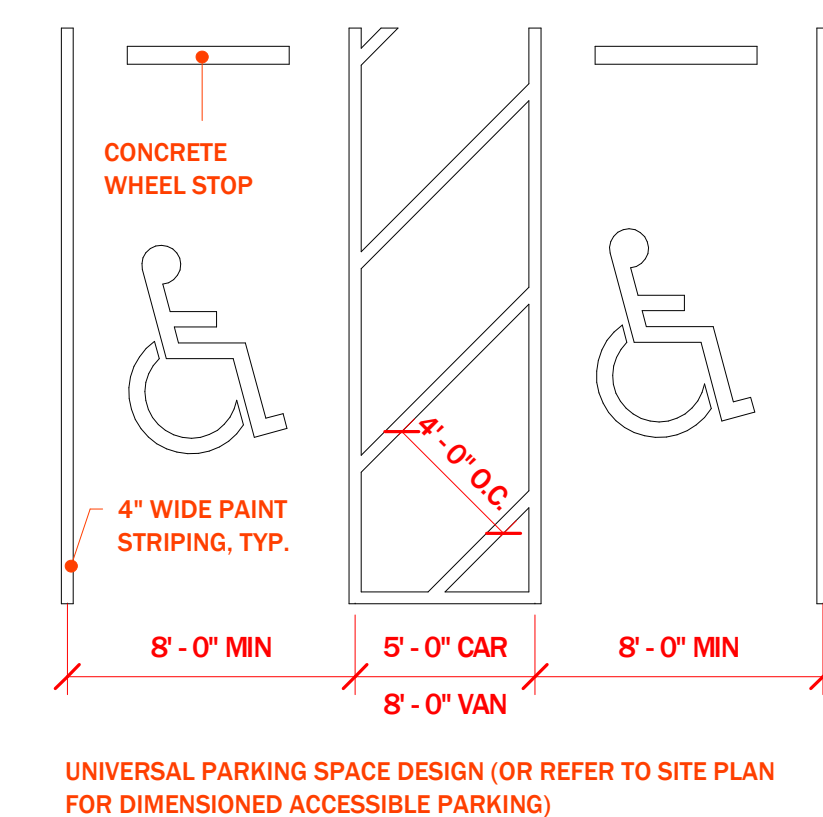
14 BEVELED FLOORING TRANSITIONS



15 BEVELED FLOORING TRANSITIONS

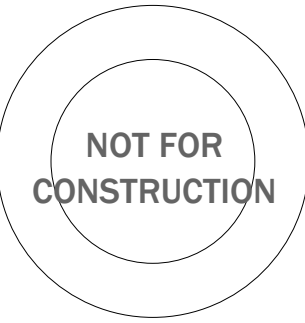


19 PARKING SPACES





CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

DATE 01.05.2021

ISSUE RECORD

SCHEMATIC DESIGN

G2.01

CODE FLOOR PLAN

CODE COMPLIANCE

- APPLICABLE CODES:
2018 INTERNATIONAL BUILDING CODE
2018 INTERNATIONAL FIRE CODE
2018 INTERNATIONAL MECHANICAL CODE
2018 INTERNATIONAL PLUMBING CODE
2018 INTERNATIONAL FUEL GAS CODE
2018 INTERNATIONAL ENERGY CODE
2017 NATIONAL ELECTRIC CODE
2009 INTERNATIONAL ENERGY CONSERVATION CODE
1991 NFPA LIFE SAFETY CODE
2010 AMERICANS WITH DISABILITIES ACT
 - OCCUPANCY CLASSIFICATION:
GROUP B, S-2
BUILDING IS BEING CLASSIFIED AS B
OCCUPANCY FOR NON-SEPARATED USES IN ACCORDANCE WITH SECTION 508.3
 - TYPE OF CONSTRUCTION:
TYPE V-B
 - ALLOWABLE AREA: (TABLE 506.2)
GROUP B (NS): 9,000 SF - MOST RESTRICTIVE
S-2 (NS): 13,500 SF
 - ALLOWABLE HEIGHT: (TABLE 504.3)
GROUP B,S (NS): 40'-0"
 - ALLOWABLE STORIES: (TABLE 504.4)
GROUP B,S (NS): 2
S-2 (NS): 2
 - ACTUAL AREA:
GROUP B: 1,375 SF
S-2: 860 SF
TOTAL: 2,235 SF
 - ACTUAL HEIGHT:
1 STORY / 18'-0"
 - OCCUPANT LOAD:
GROUP B: 10 OCCUPANTS
S-2: 5 OCCUPANTS
 - REQUIRED NUMBER OF EXITS: (SECTION 1006)
GROUP B: 1 (100')
- TOTAL NUMBER OF EXITS PROVIDED:
2
 - REQUIRED EXIT WIDTH: (SECTION 1005.1)
GROUP B: 36"
 - TOTAL EXIT WIDTH PROVIDED:
2 EXITS x 34" EA. = 68"
 - EXIT ACCESS TRAVEL DISTANCE: (TABLE 1017.2)
GROUP B: 200 FT.
 - FIRE-RESISTANCE RATING REQ'S. FOR BUILDING ELEMENTS (TABLE 601 & 602):
STRUCTURAL FRAME: 2 HOURS
BEARING WALLS:
EXTERIOR: 0 HOURS
INTERIOR: 0 HOURS
NON-BEARING WALLS:
EXTERIOR: 0 HOURS
INTERIOR: 0 HOURS
FLOOR CONSTRUCTION: 0 HOURS
ROOF CONSTRUCTION: 0 HOURS

CODE NARRATIVE

- PROJECT CONSTRUCTION PURPOSE:
NEW CONSTRUCTION
 - SUBMITTAL PURPOSE:
BUILDING PERMIT
 - PROJECT ADDRESS:
E BARTON ST.
LEONARDVILLE, KS 66449
 - BUILDING OWNER:
RILEY COUNTY
110 COURTHOUSE PLAZA
MANHATTAN, KS 66502
 - PROJECT ARCHITECT:
ANDERSON KNIGHT ARCHITECTS
2505 ANDERSON AVENUE, SUITE 201
785.539.0806
 - FUTURE ADDITIONS:
NO FUTURE ADDITIONS ARE PLANNED FOR THE BUILDING
 - RESPONDING FIRE SERVICE:
RCFD #1, LEONARDVILLE STATION
- ACTIVE FIRE SAFETY FEATURES:
UNITARY EMERGENCY LIGHTING ALONG PATHS OF EGRESS
ILLUMINATED EMERGENCY EXIT SIGNAGE
SMOKE DETECTION
HEAT DETECTION (IN ATTIC)
HORN AND STROBES FOR NOTIFICATION
PORTABLE FIRE EXTINGUISHERS: 2A-10B:C
 - REQUIRED FIRE FLOW:
GPM: 1,500
DURATION: 2 HOURS

SYMBOLS

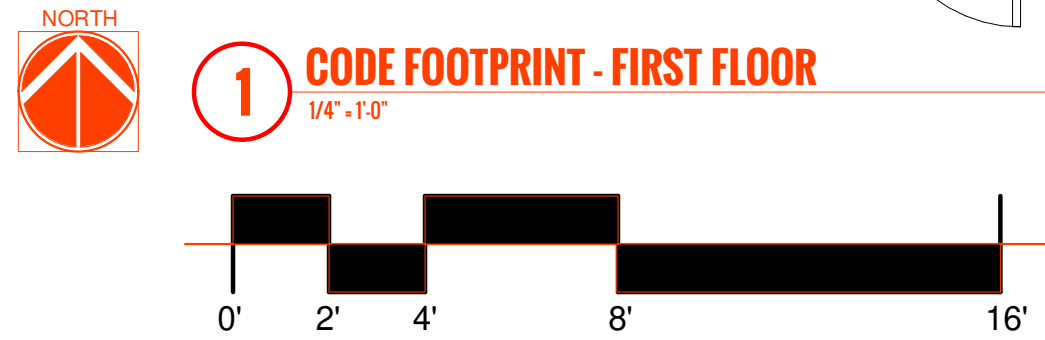
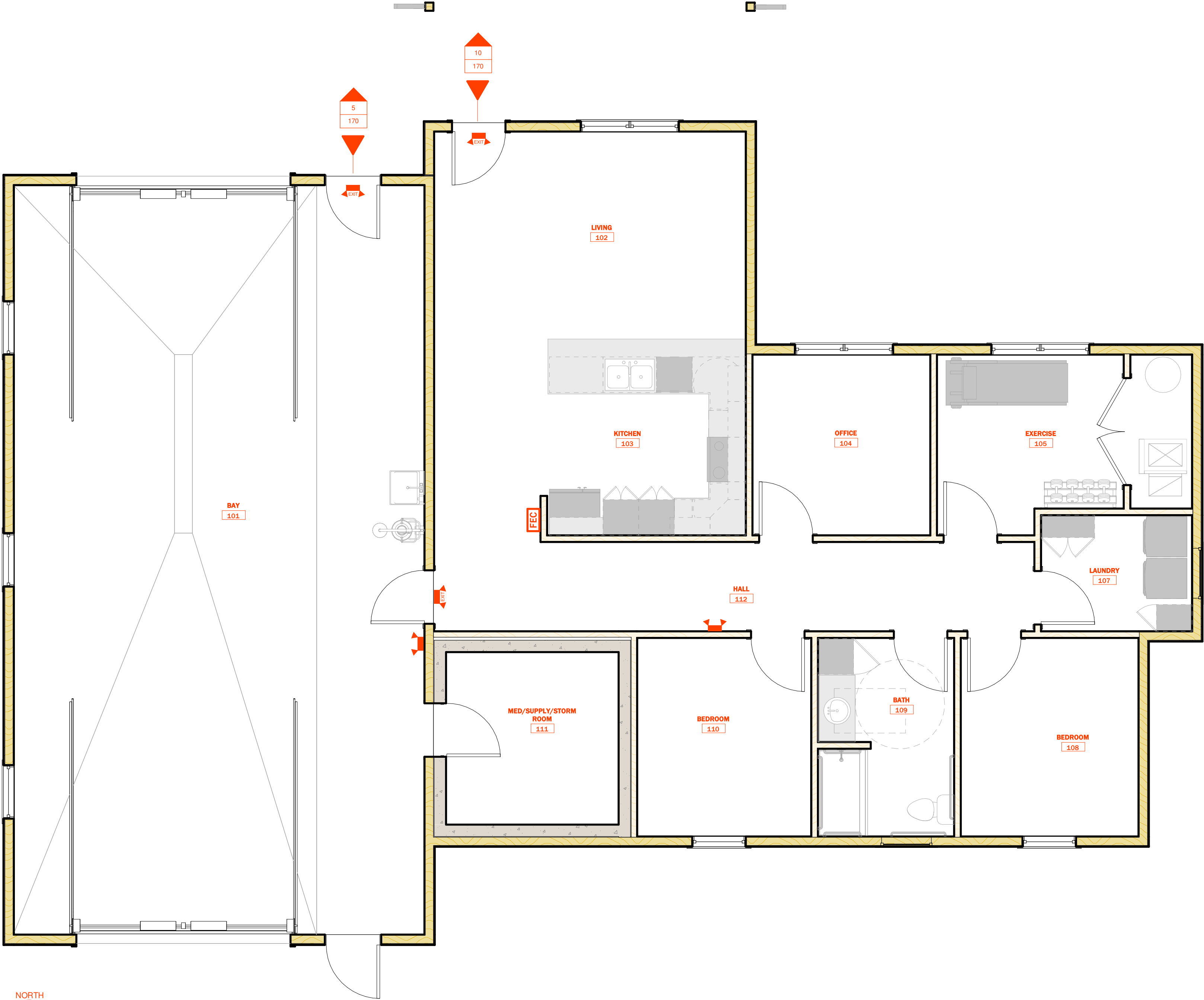
- 10

180

EXITING OCCUPANT LOAD
EXITING CAPACITY
- EXIT LIGHT w/BATTERY BACKUP
- BATTERY OPERATED EMERGENCY LIGHT
- EXIT

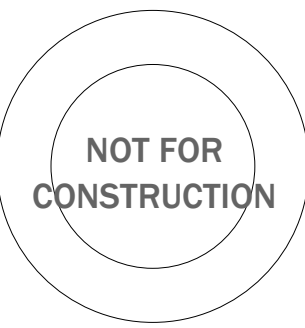
BATTERY OPERATED EMERGENCY LIGHT
w/EXIT LIGHT
- FEC

FIRE EXTINGUISHER/CABINET





CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

DATE 01.05.2024

ISSUE RECORD

SCHEMATIC DESIGN

A1.01

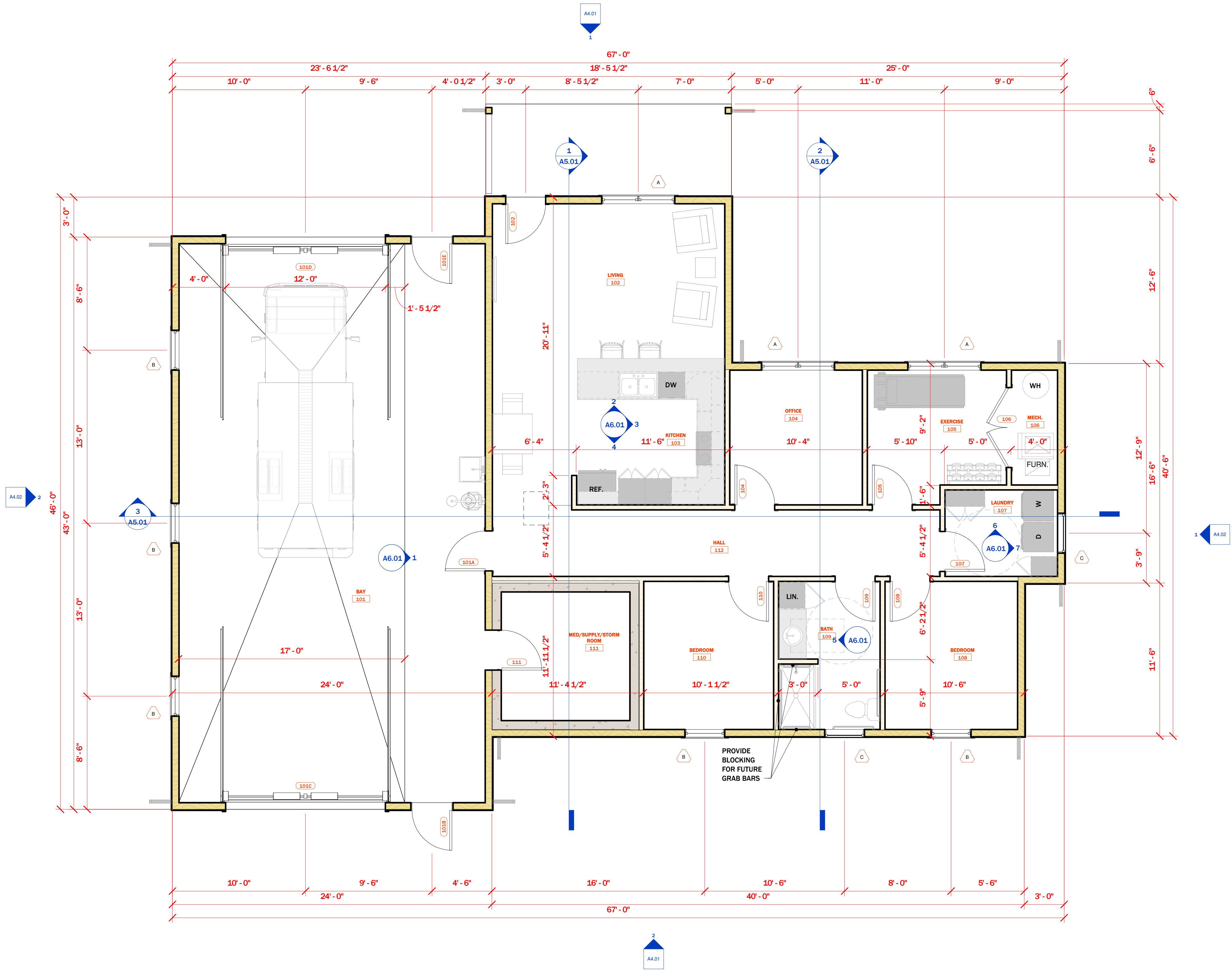
FIRST FLOOR PLAN

KEYNOTES

KEYNOTE	DESCRIPTION
---------	-------------

WALL LEGEND:

	2x4'S @ 16" O.C.
	2x6'S @ 16" O.C.
	8" C.I.P. CONCRETE



1 01 - FIRST FLOOR PLAN
1/4" = 1'-0"

SYMBOLS

- EXHAUST FAN
- ◀ RETURN REGISTER
- ⊠ SUPPLY REGISTER
- ⌚ DECORATIVE EXTERIOR WALL MOUNT LIGHT
- ⌚ DECORATIVE VANITY LIGHT
- ⊙ DISK LIGHT
- ▬ SURFACE MOUNTED LED

MATERIALS

- GYP. BD. (PAINTED)**
5/8" TYPE X GYP. BD. CEILING AND/OR SOFFIT OVER FRAMING, PAINTED
- CONCRETE**
8" CONCRETE SLAB
- SOFFIT**
METAL SOFFIT PANEL

INTERIOR FINISH SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR	BASE	WALL MATERIAL				WALL FINISH				CEILING		NOTES
				NORTH	EAST	SOUTH	WEST	NORTH	EAST	SOUTH	WEST	MATERIAL	FINISH	
101	BAY	SC	RB-1	GWB / LP	GWB / LP	GWB / LP	GWB / LP	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	A
102	LIVING	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
103	KITCHEN	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
104	OFFICE	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
105	EXERCISE	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
106	MECH.	SC	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
107	LAUNDRY	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
108	BEDROOM	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
109	BATH	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
110	BEDROOM	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
111	MED/SUPPLY/STORM ROOM	SC	-	CIC	CIC	CIC	CIC	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	
112	HALL	LVT-1	RB-1	GWB	GWB	GWB	GWB	PNT-1	PNT-1	PNT-1	PNT-1	GWB	PNT-2	

NOTES:

- A. PROVIDE METAL LINER PANELS TO 8'-0" AFF.

GENERAL NOTES:

1. HOLLOW METAL DOORS AND FRAMES TO BE PNT-3

ABBREVIATIONS:

FLOOR AND BASE

- CPT CARPET
- LVT LUXURY VINYL TILE
- RB RUBBER BASE
- SC SEALED CONCRETE
- WM WALK-OFF CARPET
- EP EPOXY FLOORING

WALLS

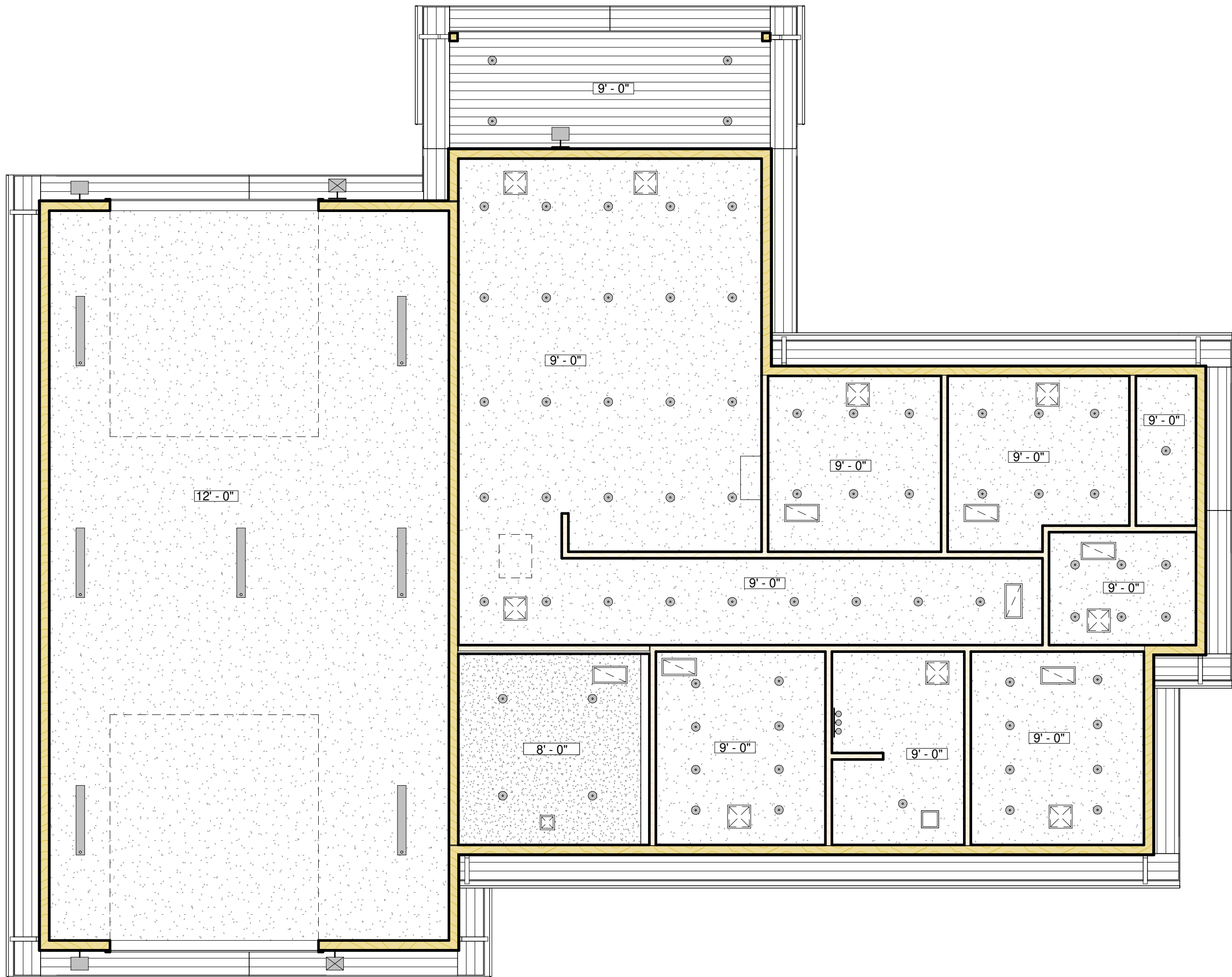
- GWB GYPSUM WALLBOARD
- LP LINER PANEL
- PNT PAINT - EGGSHELL FINISH
- FRP FIBERGLASS REINFORCED PLASTIC
- CIC CAST IN PLACE CONCRETE

CEILING

- GWB GYPSUM WALLBOARD
- PNT PAINT - FLAT FINISH

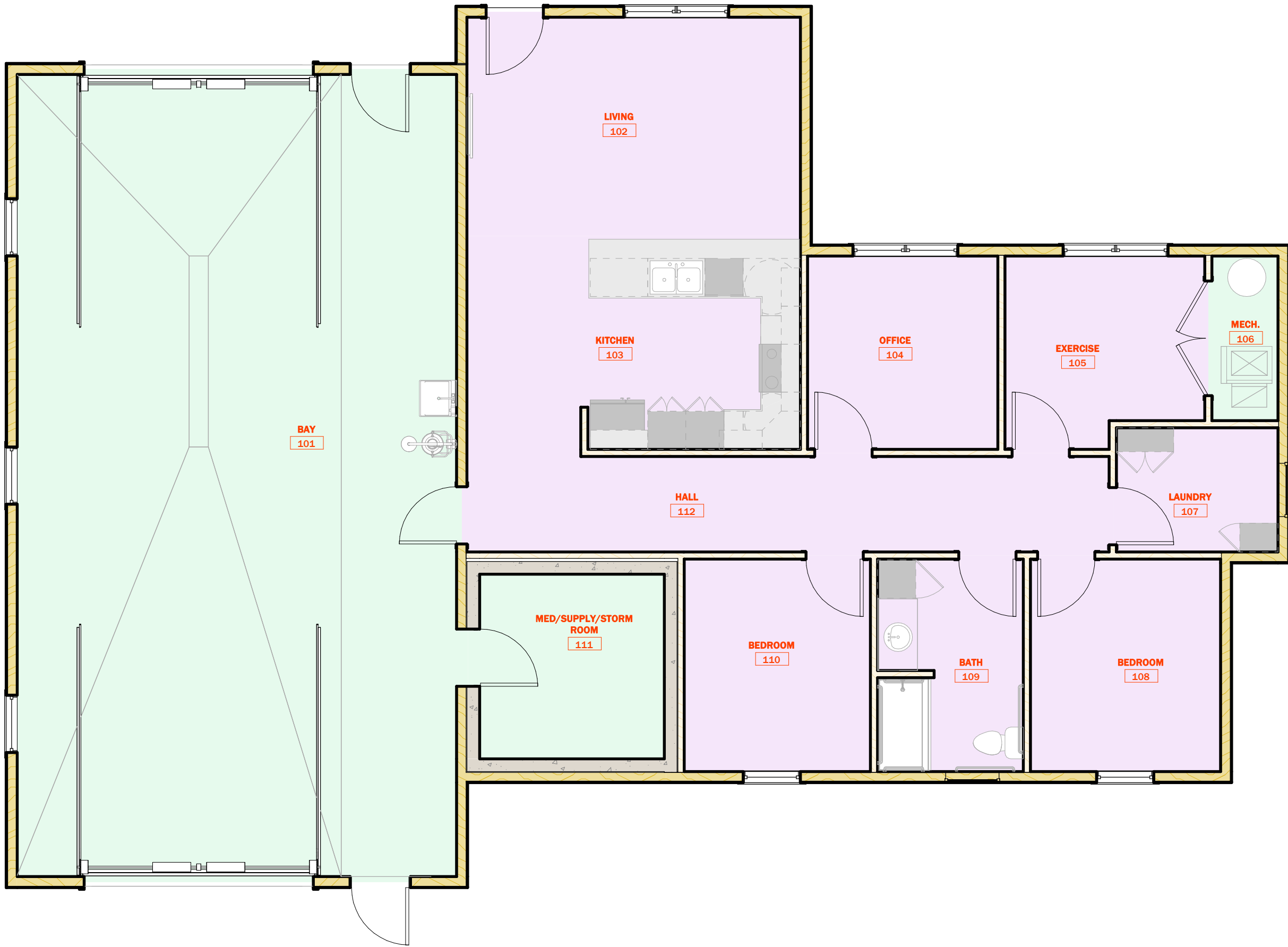
CASEWORK AND COUNTERTOPS

- PLM PLASTIC LAMINATE
- SS SOLID SURFACE



NORTH
1 REFLECTED CEILING PLAN
3/16" = 1'-0"

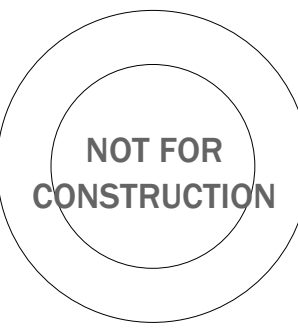
- LVT-1
- SC



NORTH
2 FLOOR FINISH PLAN
3/16" = 1'-0"



CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

DATE 01.05.2022

ISSUE RECORD

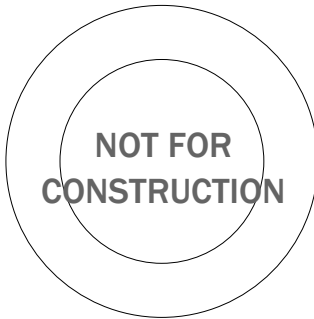
SCHEMATIC DESIGN

A2.01

REFLECTED CEILING PL



CONSULTANT LOGO



Riley County EMS North Station

Attachment: DRW_22028_013-Riley County EMS North Station (13100 - Construction Project Update)

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

DATE 01.05.2021

ISSUE RECORD

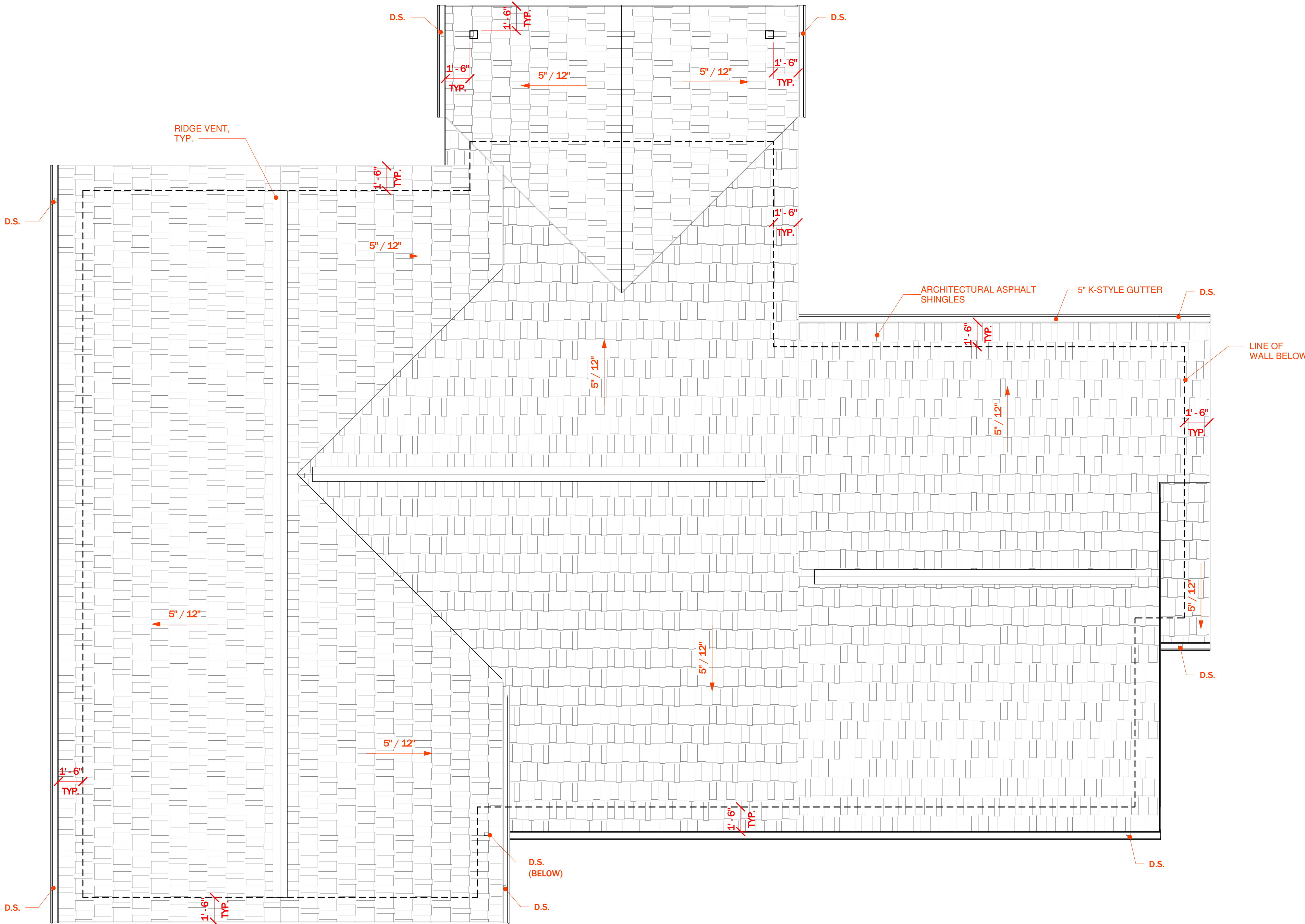
SCHEMATIC DESIGN

A3.01

ROOF PLAN

GENERAL NOTES

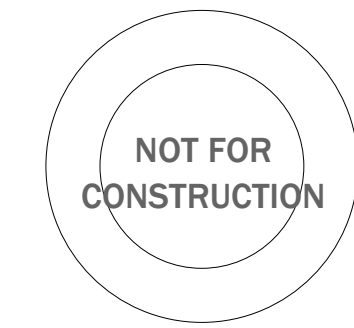
- OVERHANG DIMENSIONS ARE FROM FACE OF STUD TO FACE OF SUB-FASCIA
- PROVIDE SELF-ADHERING ICE AND WATER SHIELD AT ALL RIDGES, VALLEYS, AND EAVES TO 2'-0" ON INTERIOR SIDE OF WALL.



1 ROOF PLAN
1/4" = 1'-0"



CONSULTANT LOGO



Riley County EMS North Station

Attachment: DRW_22028_013-Riley County EMS North Station (13100 - Construction Project Update)

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

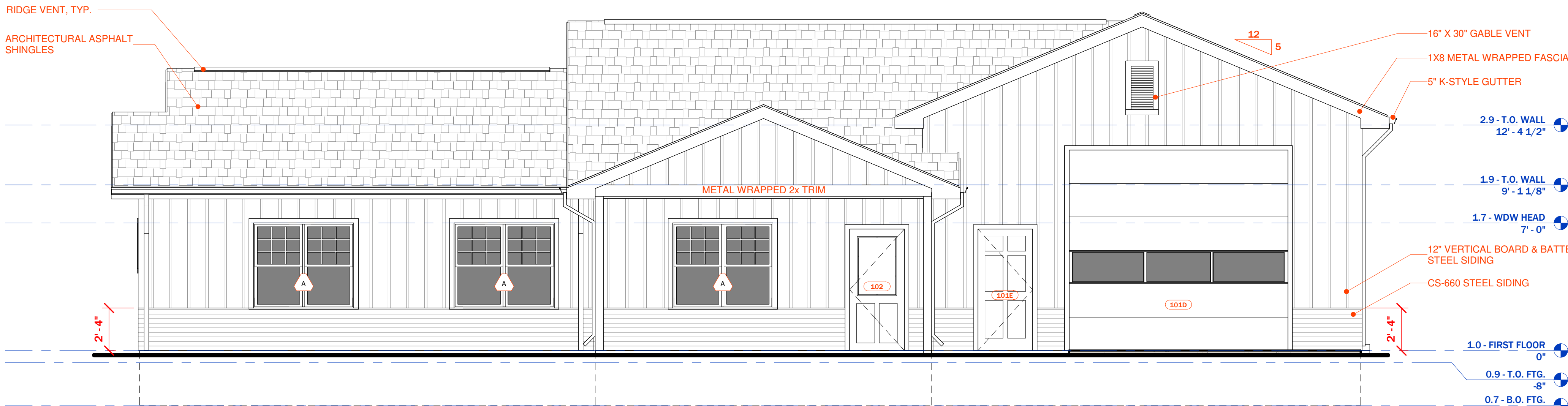
DATE 01.05.2021

ISSUE RECORD

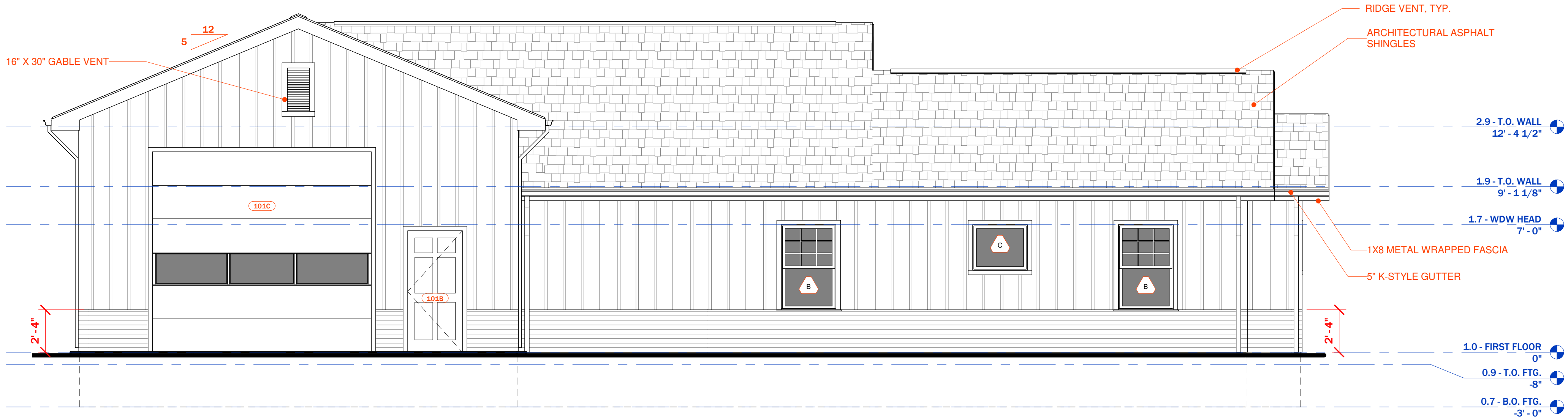
SCHEMATIC DESIGN

A4.01

EXTERIOR ELEVATION



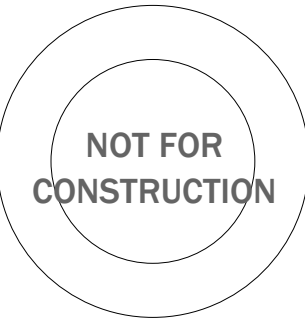
1 ELEVATION - NORTH
1/4" = 1' 0"



2 ELEVATION - SOUTH
1/4" = 1' 0"



CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

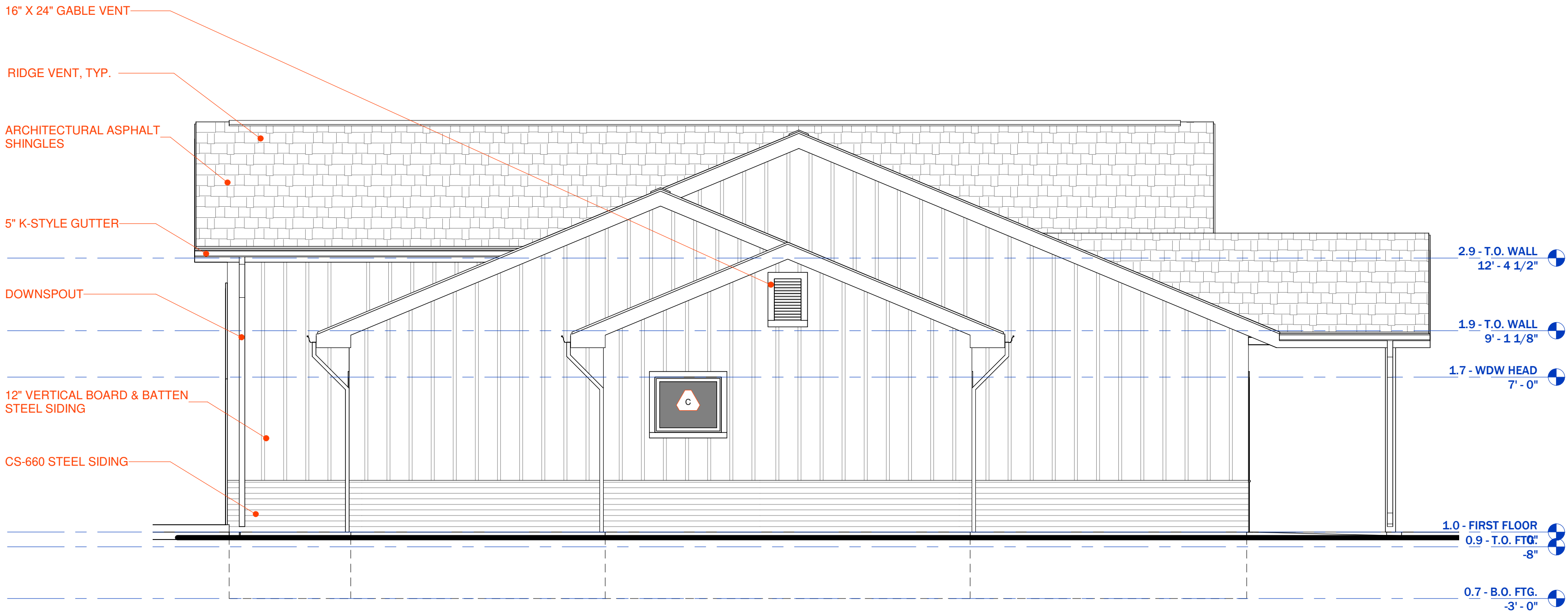
DATE 01.05.2022

ISSUE RECORD

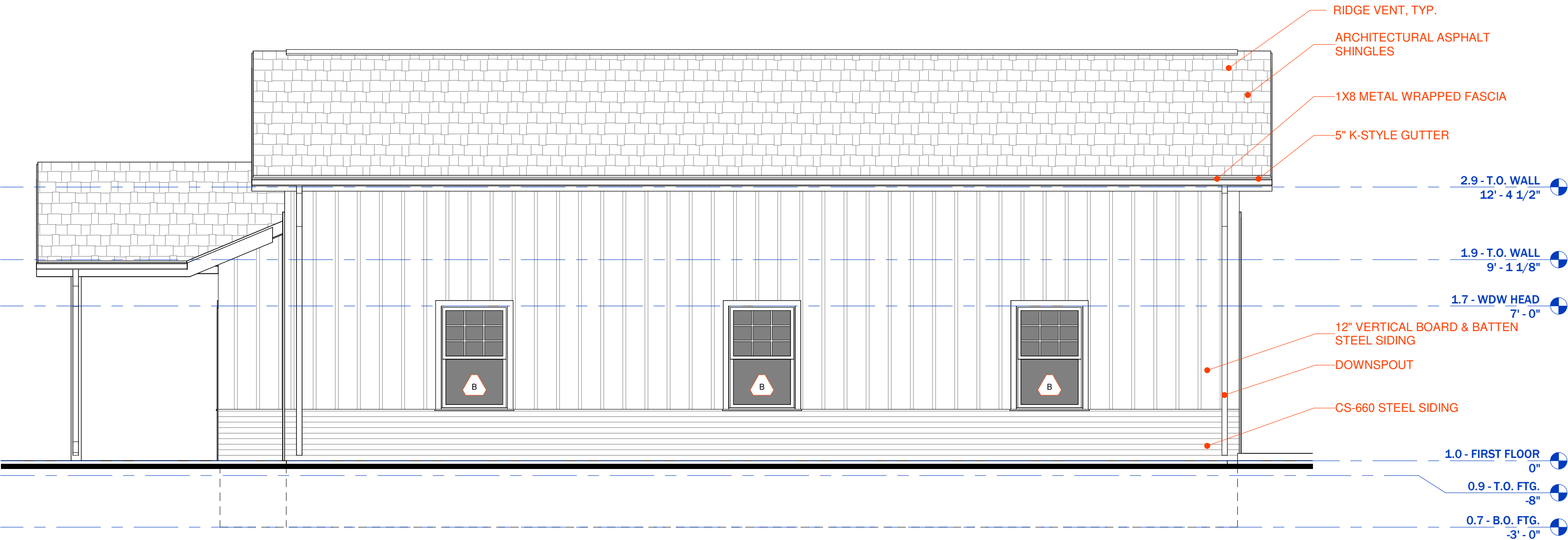
SCHEMATIC DESIGN

A4.02

EXTERIOR ELEVATION



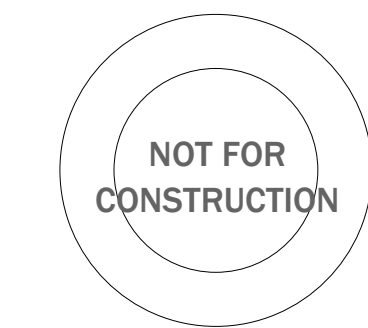
1 ELEVATION - EAST
1/4" = 1'-0"



2 ELEVATION - WEST
1/4" = 1'-0"



CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

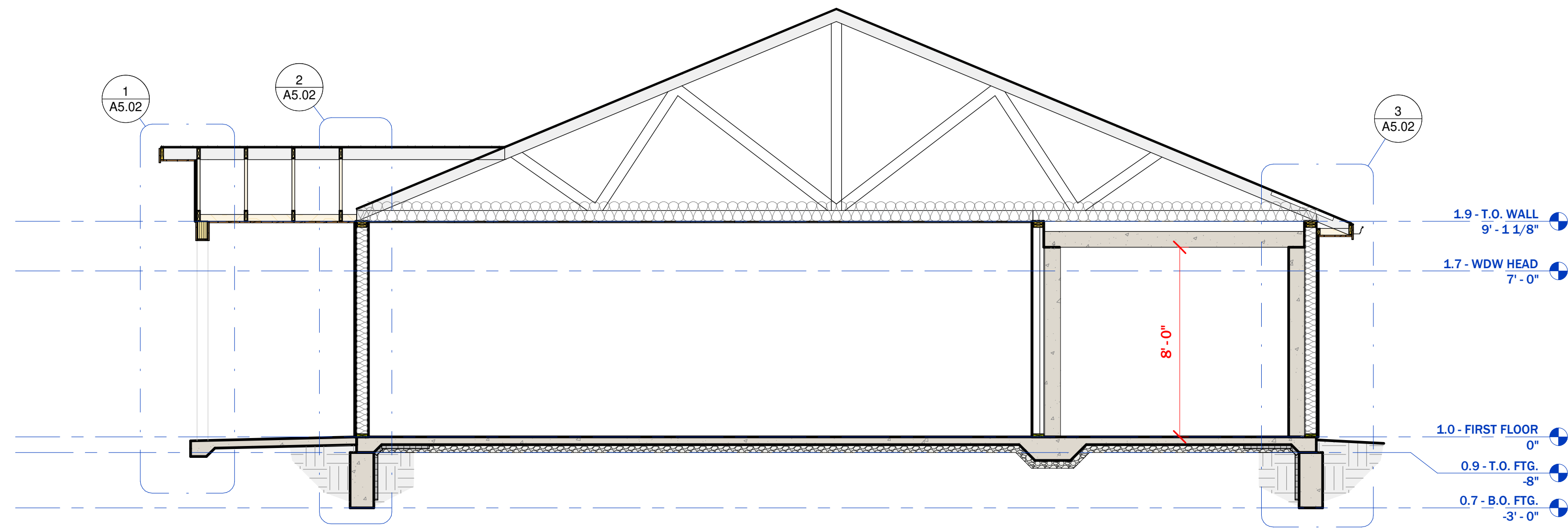
DATE 01.05.2021

ISSUE RECORD

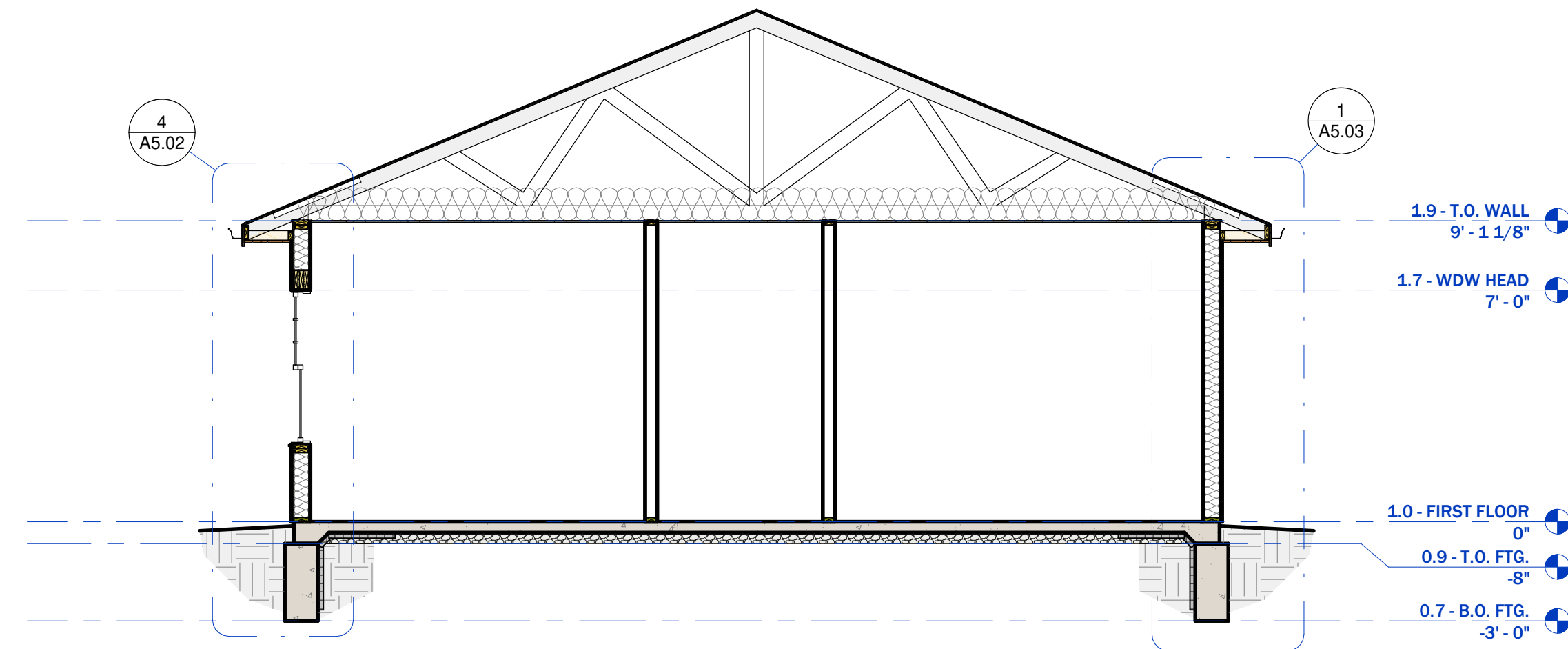
SCHEMATIC DESIGN

A5.01

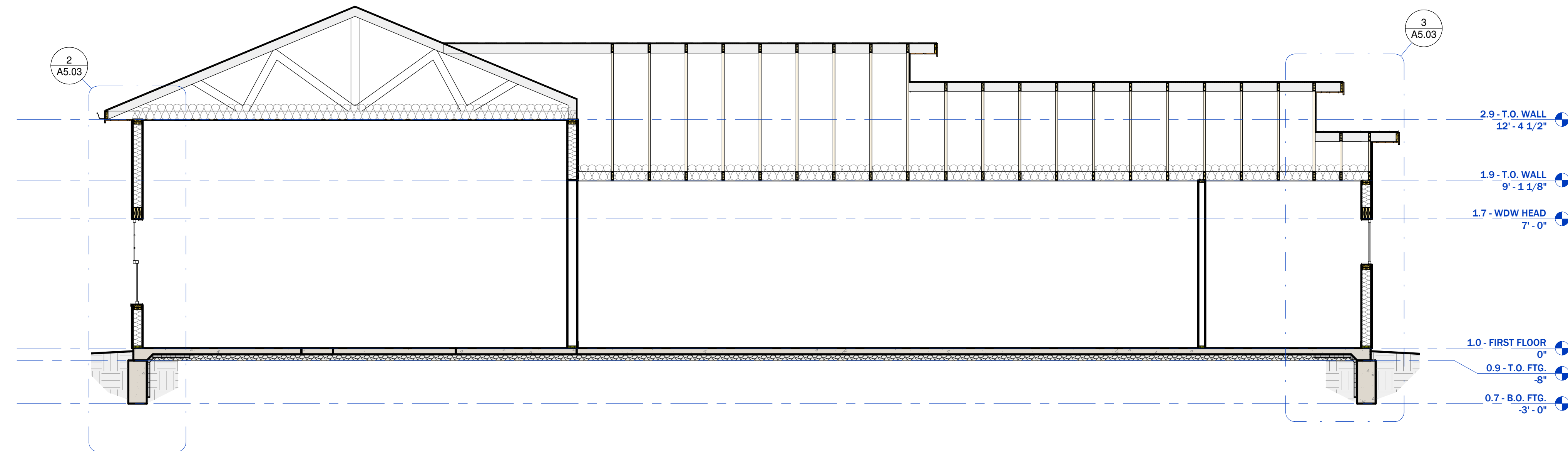
BUILDING SECTIONS



1 SECTION
1/4"=1'-0"



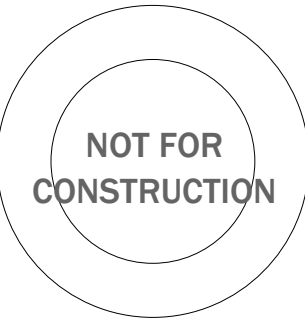
2 SECTION
1/4"=1'-0"



3 SECTION
1/4"=1'-0"



CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

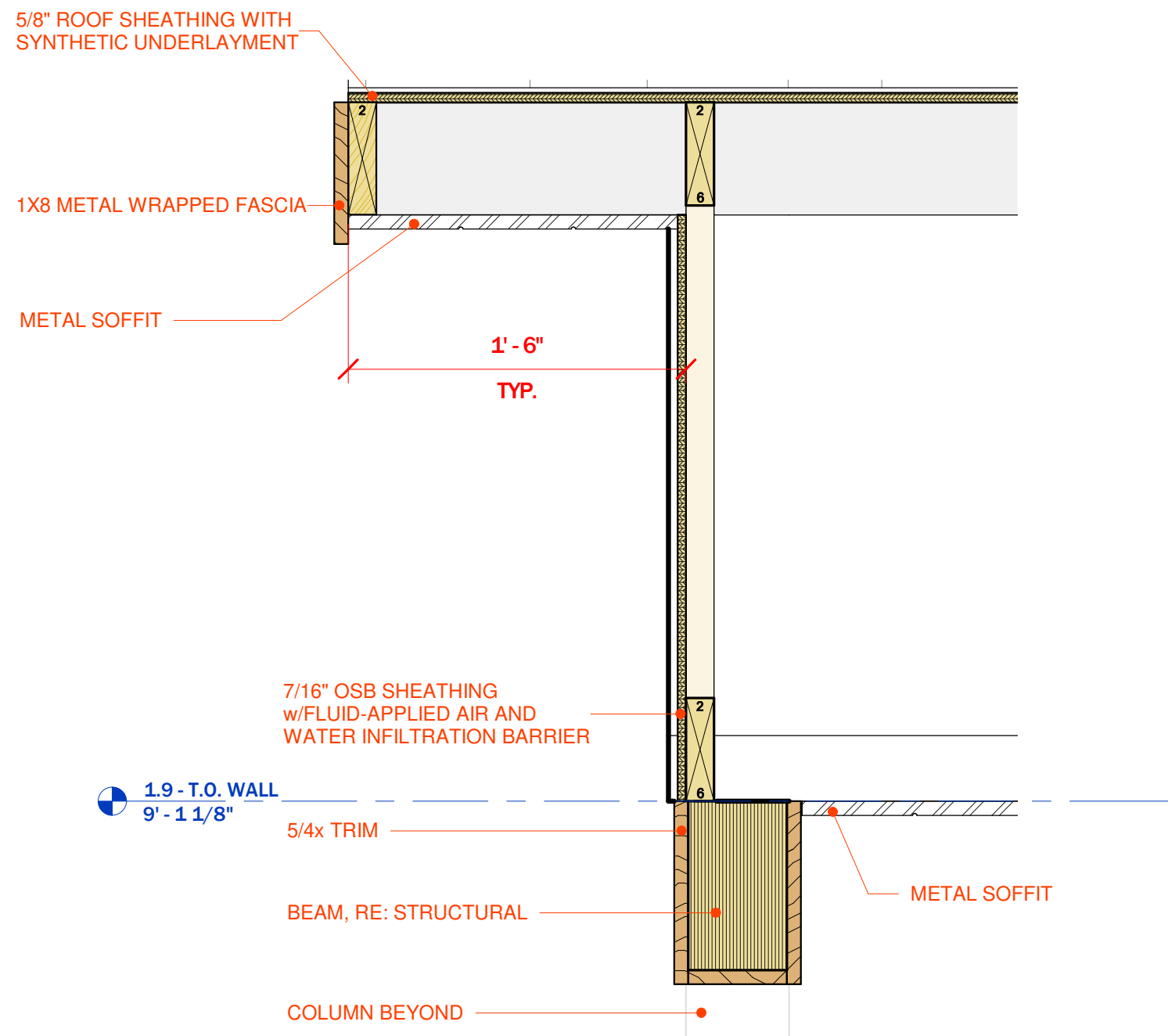
DATE 01.05.2021

ISSUE RECORD

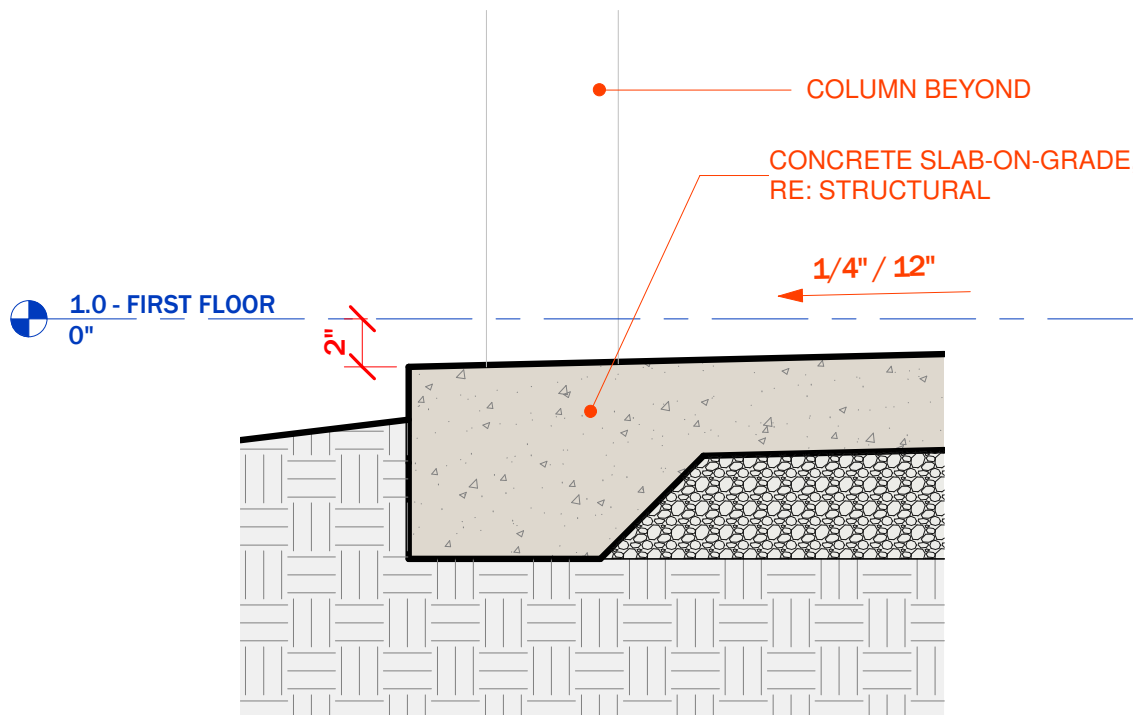
SCHEMATIC DESIGN

A5.02

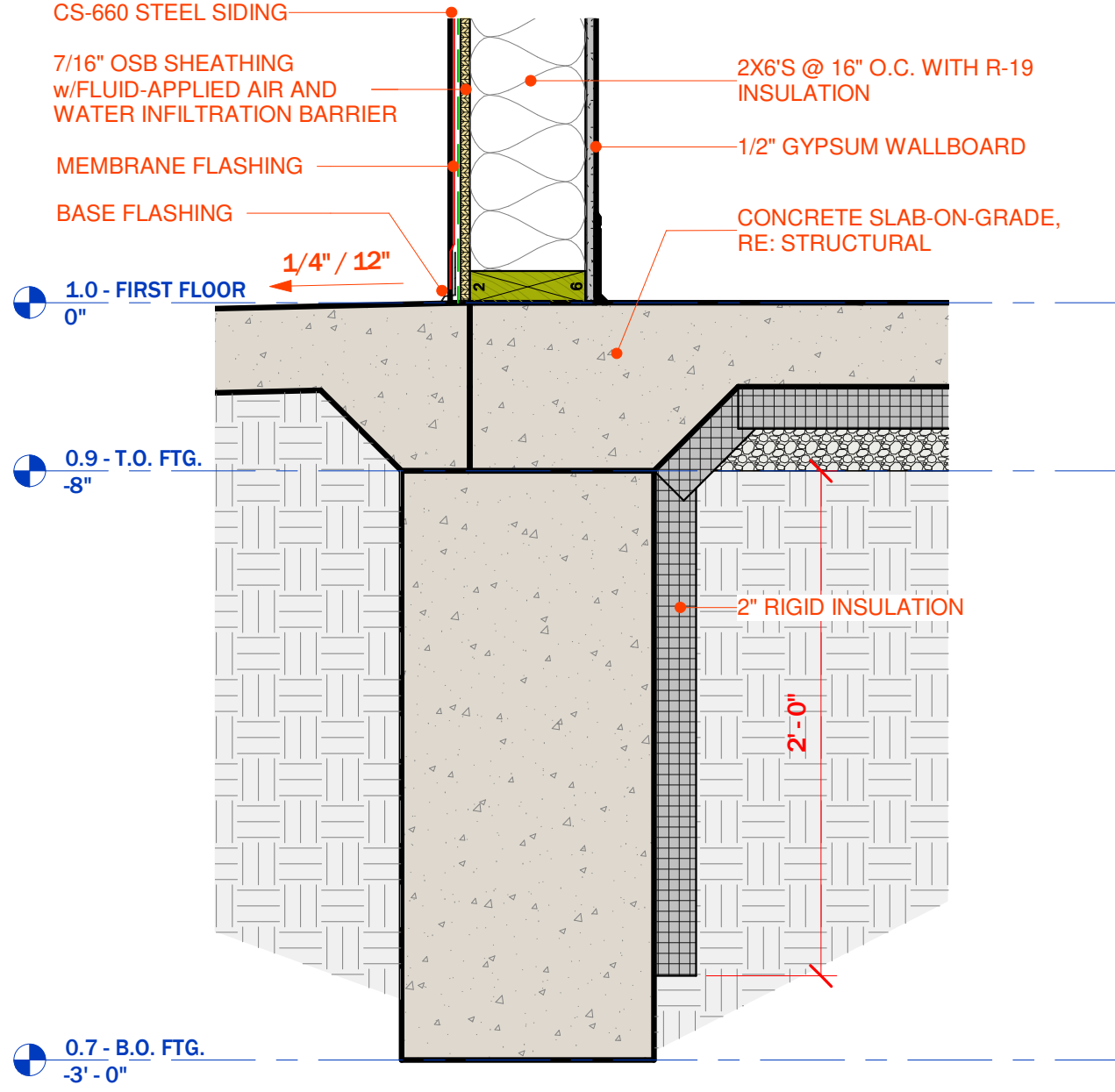
SECTIONS & DETAILS



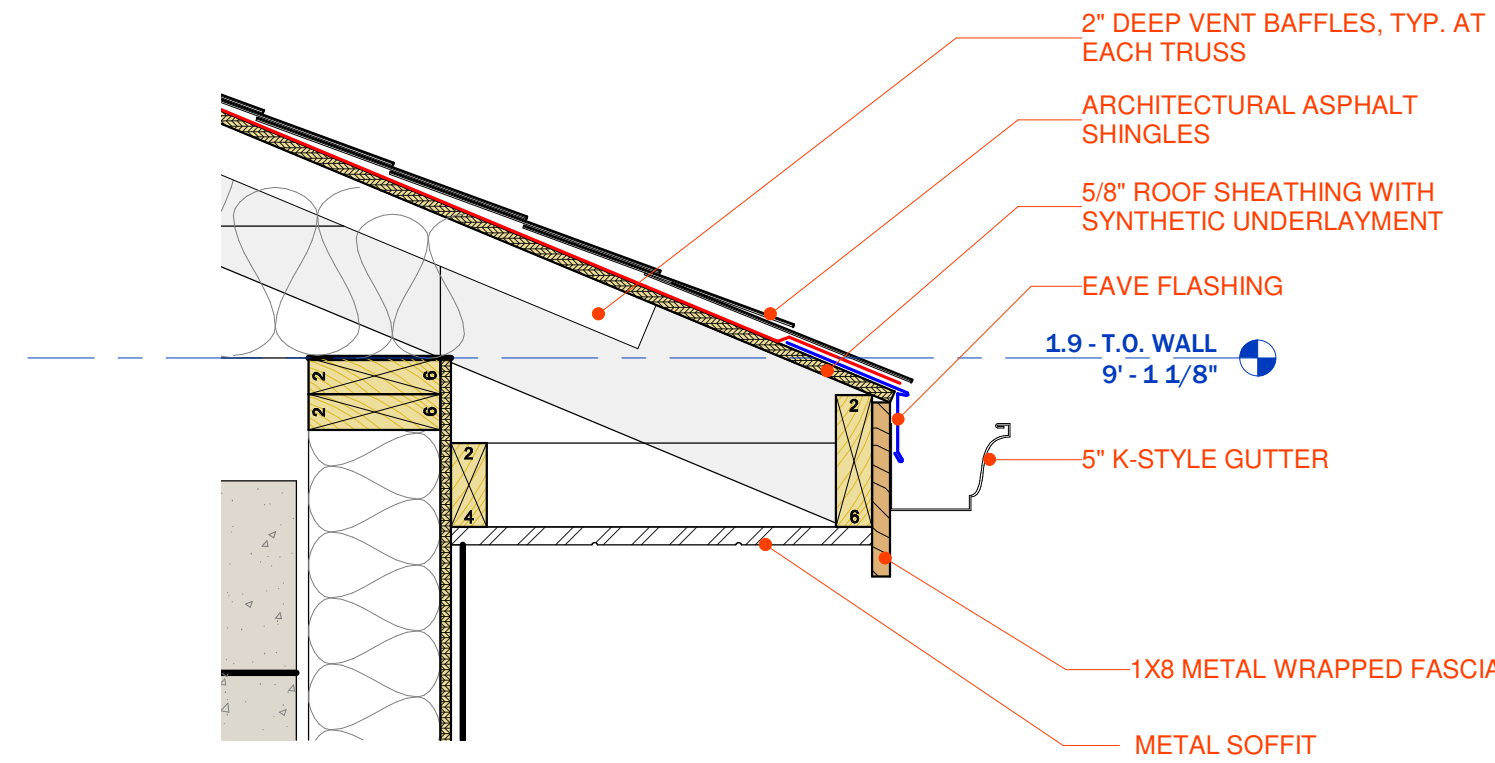
5 DETAIL
1 1/2" = 1'-0"
Ref. From: 1 / A5.02



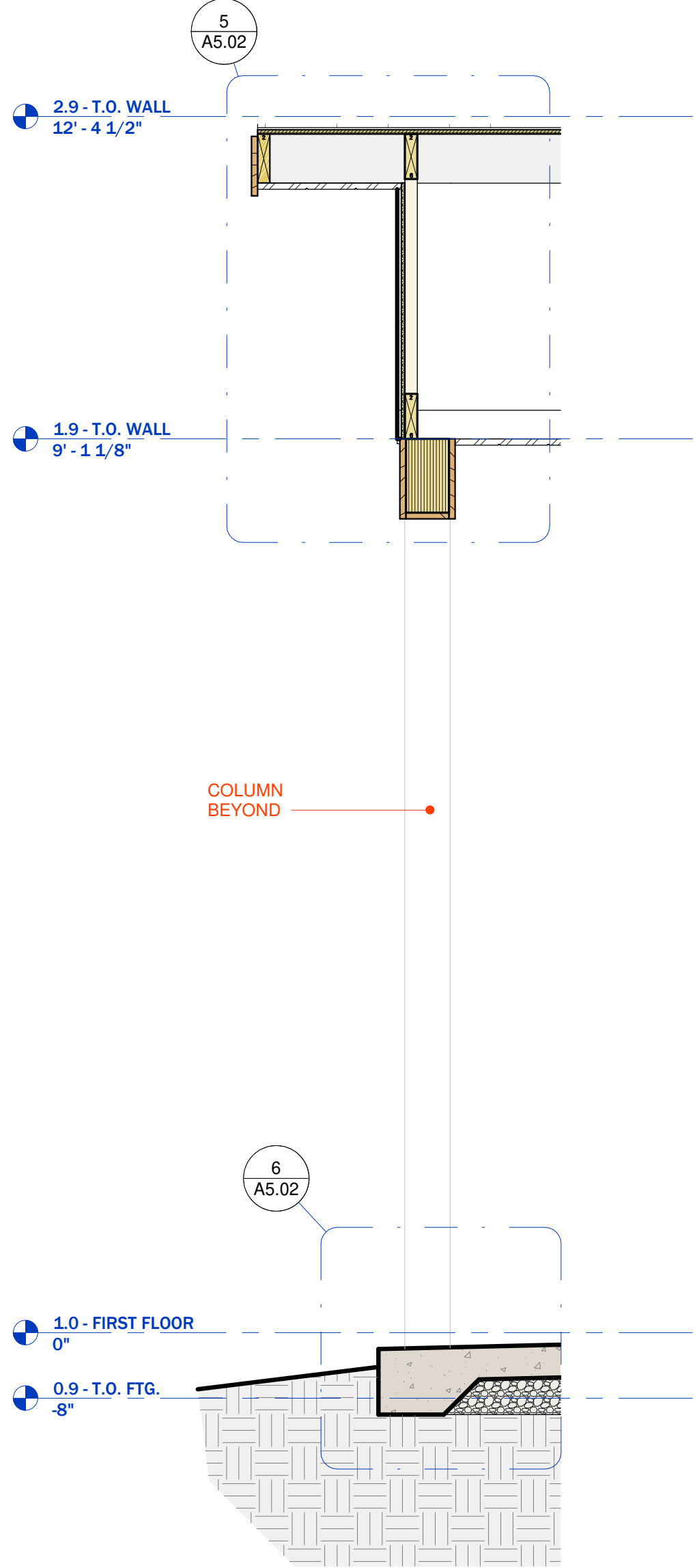
6 DETAIL
1 1/2" = 1'-0"
Ref. From: 1 / A5.02



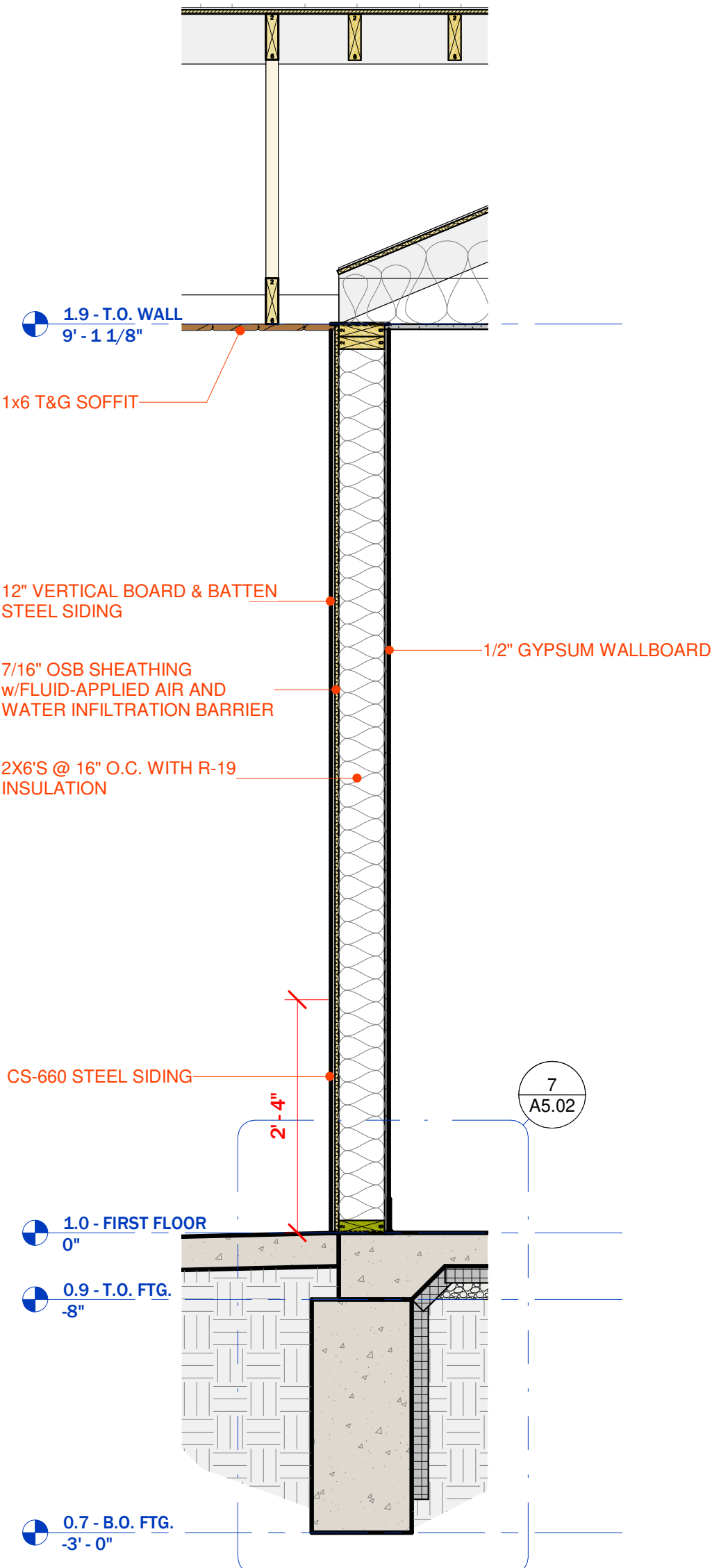
7 DETAIL
1 1/2" = 1'-0"
Ref. From: 2 / A5.02



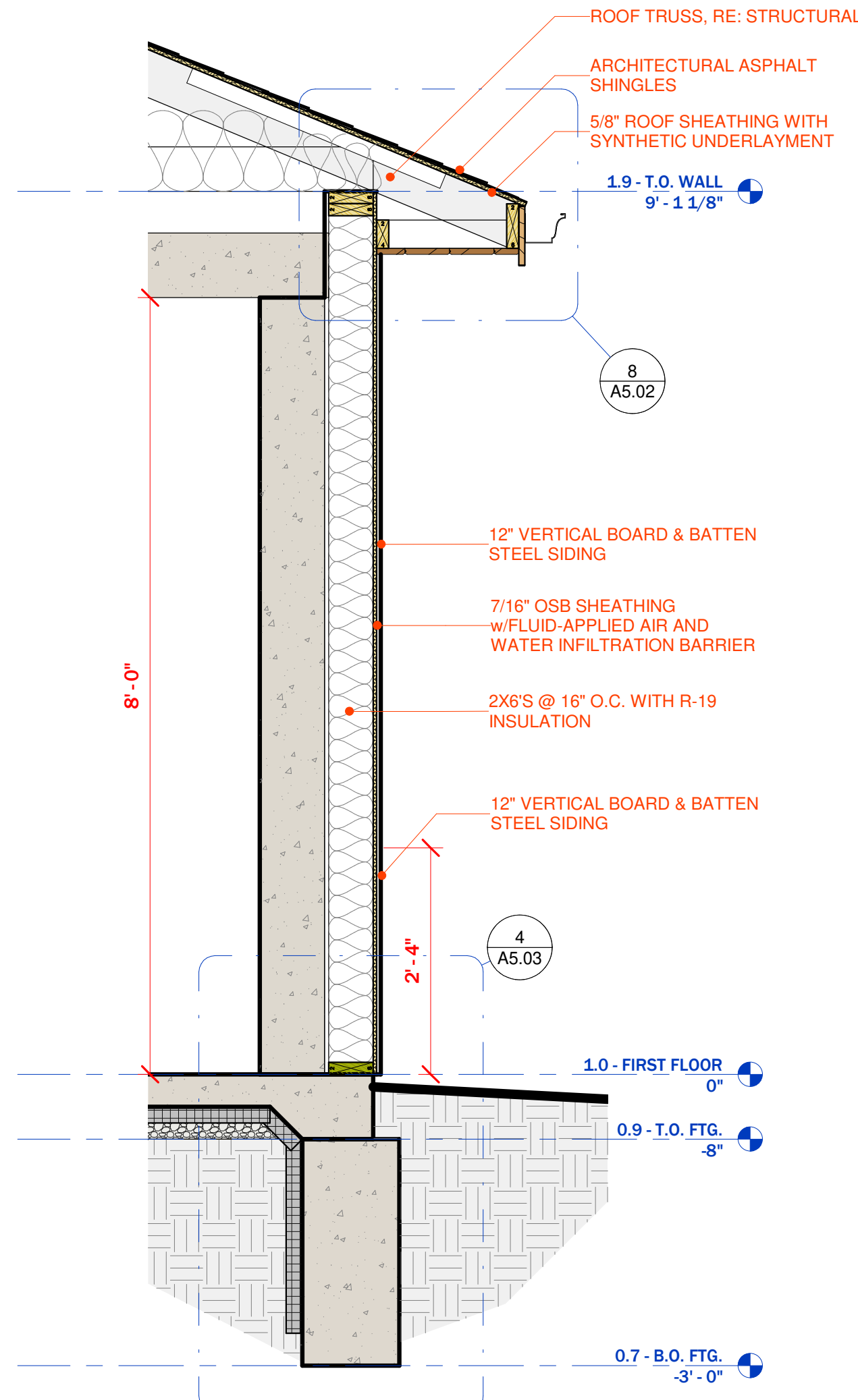
8 DETAIL
1 1/2" = 1'-0"
Ref. From: 3 / A5.02



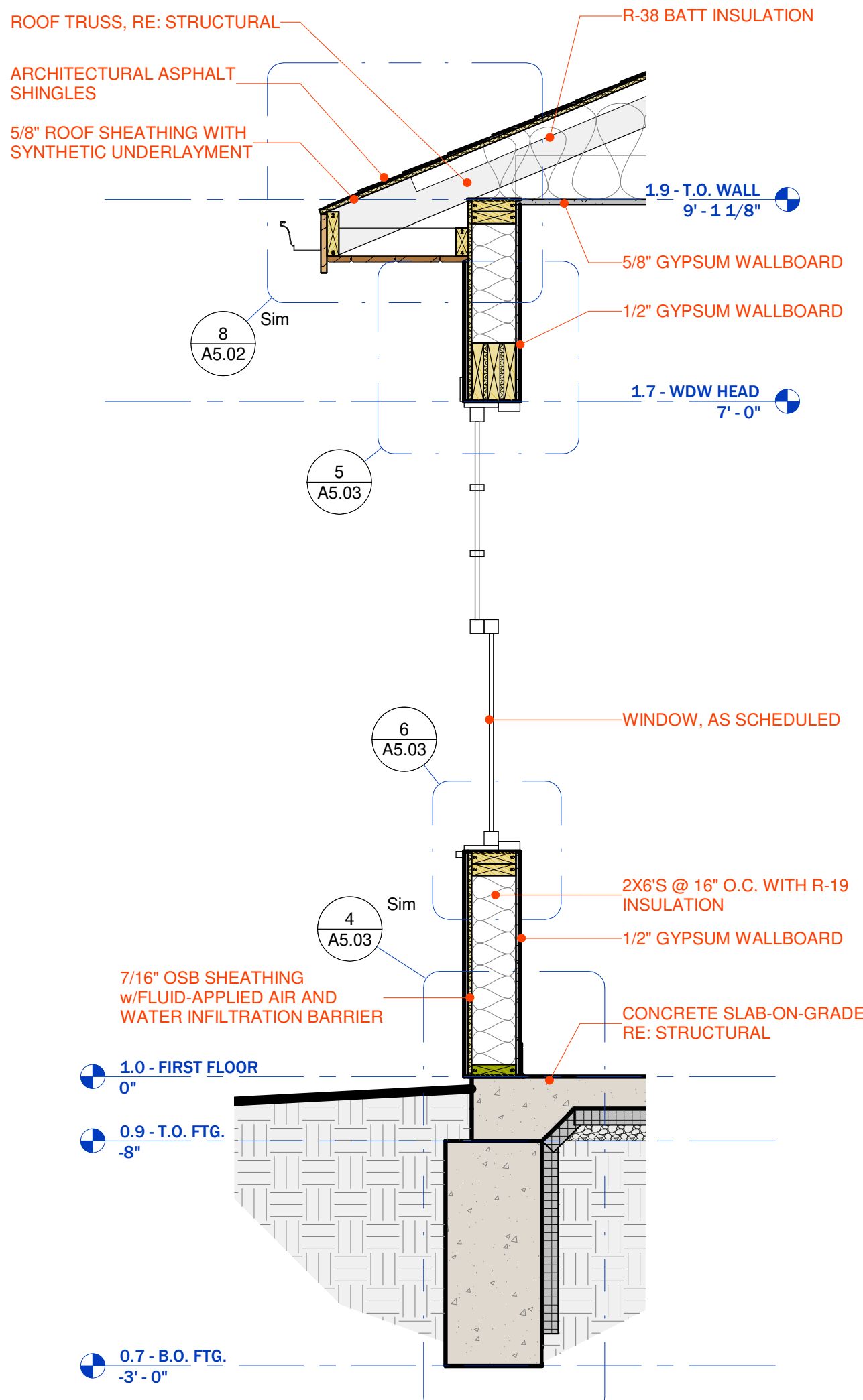
1 WALL SECTION
3/4" = 1'-0"
Ref. From: 1 / A5.01



2 WALL SECTION
3/4" = 1'-0"
Ref. From: 1 / A5.01



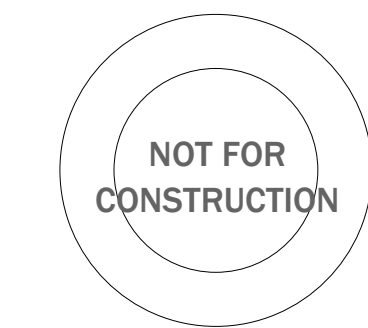
3 WALL SECTION
3/4" = 1'-0"
Ref. From: 1 / A5.01



4 WALL SECTION
3/4" = 1'-0"
Ref. From: 2 / A5.01



CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

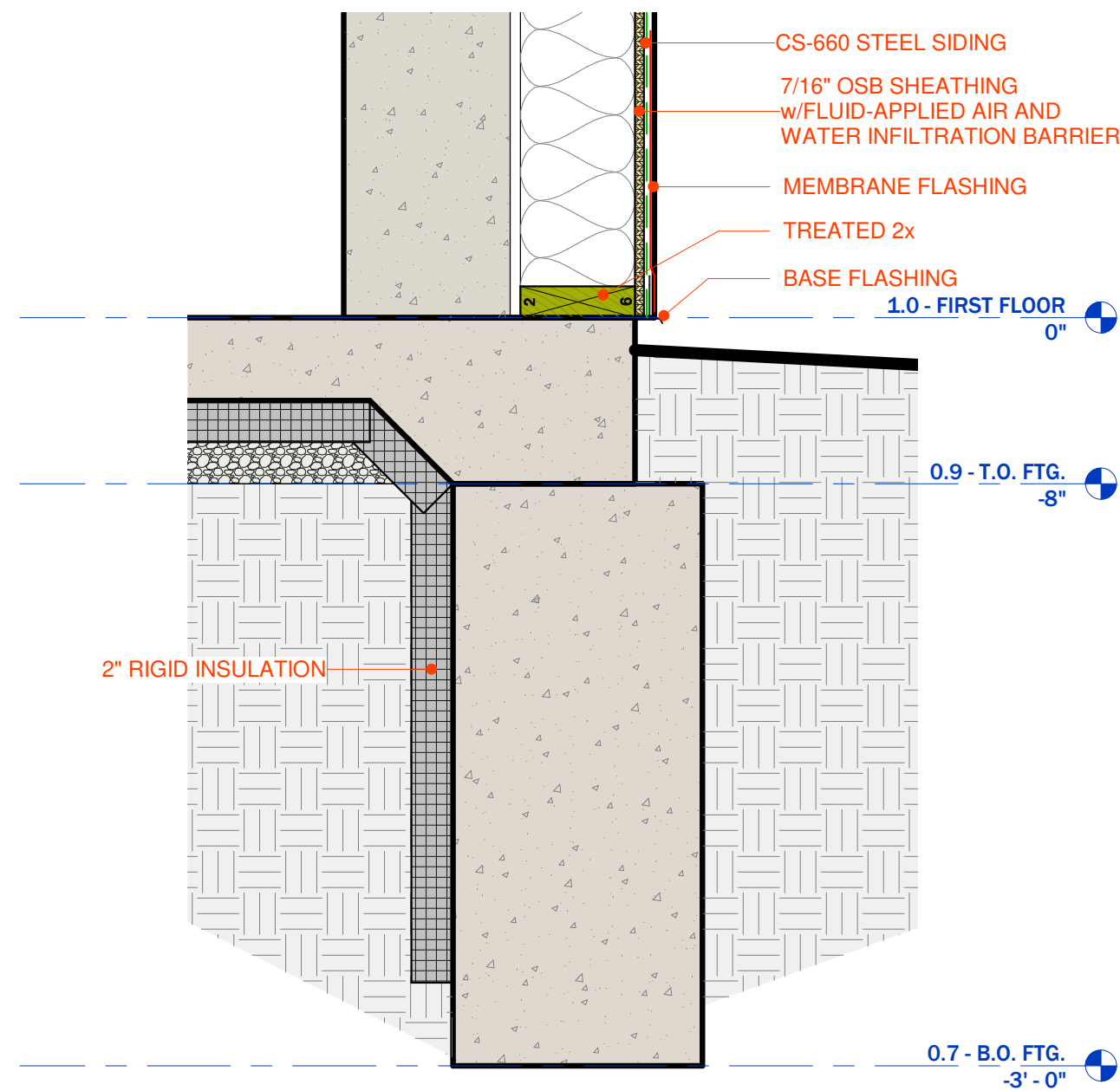
DATE 01.05.2021

ISSUE RECORD

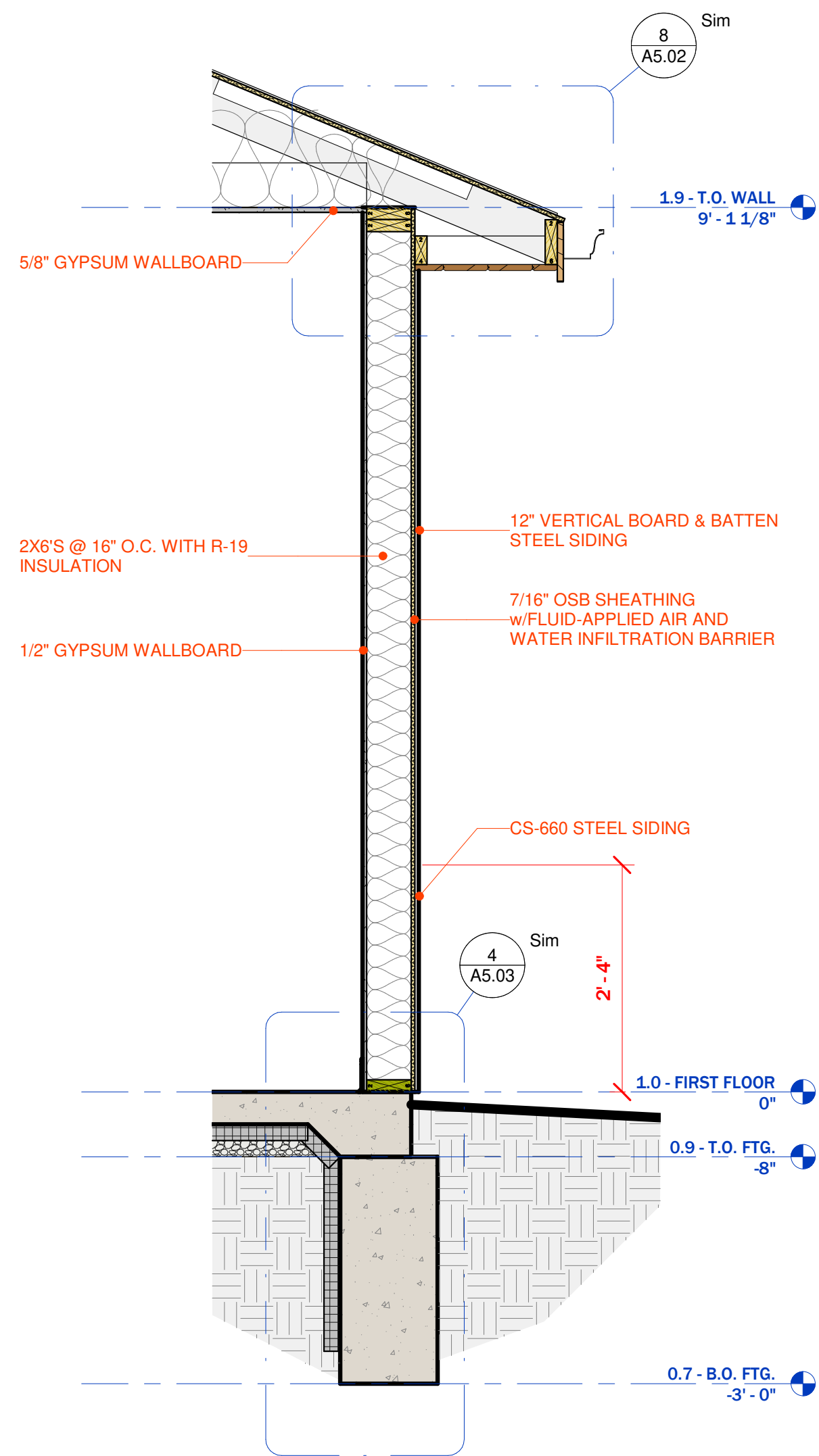
SCHEMATIC DESIGN

A5.03

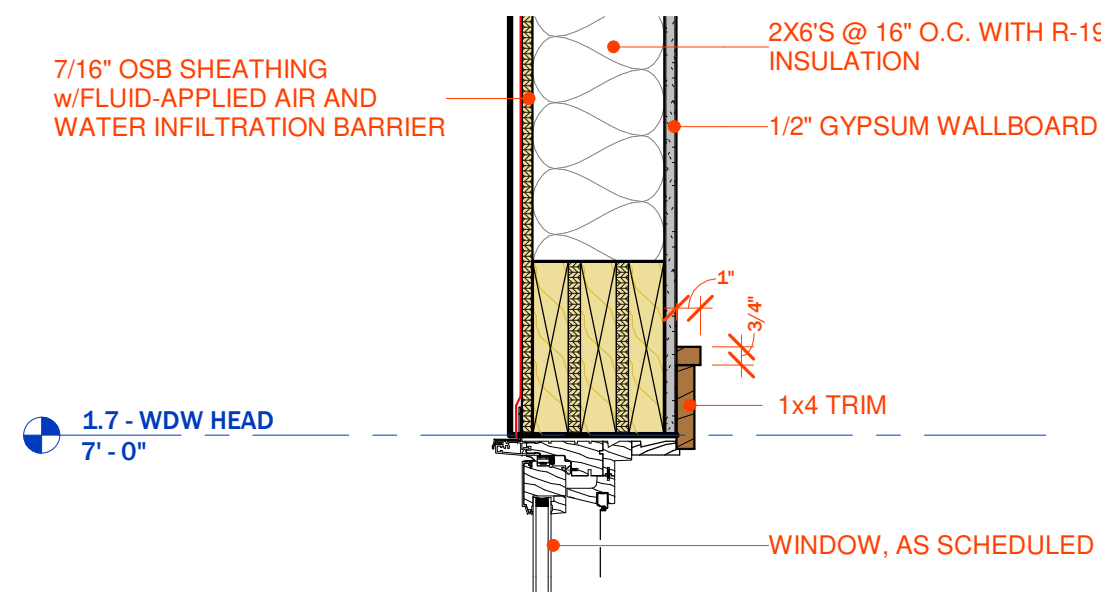
SECTIONS & DETAILS



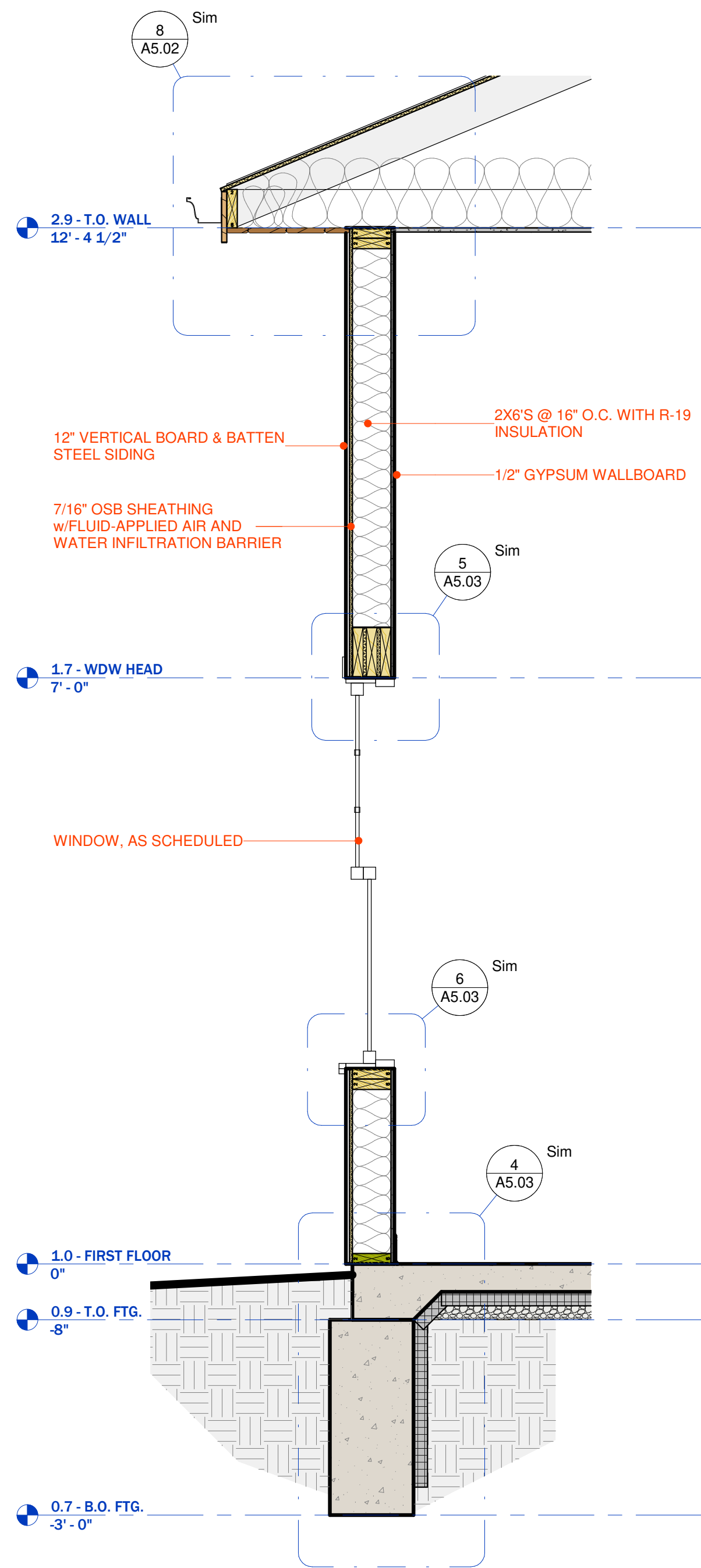
4 DETAIL
1 1/2" = 1'-0"
Ref. From: 3 / A5.02



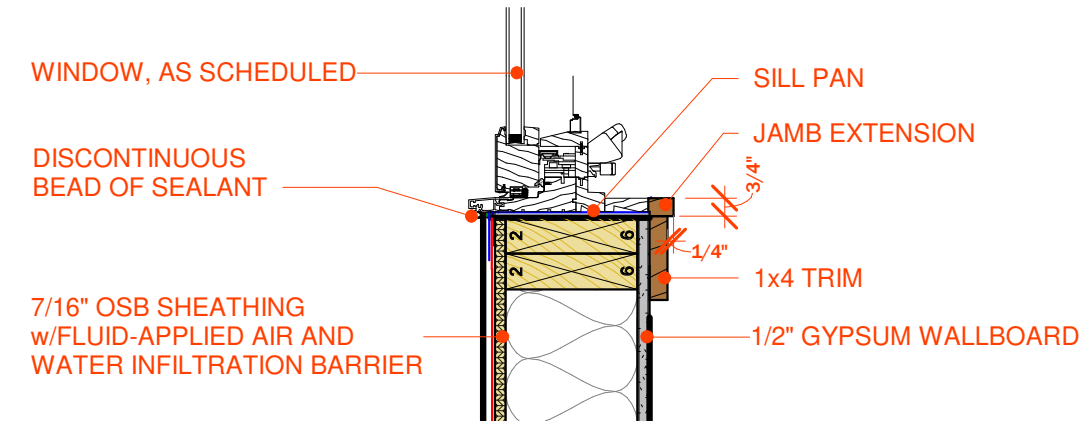
1 WALL SECTION
3/4" = 1'-0"
Ref. From: 2 / A5.01



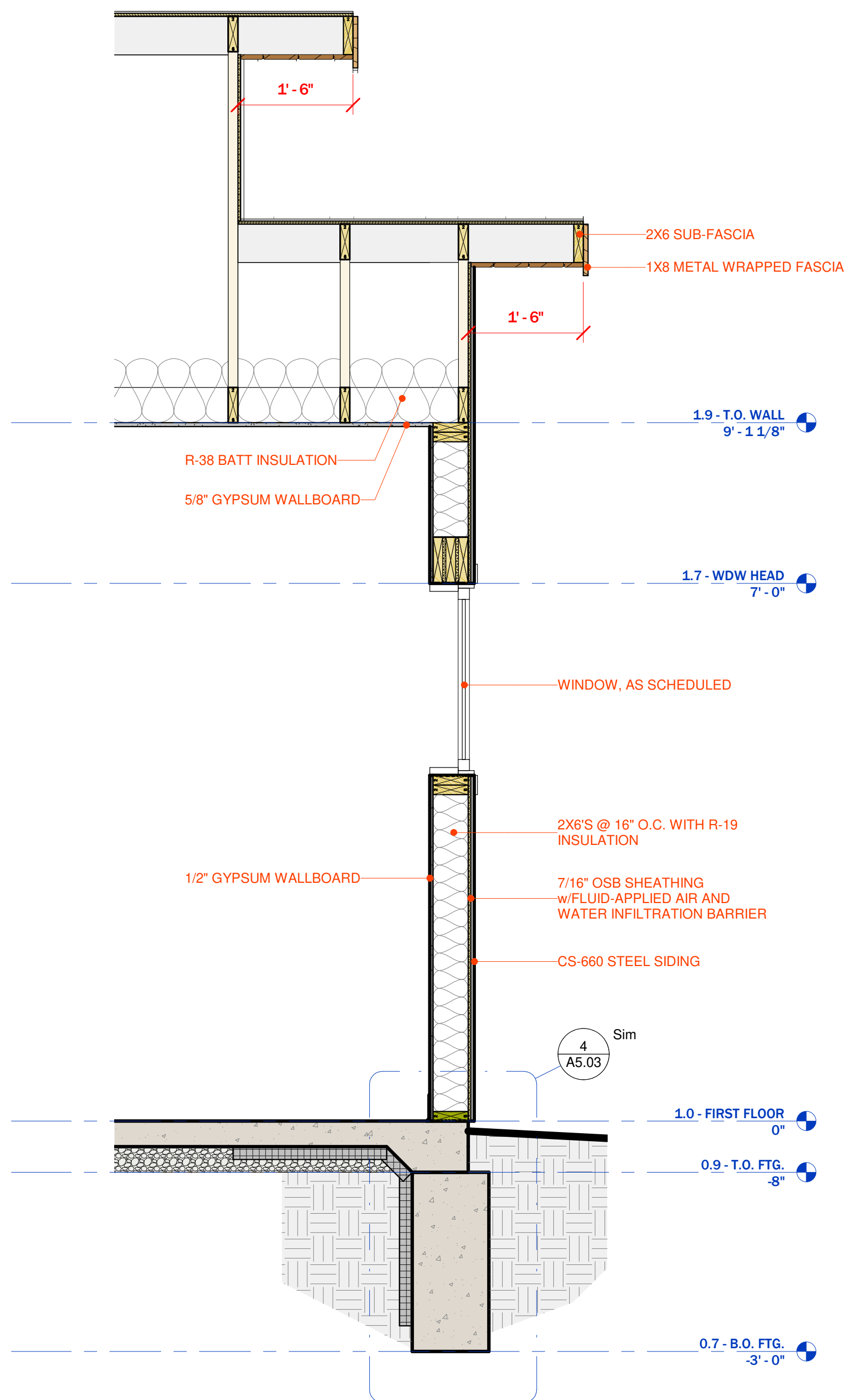
5 TYP. WINDOW HEAD DETAIL
1 1/2" = 1'-0"
Ref. From: 4 / A5.02



2 WALL SECTION
3/4" = 1'-0"
Ref. From: 3 / A5.01



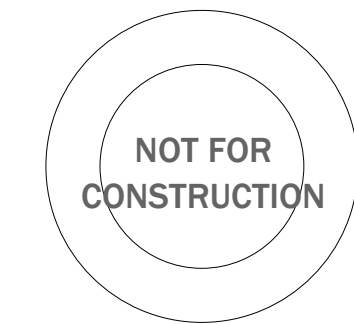
6 TYP. WINDOW SILL DETAIL
1 1/2" = 1'-0"
Ref. From: 4 / A5.02



3 WALL SECTION
3/4" = 1'-0"
Ref. From: 3 / A5.01



CONSULTANT LOGO



Riley County EMS North Station

E BARTON ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22-01

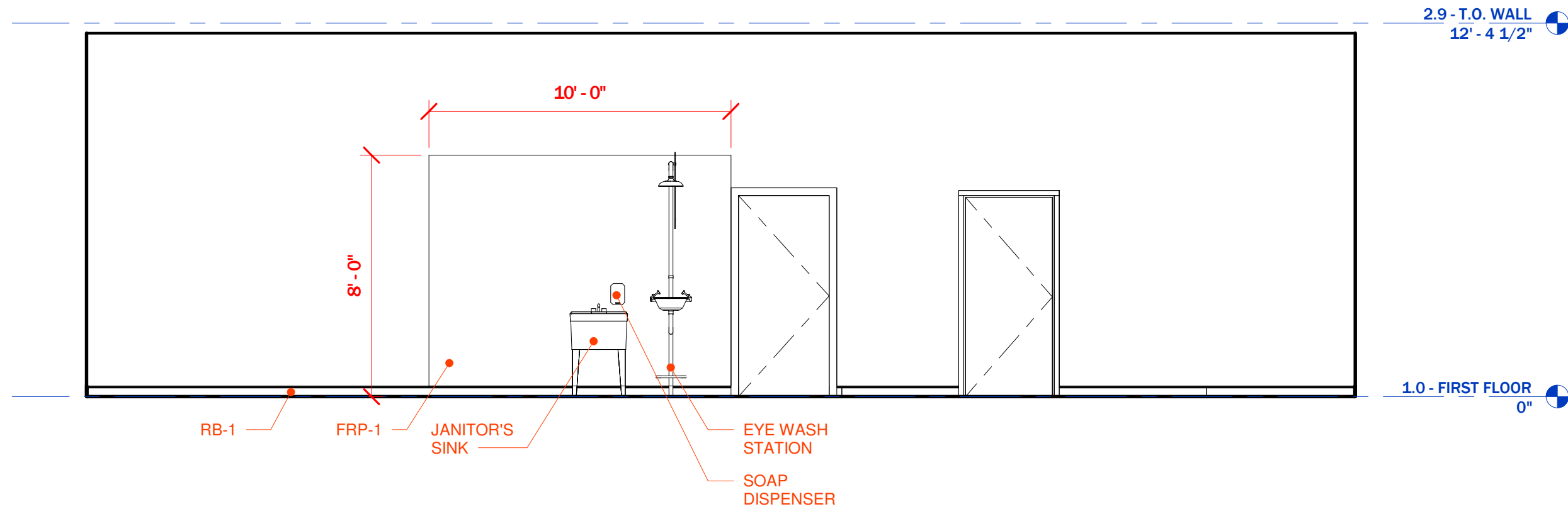
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ISSUE RECORD

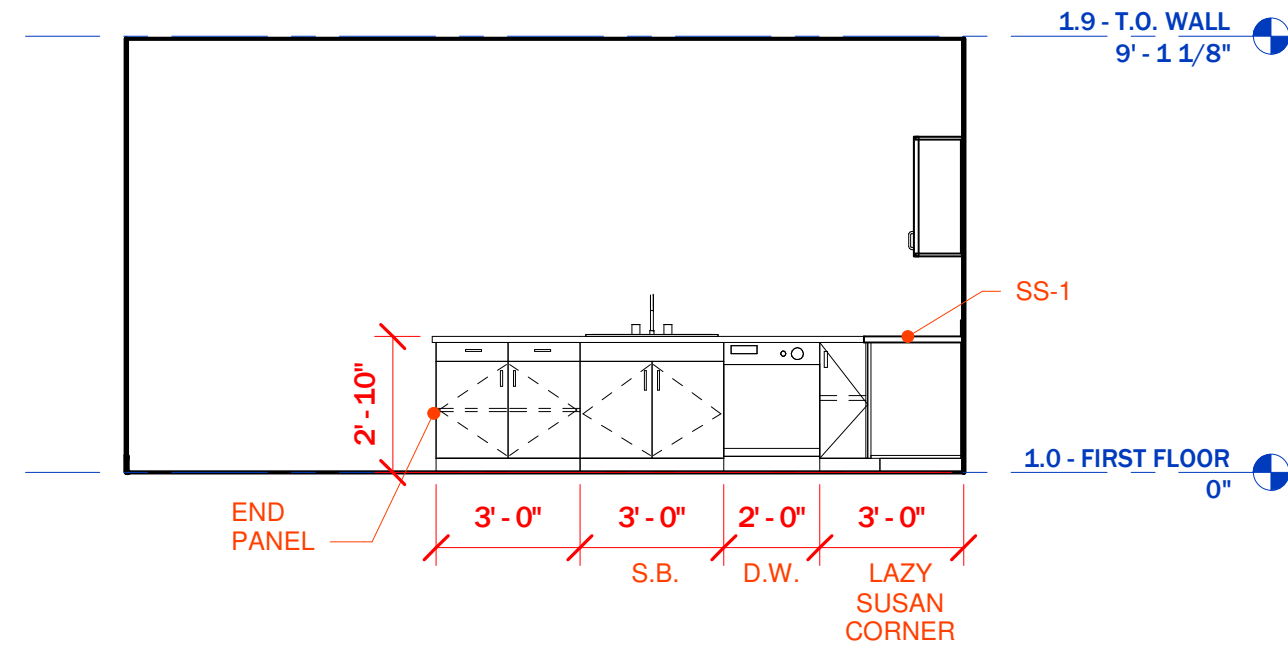
SCHEMATIC DESIGN

A6.01

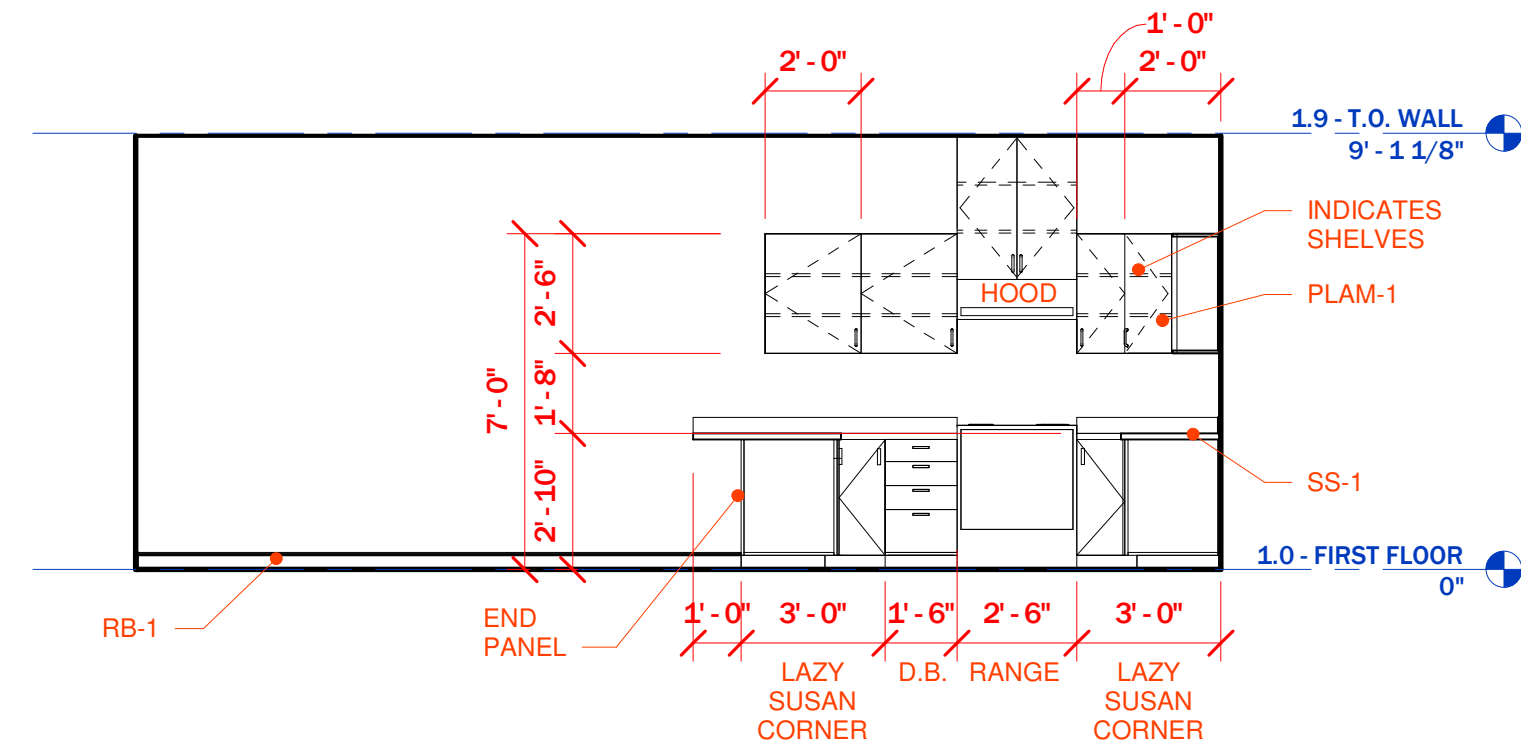
INTERIOR ELEVATION



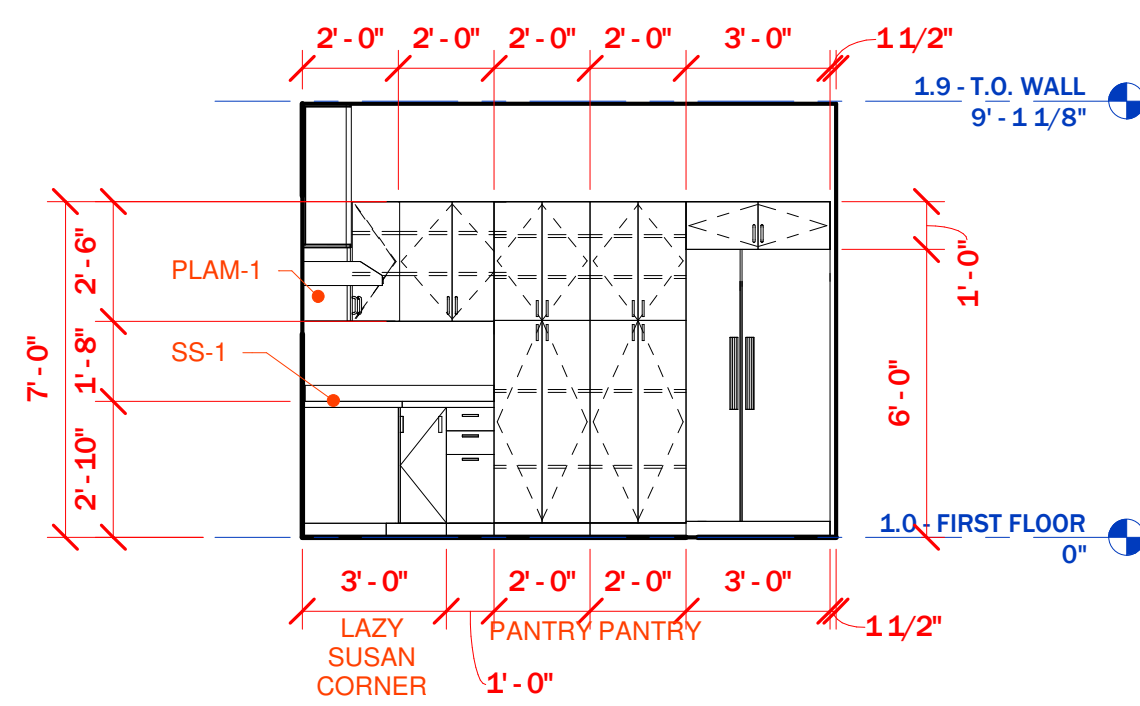
1 BAY 101 - EAST ELEVATION
1/4" = 1'-0"



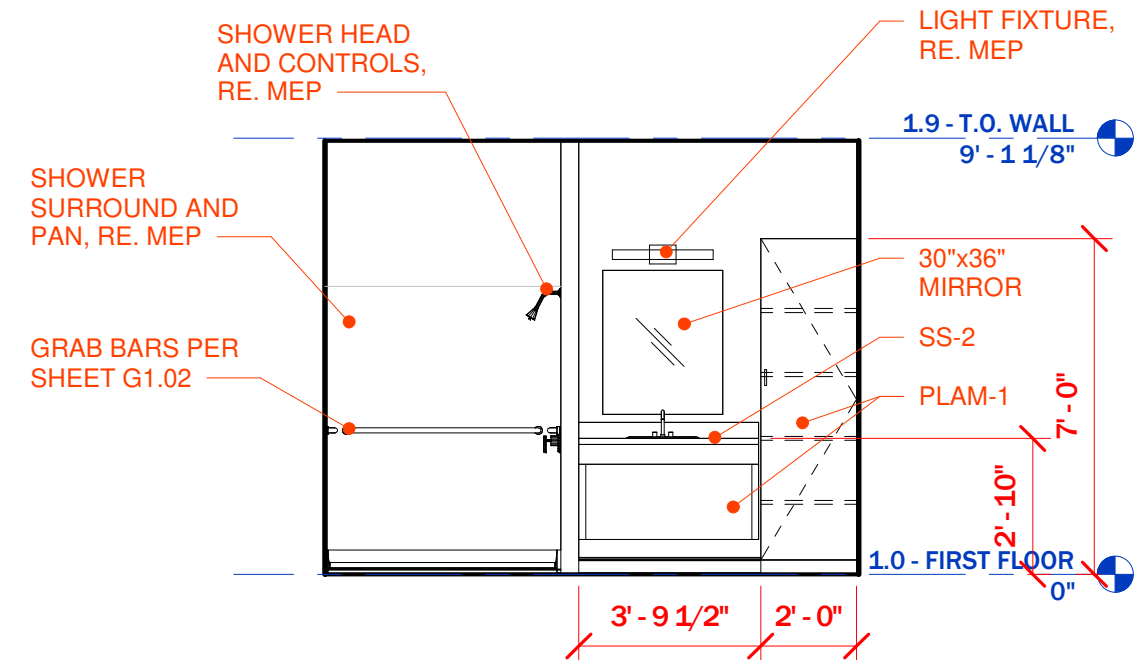
2 KITCHEN 103 - NORTH ELEVATION
1/4" = 1'-0"



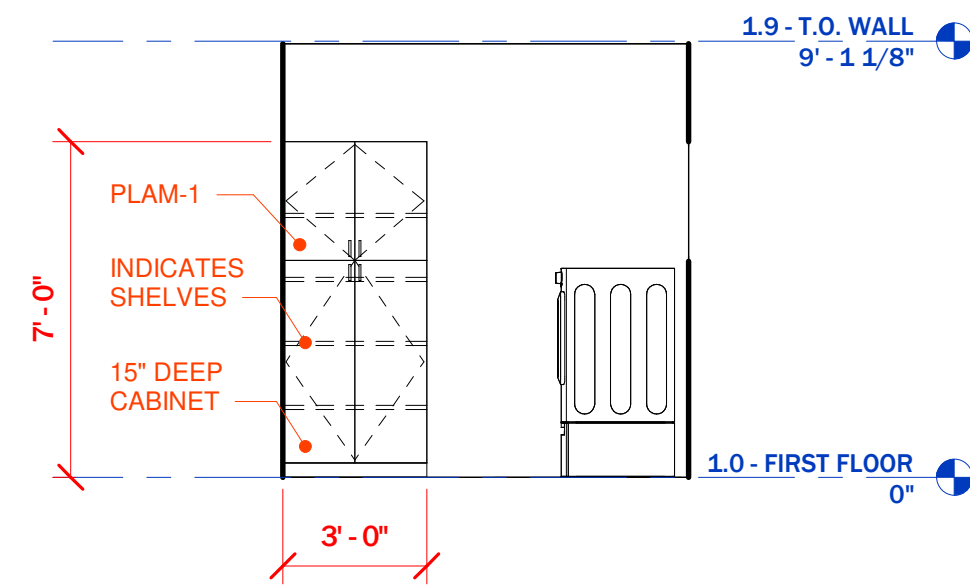
3 KITCHEN 103 - EAST ELEVATION
1/4" = 1'-0"



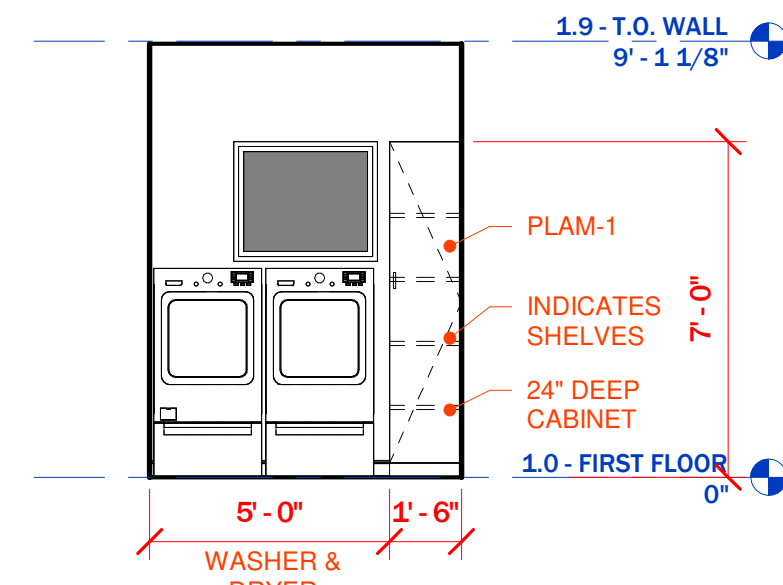
4 KITCHEN 103 - SOUTH ELEVATION
1/4" = 1'-0"



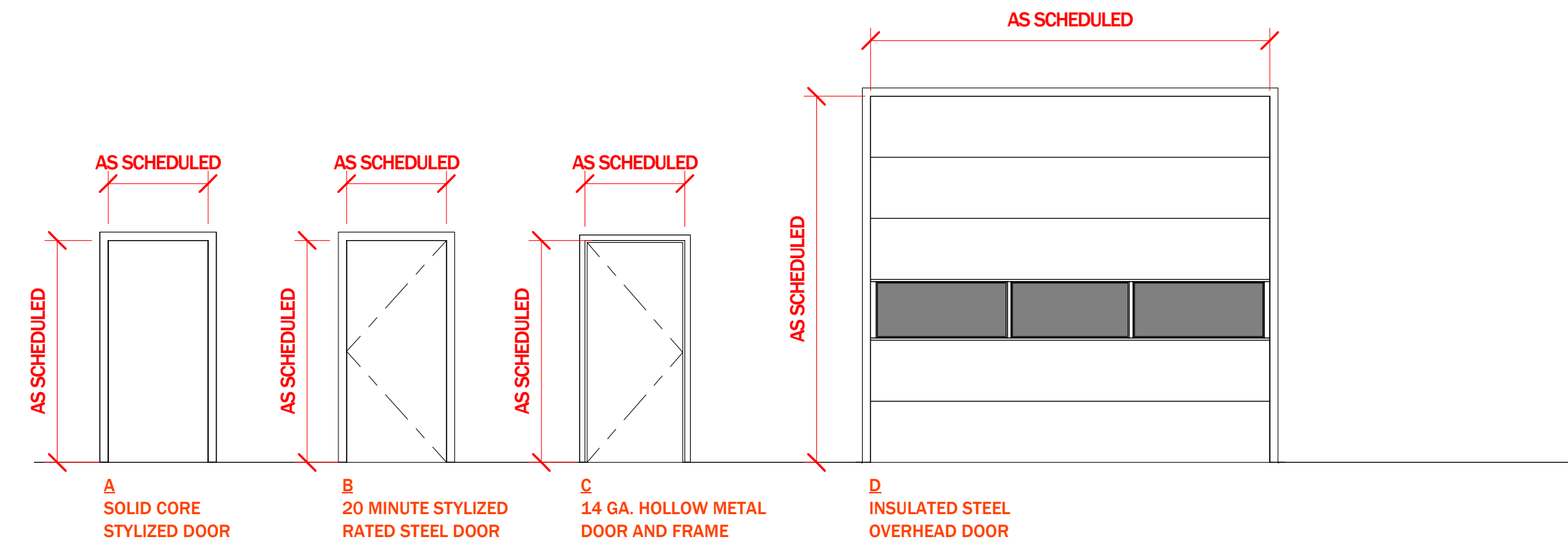
5 BATH 109 - WEST ELEVATION
1/4" = 1'-0"



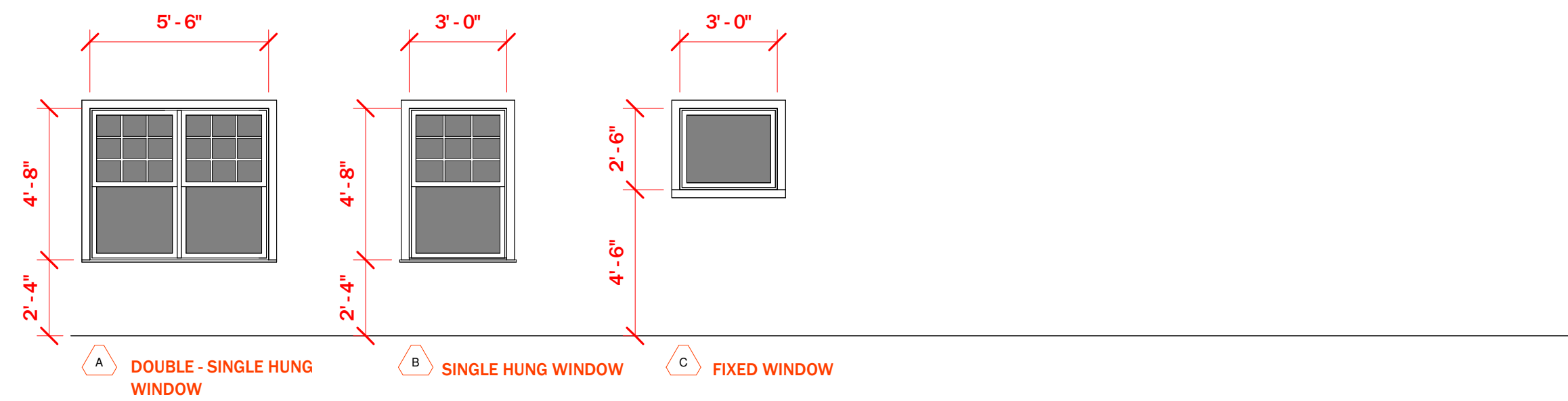
6 LAUNDRY 107 - NORTH ELEVATION
1/4" = 1'-0"



7 LAUNDRY 107 - EAST ELEVATION
1/4" = 1'-0"

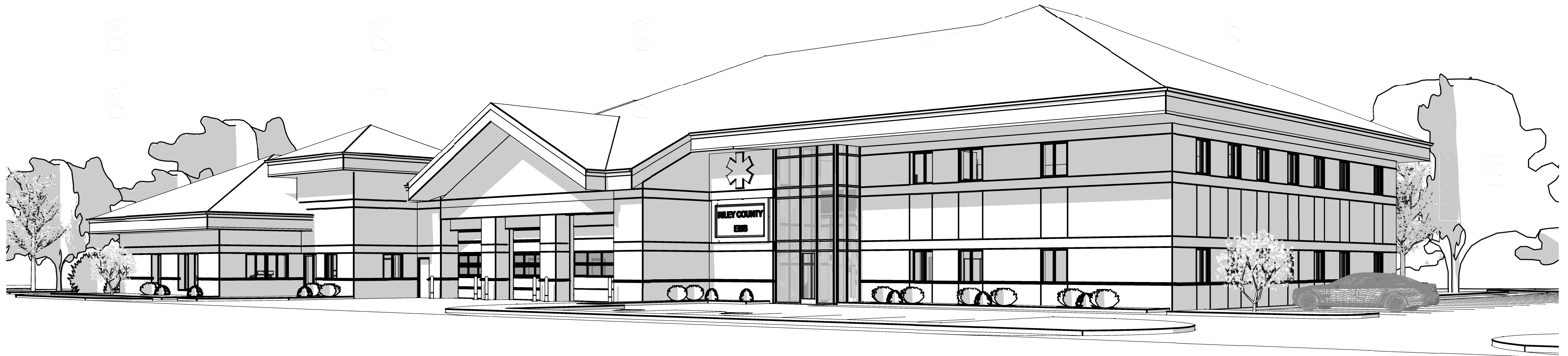


8 DOOR LEGEND
1/4" = 1'-0"

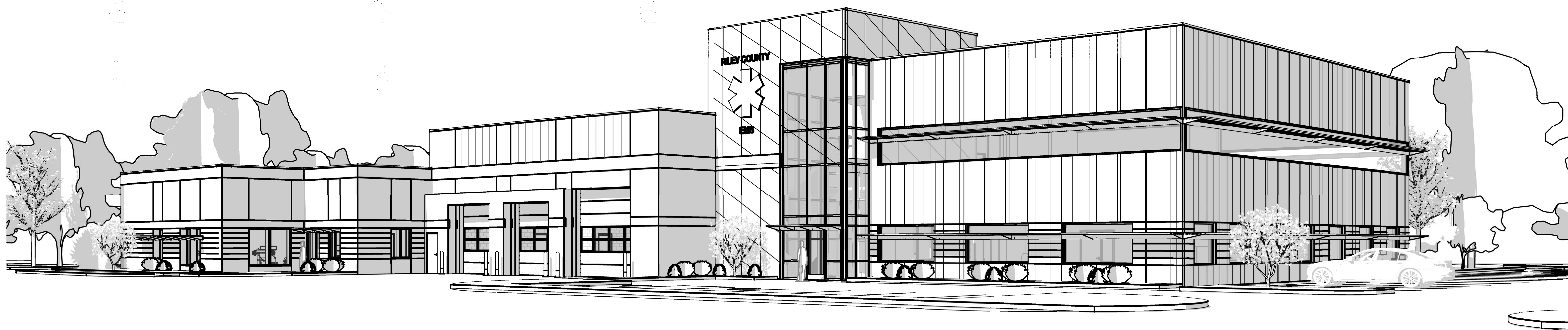


9 WINDOW LEGEND
1/4" = 1'-0"

DOOR SCHEDULE							
DOOR NUMBER	DOOR SIZE	DOOR TYPE	DOOR FINISH	FRAME TYPE	FRAME FINISH	HARDWARE SET	COMMENTS
101A	3'-0" x 6'-8"	B					
101B	3'-0" x 6'-8"	I					
101C	12'-0" x 11'-0"	D					
101D	12'-0" x 11'-0"	D					
101E	3'-0" x 6'-8"	I					
102	3'-0" x 6'-8"	H					
104	3'-0" x 6'-8"	A					
105	3'-0" x 6'-8"	A					
106	6'-0" x 6'-8"	16					
107	3'-0" x 6'-8"	A					
108	3'-0" x 6'-8"	A					
109	3'-0" x 6'-8"	A					
110	3'-0" x 6'-8"	A					
111	3'-0" x 6'-8"	C					



RILEY COUNTY PUBLIC SAFETY HEADQUARTERS
EXTERIOR OPTION 1, DECEMBER 27, 2022



RILEY COUNTY PUBLIC SAFETY HEADQUARTERS
EXTERIOR OPTION 2, DECEMBER 27, 2022