



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 14, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Appoint Gary Olds and Larry McGillivray to the Parks Advisory Board and approve Resolution
4. Sign Riley County Personnel Action Form(s)
5. Sign Riley County Position Action Form(s)
6. Discuss Joint City/County/County Meeting Agenda Topics
7. Discuss Intergovernmental Luncheon
8. Approve payroll/accounts payables (when completed)

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Jan 11, 2021 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

9:20 AM

Bob Isaac, Planner

13. Public Hearing to plat a tract of land into one (1) residential lot.

9:30 AM

Shilo Heger, Treasurer

14. December 2020 Revenue Reporting - Riley County Treasurer

- 9:45 AM** **Jason Smith, Manhattan Area Chamber of Commerce**
15. Economic development update
- 10:00 AM** **Julie Gibbs, Health Department Director**
16. RCHD January Report
- 10:30 AM** **Budget and Planning Committee - Tami Robison, Budget and Finance Officer**
17. Monthly Cash Flow Reports for December 2020
- 10:50 AM** **Amanda Smeller, Planning/Special Projects Director**
18. CDBG-CV Determination of Level of Review
19. Request for CIP funding for replacement vehicle through state contract
- 11:05 AM** **John Ellermann, Public Works Director/County Engineer**
20. Lakeside Heights Enlargement Project
- 11:20 AM** **Carson Kober, CASA Director (Zoom)**
21. CPE 4th Floor Renovation

Adjournment**Announcements**

Riley County Offices will be closed Monday, January 18th due to the observance of the Martin Luther King Jr Day.

The Board of County Commissioners will not be in session Monday, January 18th.

The Law Enforcement Agency Meeting will be held Tuesday, January 19th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz Avenue.

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



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: January 14, 2021

SUBJECT: Appoint Gary Olds and Larry McGillivary to the Parks Advisory Board and approve Resolution

PRESENTER: Cindy Kabriel, Administrative Assistant II

POSSIBLE MOTION(S)

Move to sign the appointment letters for Gary Olds and Larry McGillivary to the Parks Advisory Board and approve "Resolution No. 011421- , A Resolution appointing representatives to the Riley County Park Advisory Board".

Move to deny

Move to modify

Move to table

Enclosures:

- Park Board (PDF)
- Park Board recommendations (PDF)



BOARD OF COMMISSIONERS

3.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66505
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.gov

January 14, 2021

Gary Olds



Dear Gary:

This is to confirm your appointment to the Park Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Park Board will benefit from your contribution.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: Park Board (10243 : Park Advisory Board)



BOARD OF COMMISSIONERS

3.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66508
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.go

January 14, 2021

Larry McGillivary



Dear Larry:

This is to confirm your appointment to the Park Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Park Board will benefit from your contribution.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: Park Board (10243 : Park Advisory Board)

RESOLUTION NO. 011421-**A RESOLUTION APPOINTING REPRESENTATIVES TO THE RILEY
COUNTY PARK ADVISORY BOARD**

WHEREAS, Riley County has representatives on the Riley County Park Advisory Board, and

WHEREAS, two positions are open and Gary Olds and Larry McGillivary, are eligible to be appointed and has indicated their willingness to serve a first term; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint them to a term.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Gary Olds and Larry McGillivary are hereby appointed as Member at Large representatives to the Riley County Park Advisory Board.

ADOPTED this 14th day of January, 2021.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: Park Board (10243 : Park Advisory Board)



January 8, 2021

Riley County Board of County Commissioners
110 Courthouse Plaza
Manhattan KS 66503

Re: Park Board Recommendation

I would like to recommend Gary Olds as an At Large member to the Riley County Park Advisory Board.

Gary Olds
3308 Frontier Circle
Manhattan, KS 66503
(785) 236-6537

Respectfully,

David G Willis
Riley County Park Manager

Attachment: Park Board recommendations (10243 : Park Advisory Board)



RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Gary Olds Date 1/8/2021
 Address 3308 Frontier Circle
 Telephone — (Home) 785-236-6537 ^{cell} (Work) — Occupation rental property investment and management
 e-mail address: garyolds@sbcglobal.net

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

☐ Armed Forces Memorial Committee Board	☐ Museum Board of Trustees
☐ Big Lakes Developmental Center Board	☐ North Central -- Flint Hills Area Agency on Aging
☐ Fair Board	☐ Pawnee Mental Health Services Board
☐ Food and Farm Council	☐ Riley County Council on Aging
☐ Hunters Island Water District	☒ Riley County Parks Board
☐ Joint Corrections Advisory Board	☐ Riley County Planning Board/Board of Zoning Appeals
☐ Judicial Nominating Commission—21st	☐ Riley County Public Health Advisory Council
☐ Law Enforcement Agency Board	☐ Road and Bridge Advisory Board
☐ Manhattan Urban Area Planning Board	☐ Solid Waste Management Committee

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

Opportunity to "give back" in service to those who use our county parks. I have no particular training or expertise. I am a 25 plus year resident of the City of Manhattan. I did serve 6 years on the Manhattan Housing Authority Board of Directors several years back.

Please provide references: (Name, address and phone number)

Rick Vargo 785-537-6300
Ron Wells 785-556-0871 Marvin Rodriguez 785-307-8723 John Ford 785-313-0895
David Willis 785-473-1000
 Signature Gary Olds

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:
 County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502
 THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

Attachment: Park Board recommendations (10243 : Park Advisory Board)



January 12, 2021

Riley County Board of County Commissioners
110 Courthouse Plaza
Manhattan KS 66503

Re: Park Board Recommendation

I would like to recommend Larry McGillivray as an At Large member to the Riley County Park Advisory Board.

Larry McGillivray
309 Poliska Lane
Manhattan, KS 66502
(785) 313-3127

Respectfully,

David G Willis
Riley County Park Manager

Attachment: Park Board recommendations (10243 : Park Advisory Board)



RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

FILED

2021 JAN 12 AM 11:17
COUNTY CLERK
RILEY COUNTY, KANSAS

Name Larry McGillivray Date 1/12/2021
Address 309 Poliska Lane, Manhattan, KS. 66502
Telephone (785) 313-3127 (Home) (785) 313-3127 (Work) Occupation ERT manager
e-mail address: JKLM@cox.net

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- | | |
|--|--|
| ☐ Armed Forces Memorial Committee Board | ☐ Museum Board of Trustees |
| ☐ Big Lakes Developmental Center Board | ☐ North Central -- Flint Hills Area Agency on Aging |
| ☐ Fair Board | ☐ Pawnee Mental Health Services Board |
| ☐ Food and Farm Council | ☐ Riley County Council on Aging |
| ☐ Hunters Island Water District | ☒ Riley County Parks Board |
| ☐ Joint Corrections Advisory Board | ☐ Riley County Planning Board/Board of Zoning Appeals |
| ☐ Judicial Nominating Commission—21st | ☐ Riley County Public Health Advisory Council |
| ☐ Law Enforcement Agency Board | ☐ Road and Bridge Advisory Board |
| ☐ Manhattan Urban Area Planning Board | ☐ Solid Waste Management Committee |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

My formal education at KSU specialized in horticulture and urban forestry.

I frequent area parks almost daily. I look forward to the opportunity to assist with Riley County parks improvement initiatives.

Please provide references: (Name, address and phone number)

Adam Johnson. 2508 Brakman St, Manhattan (785) 456-3030
Alex McVey 2351 Grandview Ter., Manhattan (785) 803-9016

Signature

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:
County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502
THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: January 14, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-01 J Cook Appraiser III (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 1/11/2021
☒ Change		Employee #

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

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

Cook	Jim		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Appraiser III	County Appraiser	001-022
Position Title	Department	Fund

12/26/2020	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date				Is this a budgeted position?	

L	2	\$20.37	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

promotion from Appraiser II to Appraiser III - completing all courses and 3 years experience

Approvals:

Department: Greg McHenry by Lisa McAdams Date: 01-12-2021

Personnel: Erin Anwar 1/12/21

BOCC:

Chairman: _____

Member: _____

Member: _____



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: January 14, 2021

SUBJECT: Sign Riley County Position Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-01 IRIS Comm Coord (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Health Dept Date 1/5/2021 Job Title IRIS Community Coordinator - Riley and Pottawatomie Counties

☒ Full Time	☐ Regular	☐ Seasonal	☒ Grant Funded	Pay Grade <u>40</u>	M	Week	Month	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	Hours per	Week			End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☐ Request to hire replacement-same duties	☐ Request to change budgeted hours	☒ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☒ Grant Funded	2. Requested hours per year: <u>2080</u>
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact): <u>NA</u>	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold"? ☐ Yes ☐ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position? <u>4/30/2023</u>	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Grant position - required to fulfill requirements

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

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

Bachelor's degree, 1-3 years experience in project management, experience with planning and presenting, community relationship building.

Additional comments:

Approval by:

Department Head:

Date:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

1-7-20211/8/2021

Joint City/County/County Meeting: (at city offices January 21st)

Topics for Agenda:

Attachment: topic form (9904 : Joint City/County/County Agenda Meeting Information)

**Virtual Intergovernmental Luncheon:
January 23rd**

[illegible]



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 21, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

2. Staff update

10:15 AM

Dennis Butler, RCPD Director

3. RCPD update

10:30 AM

Russel Stukey, Emergency Management Director

4. Staff update

4:00 PM

Joint City/County/County Meeting (at City Offices)

Adjournment

Announcement

Good Morning Manhattan will be held today 7:30 - 8:30 a.m. virtually

Attachment: 01-21-21 tentative agenda (10178 : Tentative Agenda)

via Zoom.

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: 01-21-21 tentative agenda (10178 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 25, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center

1. Konza Prairie Community Health and Dental Center update

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

Attachment: 01-25-21 tentative agenda (10178 : Tentative Agenda)

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: 01-25-21 tentative agenda (10178 : Tentative Agenda)



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: January 14, 2021

SUBJECT: Public Hearing to plat a tract of land into one (1) residential lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On January 4, 2021, the Manhattan Urban Area Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator - Extraneous Farmstead and approved the Concurrent Plat of Sherwood Addition.

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Sherwood Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. **Motion** to approve Resolution 011421-___ acknowledging the approved Final Plat of Sherwood Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. **Motion** to sign Resolution 011421-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Sherwood Addition, as it has been determined that it does not meet the requirements of the Manhattan Urban Area Subdivision Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- MUAPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Residential Use Designator & Plat

PETITION: #20-0060 Residential Use Designator & Plat

APPLICANT: Raymond C. & Sharon S. Sherwood Trust
2420 Marlatt Ave
Manhattan, KS 66502-1819

PROPERTY OWNER: Raymond C. & Sharon S. Sherwood Trust
2420 Marlatt Ave
Manhattan, KS 66502-1819

REPRESENTATIVE: SMH Consultants
2017 Vanesta Pl. Ste. 110
Manhattan, KS 66503

REQUEST: Receive a Residential Use Designator - Extraneous Farmstead for an unplatted tract and plat said tract into a single lot.

SIZE OF TRACT: The subject site is approximately 5.7 acres.

LOCATION: Generally located at the southeast corner of the intersection of Scenic Drive and Wildcat Creek Road; Section 15, Township 10 South, Range 7 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Manhattan Urban Area Subdivision Regulations.



BACKGROUND: The subject site is an approximately 5.7-acre portion of a larger approximately 9.4-acre parent tract transected by Scenic Drive (see Figure 1). The applicant is proposing to receive a Residential Use Designator - Extraneous Farmstead for that portion of the parent tract situated west of Scenic Drive, while selling the remainder of the parent tract (east of Scenic Drive) for agricultural purposes (forestry). The subject property is occupied by an existing single family dwelling originally constructed in 1940 and remodeled in 1975 (west of Scenic Drive). Although the property is located within a designated growth area and Manhattan Urban Service Area, as per the Vision 2025 Comprehensive Plan for Riley County, Kansas, it was recommended by staff that, due to the property being located within the floodplain and nature of the existing land use, a residential use designator be utilized, rather than rezoning to a residential district in order to discourage additional residential growth at this location.



Figure 1: Parent tract outlined in blue

DESCRIPTION:

Physical site characteristics: The subject site is developed with a single family residence, a garage and a couple of aging agricultural outbuildings. The subject site is a mix of cropland and mature trees. The subject site borders Wildcat Creek to the south and consequently, the majority of the site is located within the 1% annual chance floodplain, with the southern third of the site located within the floodway. Although the home and outbuildings are in the area designated as “1% Future Conditions”, the home experienced partial inundation in the flood of 2018.

General character of the area: The property is located on the fringe of the City of Manhattan, in an area of transition between the multi- and single-family residential development to the south and east and predominantly agricultural areas north and west.

SUITABILITY OF ZONING:

Zoning History: The site has been zoned “AG” (Agricultural District) since at least 1974.

Proposed zoning: The request is not to rezone the subject property, but to receive approval for a Residential Use Designator for an Extraneous Farmstead, as per Section 8 – Agricultural District in the Riley County Zoning Regulations.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	City of Manhattan	Blueville Nursery
SOUTH	City of Manhattan	Residential
EAST	“AG” (Agricultural District)	Woodlands/open space
WEST	City of Manhattan	Residential

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site currently has direct access to Wildcat Creek Road, a two-lane gravel road, maintained by the County. Eureka Drive is classified as a Major Collector, thus has an 80-ft. setback from the centerline of the roadbed. No additional points of ingress/egress are being proposed with this request.

Water and sewer: The subject site is currently served by an on-site water well and a private septic tank/lateral system.

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the Keats Fire Station (Station #4), located at 3141 W. 69th Avenue. However, the subject site is located within 1,200 feet of a Manhattan City fire hydrant.

Effect on public facilities and services: It is not anticipated that approval for a Residential Use Designator – Extraneous Farmstead for an existing and established homestead will have a detrimental impact on public facilities or services.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Southwest planning area (see Figure 1 - Land Use Map (southwest)).

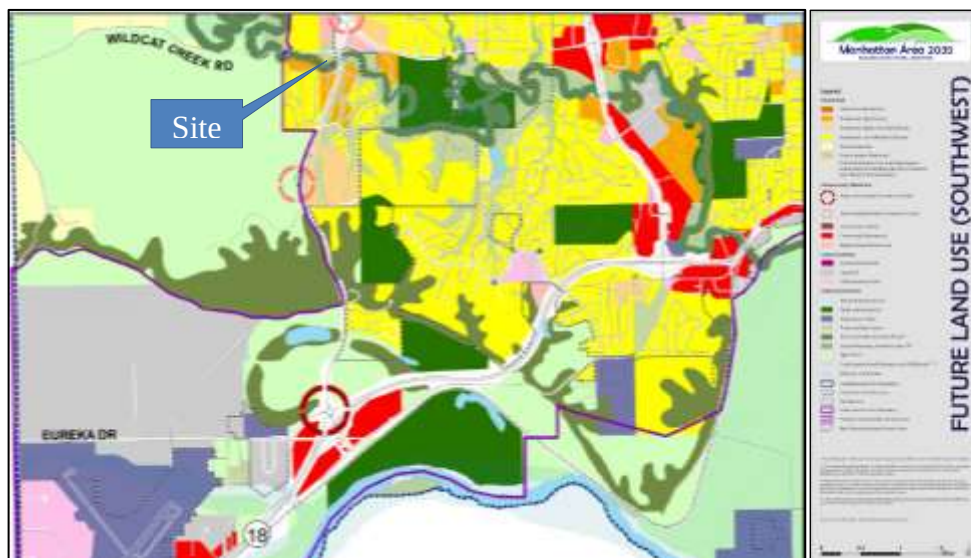


Figure 1. Land Use Map

Goal GM-2.1A: Future Land Use Plan advises to use the Future Land Use Map as a tool to guide the general location of residential and other land uses within the Manhattan Urban Area over the next ten to twenty years. It also advises to apply the Future Land Use map in conjunction with other guiding principles, goals, and policies contained in the Plan and area-specific plans and policies where applicable, when considering individual development proposals regardless of size or location.

The Future Land Use map indicates that the subject site is projected to remain in agricultural use. Table 3-1 Land Use Category Definitions of the Plan summarizes each of the land use categories identified on the Future Land Use map. The request and continued land use of the property is consistent with the land use definitions and characteristics of “Agricultural” and “Rural Residential” of that table.

Staff analysis: The request is in general conformance with the Comprehensive Plan.

RILEY COUNTY ZONING REGULATIONS:

The zoning regulations describe the Residential Use Designator–Extraneous Farmstead. The conditions for approval are as follows:

1. The site to be divided from the existing agricultural operation should be the minimum required to accommodate the existing residence and any outbuildings or to accommodate a site that is logically separated from the existing agricultural operation. Conversion of existing productive agricultural land should be avoided.
2. The site shall be large enough to meet sanitary code minimum requirements.
3. A residential use designator for an extraneous farmstead is limited to one per original parent agricultural tract. One additional residential use designator for an extraneous farmstead may be permitted when it has been determined by the Planning and Development Department that the additional residence on the original parent tract has been supporting the agricultural operation on such tract.
4. The site must be platted and must meet all requirements for a plat, including adequate public road access as specified in the subdivision regulations. The platted lot may not be further subdivided unless approved through the standard platting/rezoning process.
5. An Agricultural Protection Easement (APE), as specified in Section 21A, shall be filed with the plat.

Staff analysis: The request is consistent/inconsistent with the above criteria.

Agricultural Buffer: N/A

Riparian Buffer: Wildcat Creek, a fourth order stream, runs along the southern boundary of the subject property. According to Section 21C – Development Standards of the Riley County Zoning Regulations, all new development shall be required to provide a 100-ft. riparian Buffer Zone I and a 100-ft. Buffer Zone II along all fourth order streams. These areas, as shown on the final plat, shall be subject to the requirements of that section.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Environmental Health Specialist has reviewed the request and stated that the septic tank was damaged and needed replaced; however, since the home has not been occupied in over two years and there are no current plans for it to be occupied anytime

soon, the property owner was able to make arrangements to properly abandon the current system. A new system will need to be installed before the home and can be occupied.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported that since no improvements are being done to either side (of Scenic Drive), no traffic study or drainage study are required. He said based on current use, there are no transportation issues.

EMERGENCY MANAGEMENT: The Director of Emergency Management has reviewed the request and reported no concerns with the request.

FORT RILEY: A Development Review was sent to the Chief, Environmental Division Directorate of Public Works USAG Fort Riley, Kansas; no reply was received.

TOWNSHIP OFFICER: A Development Review was sent to the Manhattan Township Trustee; no reply was received.

CITY OF MANHATTAN: A Development Review was sent to the City of Manhattan's Community Development Department. Staff recommended certain aspects of the plat be corrected, such as identifying the boundaries of the different flood zones and reflect the site's frontage along N. Scenic Drive as "no access".

MANHATTAN URBAN AREA PLANNING BOARD:

On January 4, 2021, the Manhattan Urban Area Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator – Extraneous Farmstead and approved the Concurrent Plat of Sherwood Addition.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Sherwood Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

A. **Motion** to approve Resolution 011421-___ acknowledging the approved Final Plat of Sherwood Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. **Motion** to sign Resolution 01142-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Sherwood Addition, as it has been determined that it does not meet the requirements of the Manhattan Urban Area Subdivision Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Floodplain map
- Preliminary Plat
- Final Plat

Prepared by: Bob Isaac, Planner
January 5, 2021



VICINITY AND SITE

Sherwood

#20-0060 Plat
Sherwood Addition

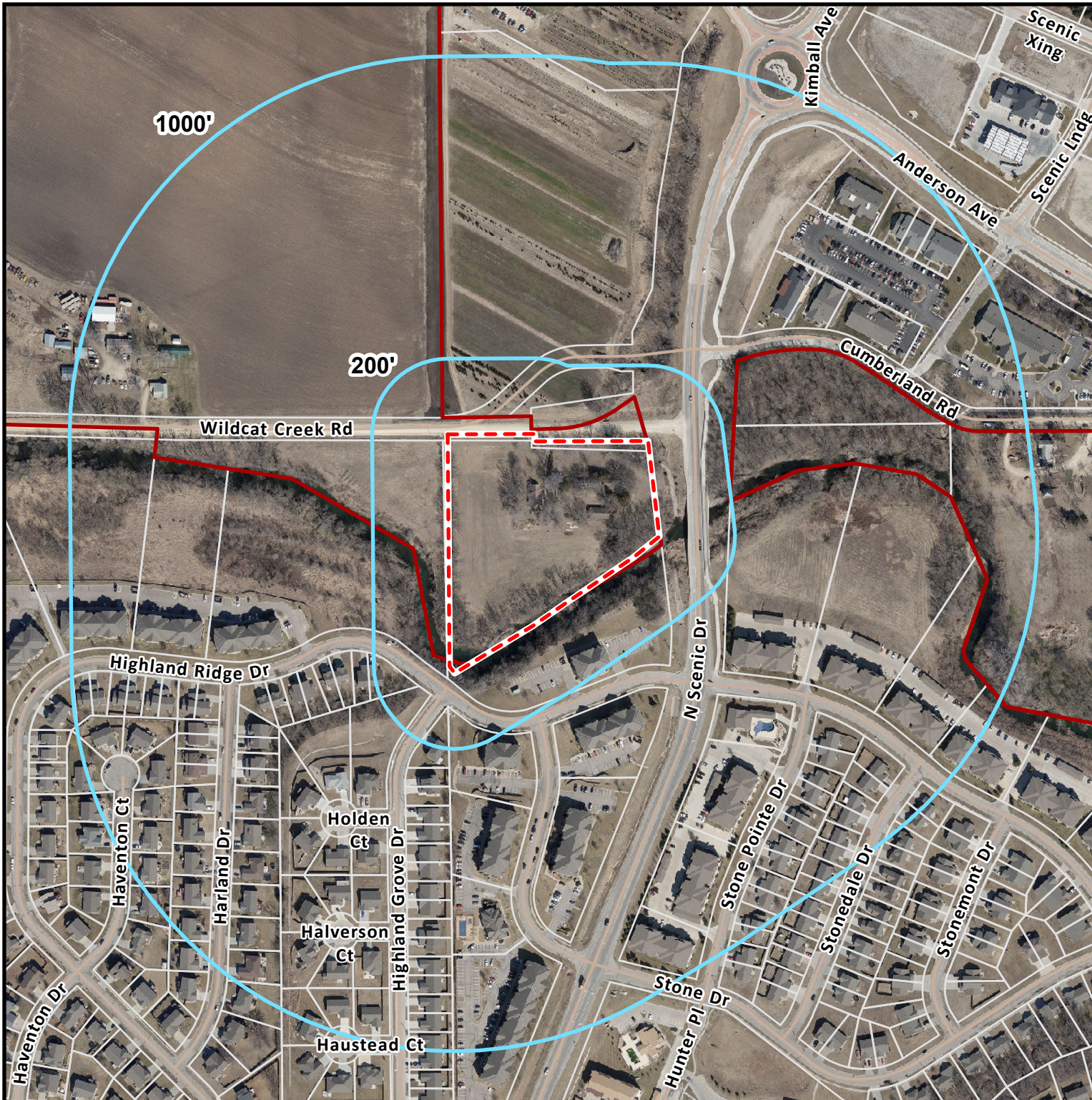
Residential Use Designator
Extraneous Farmstead

15-10-7

 200'/1000' Buffer
 Site



VICINITY





SURROUNDING ZONING

Sherwood

#20-0060 Plat
Sherwood Addition

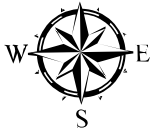
Residential Use Designator
Extraneous Farmstead

15-10-7

200'/1000' Buffer
 Site

- AG Agricultural
- AG-R AG/Residential
- B-1 Two Family Residential
- B-2 Multiple Family Residential
- B-3 Mobile Home Park
- C-3 General Business
- C-4 Highway Business
- D-1 Industrial Park
- D-2 Light Industrial
- D-3 Heavy Industrial
- Fort Riley
- N-1 Noise Hazard
- PUD Planned Unit Development
- SF-1 Single Family Residential
- SF-2 Single Family Residential
- SF-3 Single Family Residential
- SF-4 Single Family Residential
- SF-5 Single Family Residential
- U University
- Special Zoning:
Conditional Use
Special Use
Variance

Attachment: Staff Report (10230 : Sherwood Addition)



FIRE STATIONS

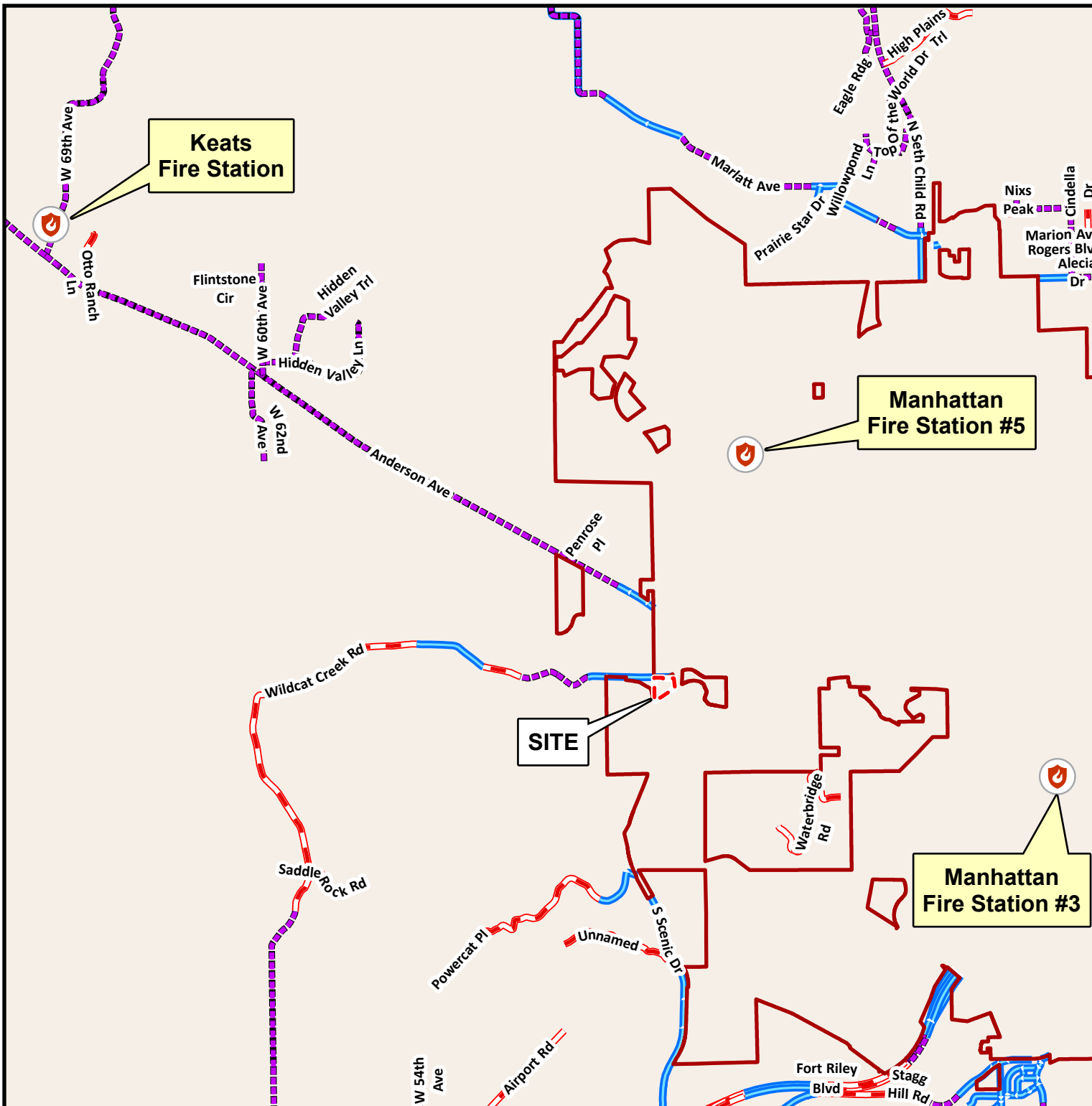
Sherwood

#20-0060 Plat
Sherwood Addition

Residential Use Designator
Extraneous Farmstead

15-10-7

Attachment: Staff Report (10230 : Sherwood Addition)



Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 5Y (within 5 road miles of 5Y fire station)
- 9 (5 road miles of May Day station)
- 10 (outside 5 road miles OR road is not paved/gravel)



FLOODPLAIN

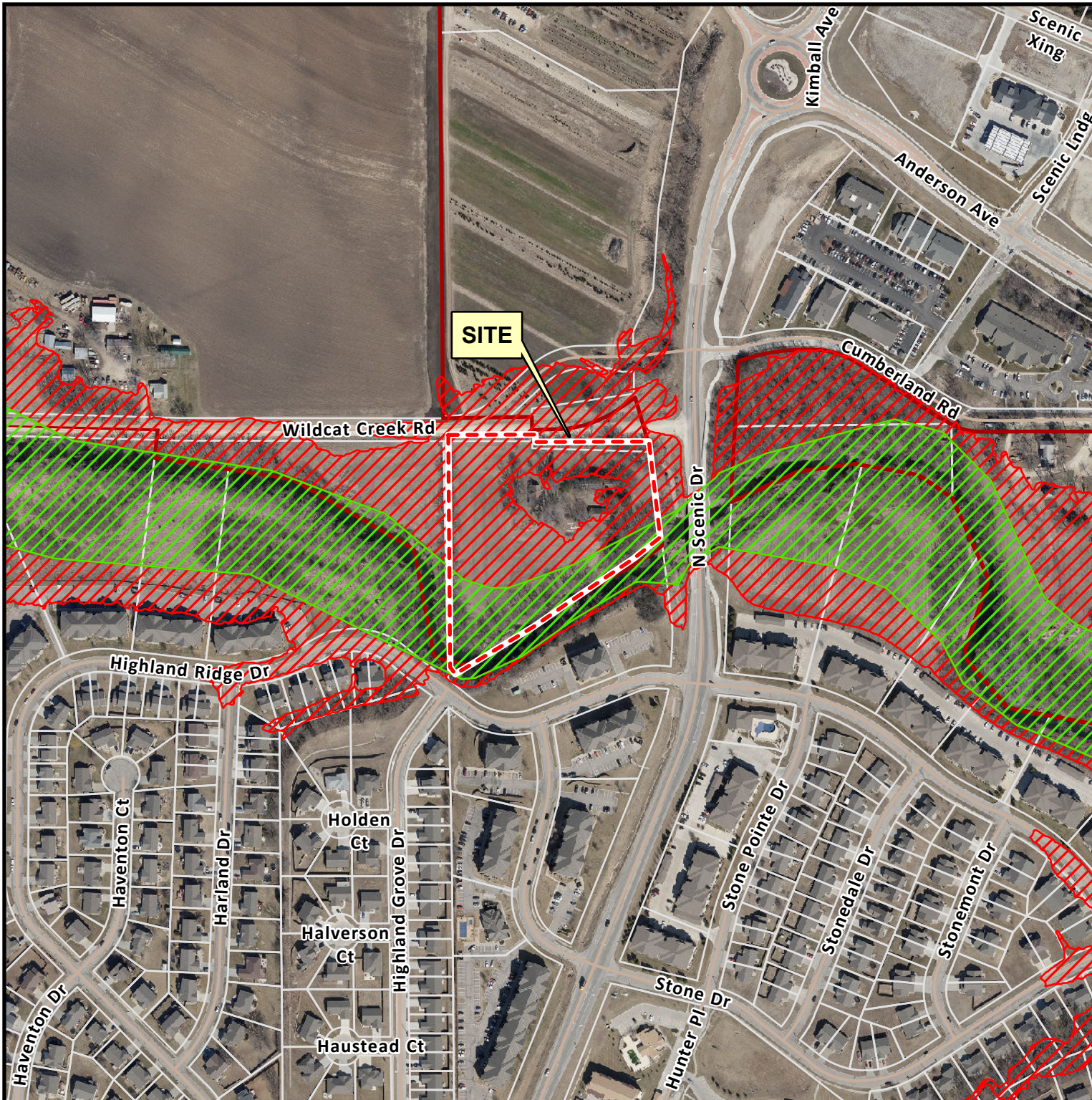
Sherwood

#20-0060 Plat
Sherwood Addition

Residential Use Designator
Extraneous Farmstead

15-10-7

Attachment: Staff Report (10230 : Sherwood Addition)



Floodplain

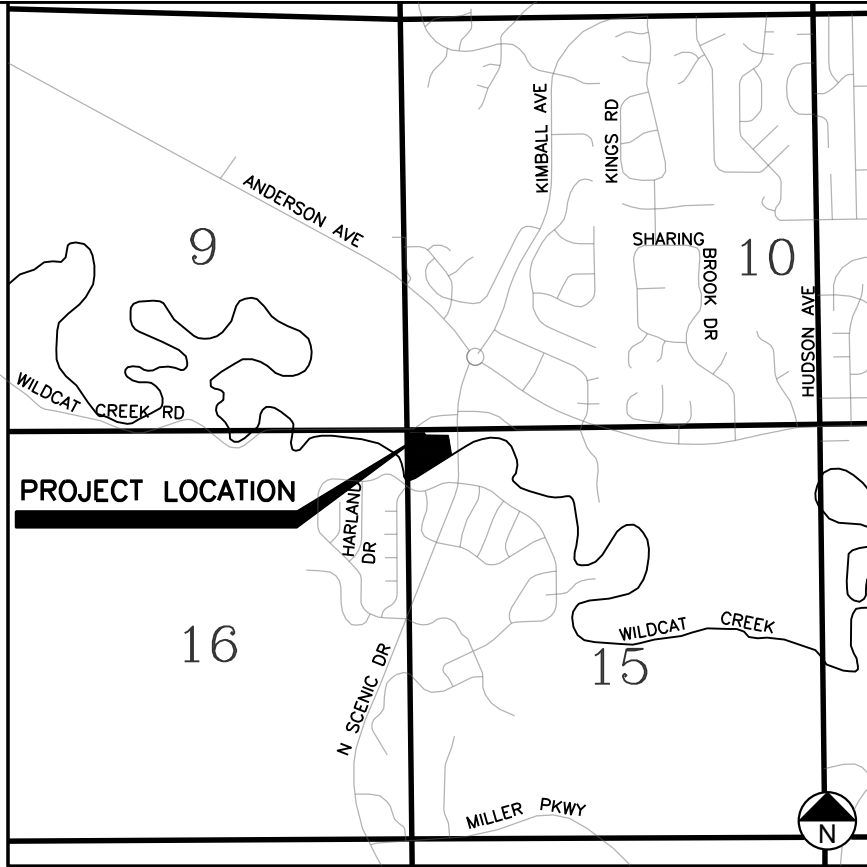
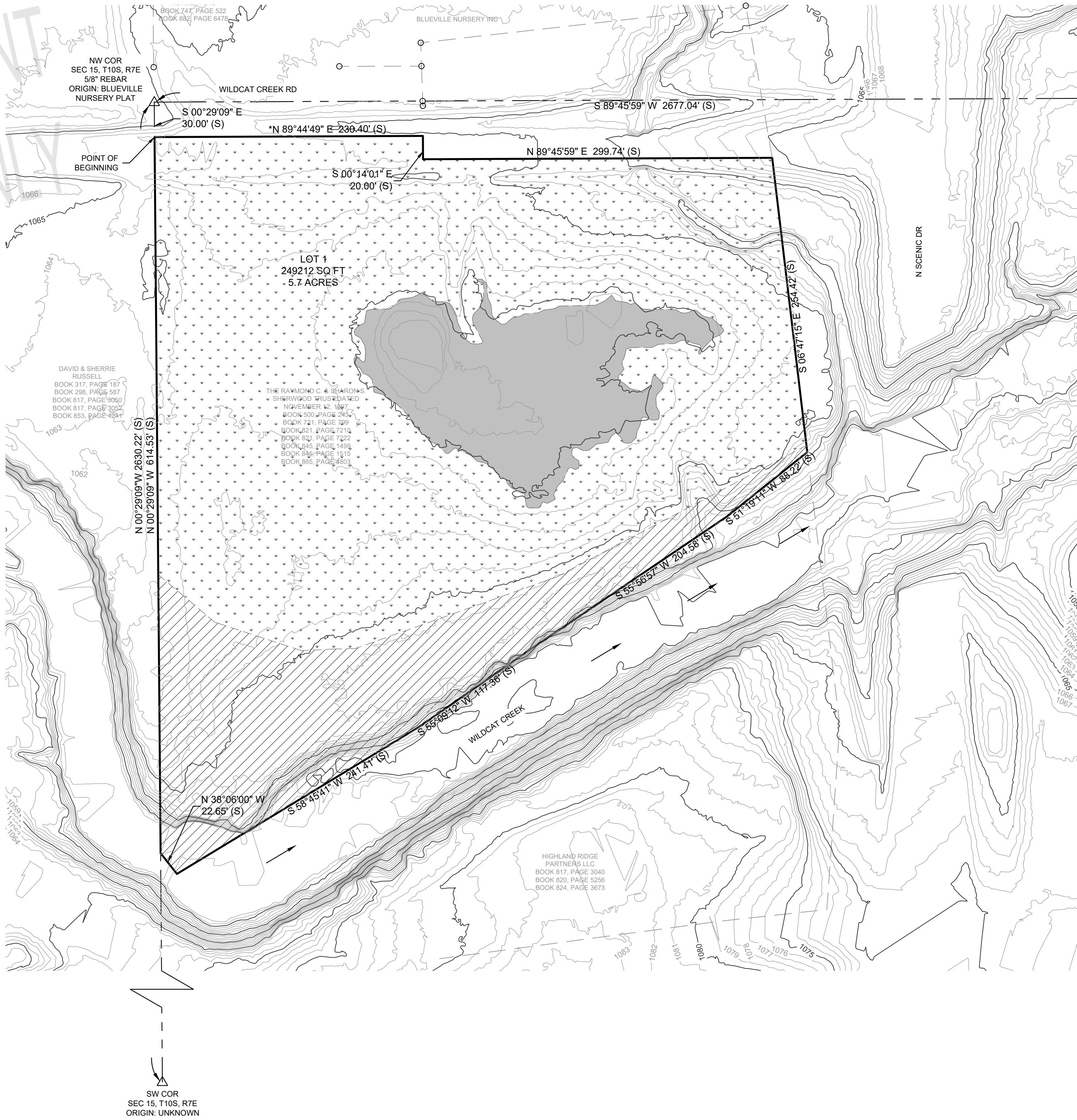
- ▨ 1% Annual Chance Flood (Unnumbered)
- ▨ 1% Annual Chance Flood (Numbered)
- ▨ Floodway
- ▨ 1% Annual Chance Flood (1'-3' Depth)
- ▨ 0.2% Annual Chance Flood

DESCRIPTION:

A tract of land in the Northwest Quarter of Section 15, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°29'09" E 30.00 feet from the Northwest Corner of the Northwest Quarter of said Section 15, said point being on the West Line of the Northwest Quarter of said Section 15 and the South right of way line of Wildcat Creek Road; thence
Along the South right of way line of Wildcat Creek Road the following 3 courses,
Course 1: N 89°44'49" E 230.40 feet,
Course 2: S 00°14'01" E 20.00 feet,
Course 3: N 89°45'59" E 299.74 feet to the West right of way line of Scenic Drive; thence
S 06°47'15" E 254.42 feet along the West right of way line of Scenic Drive to the Northeast Corner of Lot 35, Highland Meadows, Unit One, City of Manhattan, Riley County, Kansas; thence
Along the Northerly Lot line of said Lot 35 the following 5 courses,
Course 1: S 51°19'11" W 88.22 feet,
Course 2: S 55°56'57" W 204.58 feet,
Course 3: S 55°09'12" W 117.36 feet,
Course 4: S 58°45'41" W 241.41 feet,
Course 5: N 38°06'00" W 22.65 feet to the West Line of the Northwest Quarter of said Section 15; thence
N 00°29'09" W 614.53 feet to the point of beginning, containing 5.7 acres.

Subject to easements and restrictions of record.



VICINITY MAP
(NOT TO SCALE)

Notes:
No easements, restrictions reservations, setbacks, or other matter of record, if any, affecting the title of this property are shown, as per agreement with the landowner.

No gaps or overlaps exist.

There are no lines of possession that affect this survey.

Parent tract is recorded in Book 500, Page 243, Register of Deeds Office, Riley County, Kansas.

No existing buildings are shown, as per agreement with the owners.

All building setback requirements shall be determined by the zoning district, unless otherwise noted.

Contour lines are from Riley County LIDAR information.

Floodplain Note:
Flood Plain: Flood Zone AE, an area determined to be within the 1% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0334G and 20161C0342G, effective date, March 16, 2015.

The southern 33% of the site resides in the floodway.

Utility Notes:
Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines, and brush on lands adjacent to the utility easement whenever, in the utility companies judgment, such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

Riley County Note:
If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards and Specifications. In no case, shall the diameter of the pipe be less than 15 inches.

All lots shall be in compliance with the Riley County Sanitary Code.

Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly dedicated drainage easements.

Fort Riley Notice of Potential Noise Impacts:
This subdivision is subject to the Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building methods recorded on August 17, 2020 in Bk. 881 Pg. 7017.

Areas marked as Riparian Zones are subject to the requirements of Section 21C Development Standards of the Riley County Zoning Regulations.



CALL BEFORE YOU
DIG - DRILL - BLAST

KANSAS:
P: 800-344-7233
F: 316-687-3753
COLORADO:
P: 800-922-1987
F: 303-234-1712

The utilities as shown on this drawing were developed from the information available. This is not implied nor intended to be the complete inventory of utilities in this area. It is the clients/contractors responsibility to verify the location of all utilities (whether shown or not) and protect said utilities from any damage.

Confirmation Number #.

OWNER:
RAYMOND & SHARON SHERWOOD TRUST
2420 MARLATT AVE
MANHATTAN, KS 66502-1819

SURVEYOR:
SMH Consultants, P.A.
Tim Sloan, President
2017 Vanesta Place, Suite 110
Manhattan, KS 66503
PH: 785-776-0541

ZONING:
EXISTING: "AG" (Agricultural District)

PROPOSED: "AG-RUD" (Agricultural District w/ Residential Use Designator-Extraneous Farmstead)

LEGEND

- Monument Found (1/2" Rebar),
Origin: Blueville Addition, Unit Two
- △ Section Corner, NOTE: All section corner monument origins are unknown unless otherwise noted.
- Assumed Bearing
- (S) Surveyed Dimension

- Flood Zone X
- Flood Zone AE
- Floodway Area in Zone AE



SCALE: 1" = 60'

Preliminary Plat
**SHERWOOD
ADDITION**
An Addition to Riley County, Kansas

**SMH
CONSULTANTS**

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Overland Park, KS P: (913) 444-9815 • Colorado Springs, CO P: (719) 465-2145

Drawn By: BWS Project #2009MN1246 DD #82

NOVEMBER 2020

DESCRIPTION:

A tract of land in the Northwest Quarter of Section 15, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°29'09" E 30.00 feet from the Northwest Corner of the Northwest Quarter of said Section 15, said point being on the West Line of the Northwest Quarter of said Section 15 and the South right of way line of Wildcat Creek Road; thence
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Course 4: S 58°45'41" W 241.41 feet,
Course 5: N 38°06'00" W 22.65 feet to the West Line of the Northwest Quarter of said Section 15; thence
N 00°29'09" W 614.53 feet to the point of beginning, containing 5.7 acres.

Subject to easements and restrictions of record.

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at _____, Kansas this _____ day of _____, 2020.

THE RAYMOND C. AND SHARON S. SHERWOOD TRUST DATED NOVEMBER 12, 1997

SHARON S. SHERWOOD, TRUSTEE

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

BE IT REMEMBERED, that on this _____ day of _____ A.D. 2020, before me, the undersigned, a notary public in and for the County and State aforesaid, came _____ Sharon S. Sherwood, Trustee of _____ The Raymond C. and Sharon S. Sherwood Trust dated November 12, 1997

personally known to me to be the same persons who executed the foregoing Owner's Certificate, and duly acknowledged their execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

Notary Public

My appointment expires: _____

RILEY COUNTY PLAT REVIEW SURVEYOR SIGNATURE BLOCK

This plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Approved: _____

License Number: _____ Date: _____

MANHATTAN URBAN AREA PLANNING BOARD CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____ A.D. 2020.

Manhattan Urban Area Planning Board.

Chairperson _____ Member _____ Member _____

Member _____ Member _____

Member _____ Member _____

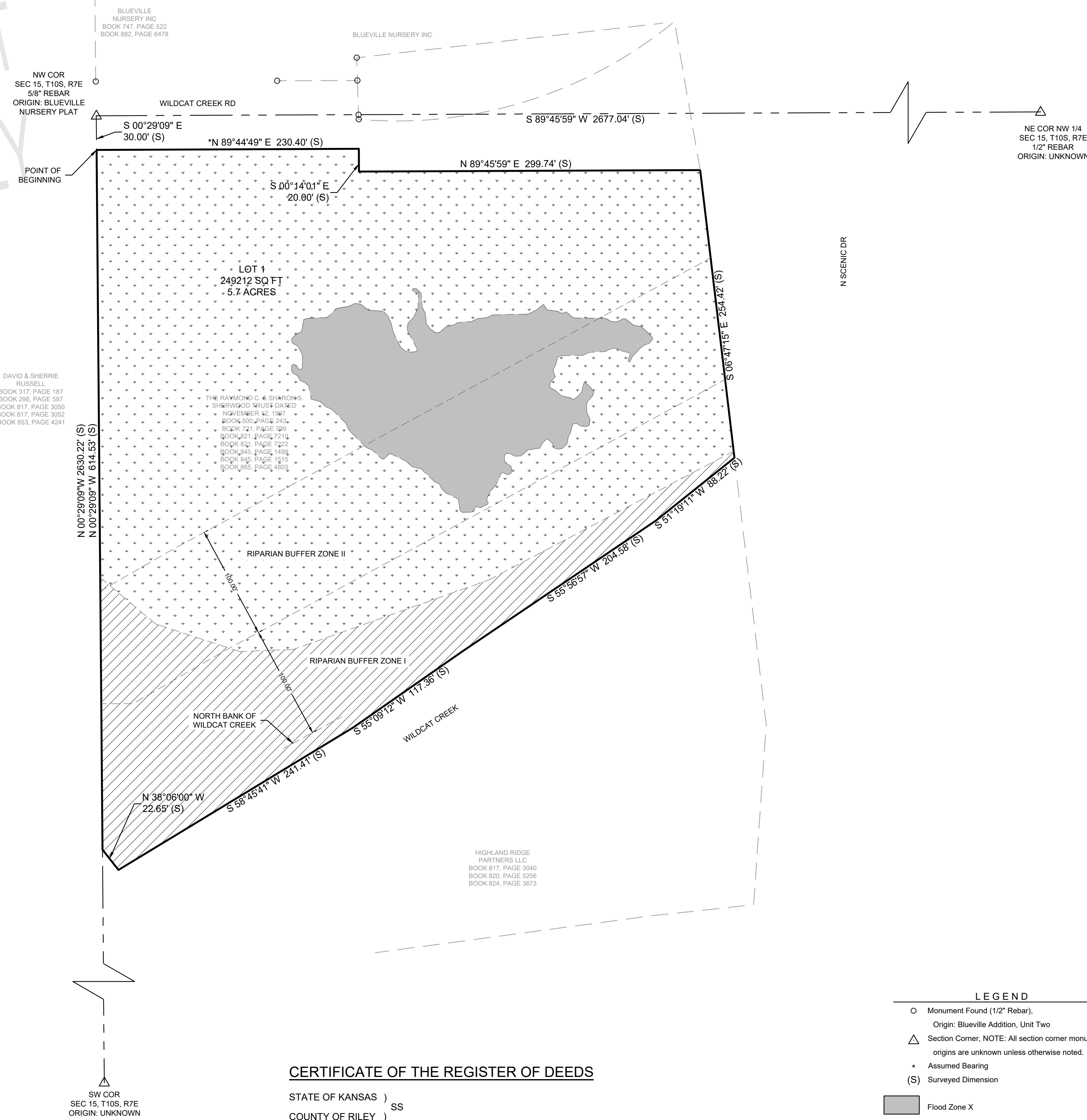
APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS

County Engineer

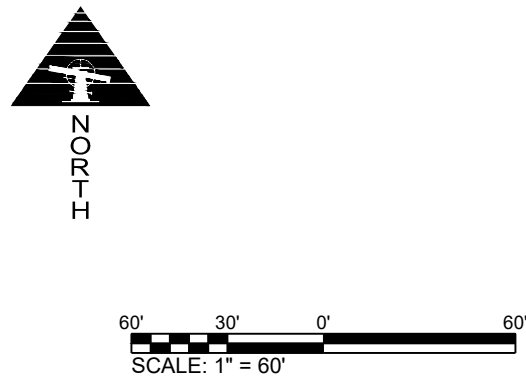
County Counselor

Environmental Health Specialist



LEGEND

- Monument Found (1/2" Rebar), Origin: Blueville Addition, Unit Two
- △ Section Corner, NOTE: All section corner monument origins are unknown unless otherwise noted.
- Assumed Bearing
- (S) Surveyed Dimension
- Flood Zone X
- Flood Zone AE
- Floodway Area in Zone AE



SURVEYOR'S CERTIFICATE

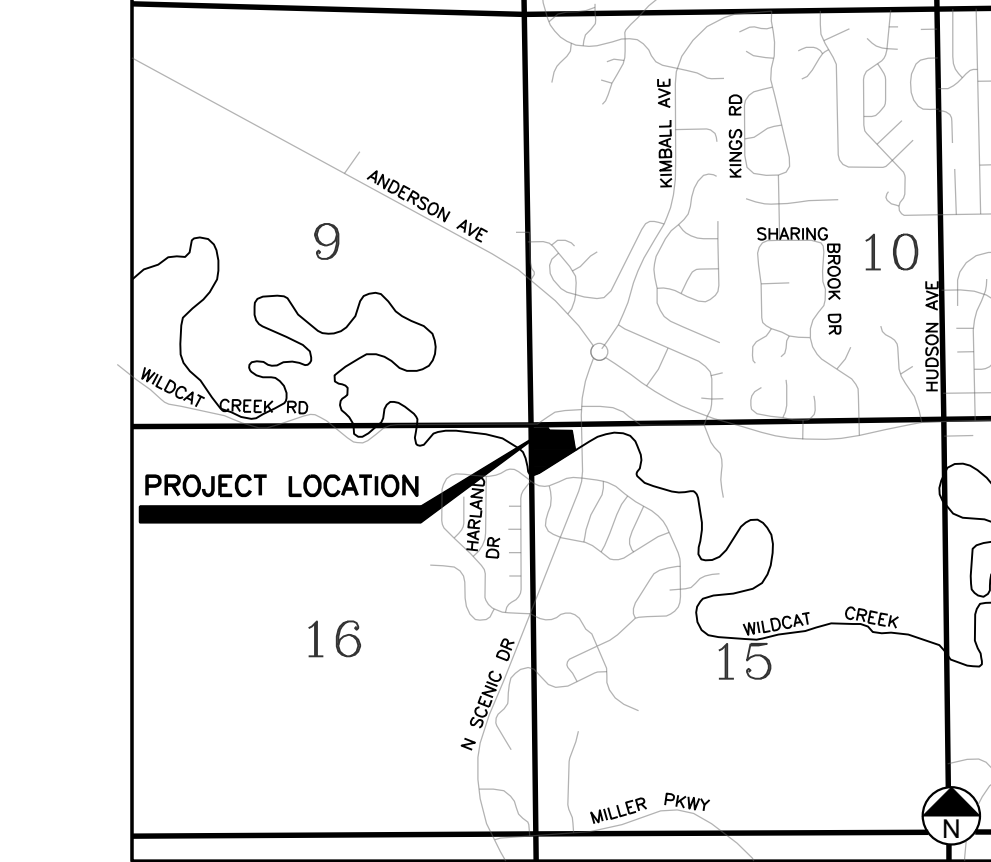
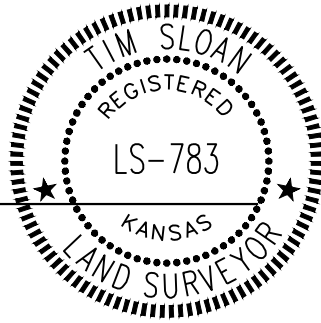
STATE OF KANSAS)
COUNTY OF RILEY) SS

I, the undersigned, do hereby certify that I am a Professional Surveyor in the State of Kansas, with experience and proficiency in land surveying; and that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal at Manhattan, Kansas this _____ day of _____, A.D., 2020.

SMH Consultants
By: Tim Sloan

Tim Sloan, P.S.
President



VICINITY MAP (NOT TO SCALE)

Notes:
No easements, restrictions reservations, setbacks, or other matter of record, if any, affecting the title of this property are shown, as per agreement with the landowner.

No gaps or overlaps exist.

There are no lines of possession that affect this survey.

Parent tract is recorded in Book 500, Page 243, Register of Deeds Office, Riley County, Kansas.

There are no buildings on the subject property.

All building setback requirements shall be determined by the zoning district, unless otherwise noted.

Floodplain Note:
Flood Plain: Flood Zone AE, an area determined to be within the 1% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0334G and 20161C0342G, effective date, March 16, 2015.

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Riley County Note:
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This subdivision is subject to the Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods recorded on August 17, 2020 in Bk. 881 Pg. 7017.

Areas marked as Riparian Zones are subject to the requirements of Section 21C Development Standards of the Riley County Zoning Regulations.

Final Plat
SHERWOOD ADDITION
An Addition to Riley County, Kansas

SMH CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com
Manhattan, KS • HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Overland Park, KS P: (913) 444-9815 • Colorado Springs, CO P: (719) 465-2145

Drawn By: BWS Project #2009MN1246 DD #82

NOVEMBER 2020

EXCERPT OF MINUTES MANHATTAN URBAN AREA PLANNING BOARD

January 4, 2021

Page 1

- 3.1. A Public Hearing to consider the request for a RESIDENTIAL USE DESIGNATOR – EXTRANEIOUS FARMSTEAD, for a 5.7-acre tract of land, generally located at the southeast corner of the intersection of Scenic Drive and Wildcat Creek Road (Applicant: Sherwood; file no. RCF-20-052)

Action needed: Consider the request based on the criteria set forth in Section 8—“AG” (Agricultural District) of the Riley County Zoning Regulations, and approve, approve with conditions, or deny the request

- 3.2. A Public Hearing to consider the CONCURRENT PLAT for a 5.7-acre tract of land into a single lot, generally located at the southeast corner of the intersection of Scenic Drive and Wildcat Creek Road (Applicant: Sherwood; file no. RCF-20-052)

Action needed: Consider the request based on the Riley County Zoning Regulations and Manhattan Urban Area Subdivision Regulations, and approve, approve with conditions, or deny the plat based on conformance with the Manhattan Urban Area Subdivision Regulations

Isaac presented the staff report which described the history, location and physical characteristics of the subject property. He explained the applicant is seeking approval for a Residential Use Designator - Extraneous Farmstead for a portion of an unplatted tract. Mr. Isaac stated the subject property is occupied by an existing single family dwelling originally constructed in 1940 and remodeled in 1975 (west of Scenic Drive). He said although the property is located within a designated growth area and Manhattan Urban Service Area, as per the Vision 2025 Comprehensive Plan for Riley County, Kansas, it was recommended by staff that, due to the property being located within the floodplain and the nature of the existing land use, a residential use designator be utilized, rather than rezoning to a residential district in order to discourage additional residential growth at this location.

Isaac stated that although the house, by elevation, is out of the floodplain, it still received water from the 2018 Wildcat Creek flood. He explained the property has on-site sewer which was damaged during the 2018 flood and that the system has been decommissioned. Mr. Isaac said if someone wishes to occupy the house a new system will have to be installed.

Staff recommended the Planning Board approve the request.

Isaac announced the Board of County Commissioners will hear the plat request January 14, 2021, 9:20 am in the County Commission chambers.

Stith asked the Board if there were any questions for staff.

Ball asked about the existing house and if there would be any restrictions on improving or enlarging the house.

Attachment: MUAPB Minutes (10230 : Sherwood Addition)

Isaac replied there will be no restrictions for improving or enlarging the house as this isn't a "grandfather" situation; this Residential Use Designator option was created to allow a home to continue to occupy the property. He said the home can be enlarged, razed, rebuilt, as long as it's in compliance with the Floodplain Regulations and Sanitary Code. He said unlike conventional residential zoning, the proposed designation doesn't permit additional residential development.

Stith asked where the current access to the property is located.

Isaac showed the Board on the plat map the approximate location of the driveway. Mr. Isaac said County staff consulted with City staff concerning how the request may impact the future realignment of Wildcat Creek Road intersection with Scenic Drive. He said City staff confirmed there were no concerns with this request.

Stith opened the public hearing. There were no proponents or opponents.

Ball motioned to approve the request to receive a Residential Use Designator–Extraneous Farmstead as it was determined that it met the requirements of the Riley County Zoning Regulations.

Reynard seconded.

Motion carried 5-0

Ball motioned to approve the Concurrent Plat of Sherwood Addition, as it has been determined that all requirements of the Manhattan Urban Area Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code have been met.

Reynard seconded.

Motion carried 5-0

RESOLUTION NO. 01142021**A RESOLUTION APPROVING THE SHERWOOD ADDITION AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the ; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice, conducted a public hearing on January 4, 2021; and

WHEREAS, the Manhattan Urban Area Planning Board, after making a determination that said plat meets the minimum requirements of the Manhattan Urban Area Subdivision Regulations, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Sherwood Addition plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

Adopted this 14th day of January, 2021.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (10230 : Sherwood Addition)



COUNTY TREASURER'S OFFICE
Staff Update

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

STAFF REPORT

FROM: Shilo Heger

MEETING: January 14, 2021

SUBJECT: December 2020 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- December 2020 Financials (PDF)

**Riley County Balance Sheet
December 31, 2020**

14.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	78,399,990.88	County General		10,585,588.15
KS State Bank-Cares Act	2,807,410.03	Disaster Fund (Cares Act)		2,807,410.03
Riley State Bank	319,437.12	Health Department		876,060.44
Leonardville State Bank	5,000.00	Capital Improvements Fund		6,626,198.94
Sunflower Bank	187,919.15	Economic Development		149,333.89
US Bancorp	0.00	RCPD Levy/Inmate Medical		305,512.74
Cash on Hand	10,627.25	Radio Infrastructure Project		83,504.27
CD/CDARS	12,300,000.00	Bond & Interest		227,663.42
		Road & Bridge Capital Projects		5,002,570.53
		Landfill Closure		42,759.13
		County Building		62,508.23
		County Auction		17,592.00
		Solid Waste		583,709.89
		Emergency Management		826,472.10
		Fire District #1		242,990.93
		Register of Deeds Tech Fund		166,887.27
		Clerk Tech Fund		104,309.76
		Treasurer Tech Fund		52,160.22
		Motor Vehicle Operations		61,648.09
		RCPD Ops/IT Reserve/Seizure		3,148,287.16
		District Court-Technology		186,580.80
		Court Services		2,209.07
		EMS Grants		6,067.64
		Museum Bequest		6,582.25
		War Memorial Fund		10,700.07
		Miscellaneous		31,309.48
		Community Corrections		47,168.63
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		2,993.19
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,027,741.28
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		4,175,130.51
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		56,560,734.32
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 94,030,384.43	TOTAL LIABILITIES & FUND BAL		94,030,384.43

Attachment: December 2020 Financials (10233 : December Treasurer's Report-2020)

Investments and Interest
December 31, 2020
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2019 Interest
KS State Bank	\$2,800,000.00	\$81,207,400.91	\$325,284.31	
Riley State Bank	\$500,000.00	\$319,437.12	\$12,879.27	
Leonardville State Bank	\$0.00	\$5,000.00	\$20.42	
Sunflower	\$0.00	\$187,919.15	\$20,873.09	
UMB	\$0.00	\$0.00	\$21,714.78	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$1,700,000.00	\$0.00	\$41,478.16	
Capitol Federal	\$800,000.00	\$0.00	\$40,158.96	
Community 1st National Bank	\$3,000,000.00	\$0.00	\$68,320.18	
United Bank	\$0.00	\$0.00	\$28,463.82	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$1,200,000.00	\$0.00	\$12,488.19	
Central National Bank	\$2,300,000.00	\$0.00	\$3,478.35	
US Bancorp	\$0.00	\$0.00	\$0.00	
Total	\$12,300,000.00	\$81,719,757.18	\$575,159.53	\$1,143,527.05
Cash & Transfer items	\$10,627.25			
Total on Deposit	\$94,030,384.43			
			2020	2019
Interest Transfers				
Capital Improvements #145			\$66,724.57	\$220,523.72
Emergency 911 #148			\$5,550.50	\$15,018.36
Reg of Deeds Technology #106			\$939.02	\$2,715.28
Clerk Technology #107			\$630.69	\$1,596.49
Treasurer Technology #108			\$307.27	\$796.60
RCPD Seizure Funds			\$184.89	\$0.00
Total Transfers			\$74,336.94	\$240,650.45
Net Interest to County General			\$479,949.50	\$850,326.56
Budget			\$ 450,000.00	\$450,000.00
% Collected			106.66%	188.96%
% Over(Under Budget)			6.66%	
Interest to CIP - Radio Project			\$20,873.09	\$52,550.04
Interest rate on active checking account		0.08%		
Interest rate on one year investments		0.11%		

Attachment: December 2020 Financials (10233 : December Treasurer's Report-2020)

**General Fund Revenue Detail
Through December 31, 2020**

	December		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,936,342.65	1,926,665.00	9,677.65
Vehicle Rental Excise	0.00	0.00	31,006.54	32,275.00	-1,268.46
Recreational Vehicle	0.00	0.00	17,385.57	17,003.00	382.57
Commercial Vehicles	0.00	0.00	84,264.21	85,852.00	-1,587.79
Ad Valorem					
RL/Oil/PP	0.00	0.00	23,279,775.27	23,754,942.00	-475,166.73
Intangible	0.00	0.00	273,470.50	206,594.00	66,876.50
16/20 M Trucks	0.00	0.00	13,047.01	16,822.00	-3,774.99
Watercraft	0.00	0.00	9,244.53	10,575.00	-1,330.47
Delinquent Tax	0.00	0.00	269,190.72	0.00	269,190.72
Sales Tax	164,742.15	125,000.00	1,807,458.10	1,500,000.00	307,458.10
Payment In Lieu of Tax		17,500.00	38,281.00	35,000.00	3,281.00
City/County Highway		0.00	1,032,319.87	1,105,011.00	-72,691.13
Interest/Penalties	35,712.88	10,416.67	328,580.03	125,000.00	203,580.03
Investment Interest	26,884.36	37,500.00	479,949.50	450,000.00	29,949.50
Recording Fees	60,513.00	22,916.67	584,853.00	275,000.00	309,853.00
Hertiage Trust Fund	4,480.00	0.00	43,552.00	0.00	43,552.00
Juvenile Supervision Fees		47.25	166.17	567.00	-400.83
Diversion Fees	5,853.98	4,166.67	62,758.91	50,000.00	12,758.91
Franchise Fees		0.00	38,485.11	40,000.00	-1,514.89
Miscellaneous	1,235.53	0.00	27,338.03	0.00	27,338.03
Departments					
Clerk	672.00	291.67	3,327.08	3,500.00	-172.92
Register of Deeds	1,363.25	3,750.00	35,035.89	45,000.00	-9,964.11
Treasurer	5,325.53	583.33	9,520.12	7,000.00	2,520.12
Clerk of the District Court	2,280.89	3,750.00	34,402.09	45,000.00	-10,597.91
Emergency Management	0.00	0.00	31,836.54	0.00	31,836.54
Coroner	0.00	0.00	0.00	0.00	0.00
Fair	1,800.00	2,500.00	11,620.00	30,000.00	-18,380.00
Museum	22.40	0.00	15,267.40	0.00	15,267.40
Election	12,380.09	166.67	94,165.83	2,000.00	92,165.83
Ambulance/EMS	117,901.42	98,788.50	1,205,450.26	1,185,462.00	19,988.26
Appraiser	7,440.00	1,166.67	14,757.82	14,000.00	757.82
Planning & Development	3,849.00	2,750.00	39,345.88	33,000.00	6,345.88
Information Systems	35.00	0.00	15,423.00	0.00	15,423.00
General-General	5,740.14	0.00	89,469.00	0.00	89,469.00
Public Works	31,379.93	40,000.00	610,183.53	480,000.00	130,183.53
Noxious Weed	4,106.35	10,833.33	100,705.94	130,000.00	-29,294.06
Total Before Transfers	493,717.90	382,127.42	32,667,979.10	31,606,268.00	1,061,711.10
Transfers In	66,330.67		823,069.22	0.00	823,069.22
Total After Transfers	560,048.57	382,127.42	33,491,048.32	31,606,268.00	1,884,780.32
Over/Under Budget Before Transfers	29.20%		3.36%		
Over/Under Budget After Transfers	46.56%		5.96%		

Attachment: December 2020 Financials (10233 : December Treasurer's Report-2020)

2020 General Fund Revenue
Year To Date

14.a

	December		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,936,342.65	1,926,665.00	100.50%
Vehicle Rental Excise	0.00	0.00	31,006.54	32,275.00	96.07%
Recreational Vehicle	0.00	0.00	17,385.57	17,003.00	102.25%
Commercial Vehicles	0.00	0.00	84,264.21	85,852.00	98.15%
Ad Valorem					
RL/Oil/PP	0.00	0.00	23,279,775.27	23,754,942.00	98.00%
Intangible	0.00	0.00	273,470.50	206,594.00	132.37%
16/20 M Trucks	0.00	0.00	13,047.01	16,822.00	77.56%
Watercraft	0.00	0.00	9,244.53	10,575.00	87.42%
Delinquent Tax	0.00	0.00	269,190.72	0.00	0.00%
Sales Tax	164,742.15	125,000.00	1,807,458.10	1,500,000.00	120.50%
Payment In Lieu of Tax		17,500.00	38,281.00	35,000.00	109.37%
City/County Highway		0.00	1,032,319.87	1,105,011.00	93.42%
Interest/Penalties	35,712.88	10,416.67	328,580.03	125,000.00	262.86%
Investment Interest	26,884.36	37,500.00	479,949.50	450,000.00	106.66%
Recording Fees	60,513.00	22,916.67	584,853.00	275,000.00	212.67%
Hertiage Trust Fund	4,480.00	0.00	43,552.00	0.00	0.00%
Juvenile Supervision Fees		47.25	166.17	567.00	29.31%
Diversion Fees	5,853.98	4,166.67	62,758.91	50,000.00	125.52%
Franchise Fees		0.00	38,485.11	40,000.00	96.21%
Miscellaneous	1,235.53	0.00	27,338.03	0.00	0.00%
Departments					
Clerk	672.00	291.67	3,327.08	3,500.00	95.06%
Register of Deeds	1,363.25	3,750.00	35,035.89	45,000.00	77.86%
Treasurer	5,325.53	583.33	9,520.12	7,000.00	136.00%
Clerk of the District Court	2,280.89	3,750.00	34,402.09	45,000.00	76.45%
Emergency Management	0.00	0.00	31,836.54	0.00	0.00%
Coroner	0.00	0.00	0.00	0.00	0.00%
Fair	1,800.00	2,500.00	11,620.00	30,000.00	38.73%
Museum	22.40	0.00	15,267.40	0.00	0.00%
Election	12,380.09	166.67	94,165.83	2,000.00	4708.29%
Ambulance/EMS	117,901.42	98,788.50	1,205,450.26	1,185,462.00	101.69%
Appraiser	7,440.00	1,166.67	14,757.82	14,000.00	105.41%
Planning & Development	3,849.00	2,750.00	39,345.88	33,000.00	119.23%
Information Systems	35.00	0.00	15,423.00	0.00	0.00%
General-General	5,740.14	0.00	89,469.00	0.00	0.00%
Public Works	31,379.93	40,000.00	610,183.53	480,000.00	127.12%
Noxious Weed	4,106.35	10,833.33	100,705.94	130,000.00	77.47%
Total Before Transfers	493,717.90	382,127.42	32,667,979.10	31,606,268.00	103.36%
Transfers In	66,330.67		823,069.22	0.00	0.00%
Total After Transfers	560,048.57	382,127.42	33,491,048.32	31,606,268.00	105.96%
Over/Under Budget Before Transfers	29.20%				
Over/Under Budget After Transfers	46.56%				
Dec = 100% of the budget					

Attachment: December 2020 Financials (10233 : December Treasurer's Report-2020)

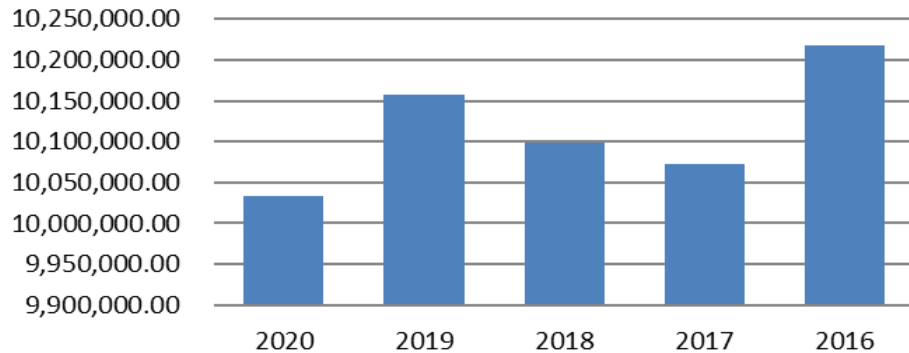
**Sales Tax Received
December 31 2020**

	County General		Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2020 Budget	% Over Budget
	2019	2020	2019	2020				
January (Nov Sales)	161,331.49	157,610.46	161,331.48	157,610.46	-2.31%	315,220.92	250,000.00	26.09%
February (Dec sales)	161,793.49	175,524.77	161,793.49	175,524.76	8.49%	351,049.53	250,000.00	40.42%
March (Jan sales)	133,259.38	141,647.43	133,259.38	141,647.42	6.29%	283,294.85	250,000.00	13.32%
April (Feb sales)	128,868.83	138,252.67	128,868.82	138,252.66	7.28%	276,505.33	250,000.00	10.60%
May (Mar sales)	154,707.29	133,567.21	154,707.29	133,567.21	-13.66%	267,134.42	250,000.00	6.85%
June (Apr sales)	138,410.48	126,023.04	138,410.48	126,023.03	-8.95%	252,046.07	250,000.00	0.82%
July (May sales)	151,716.16	144,801.12	151,716.16	144,801.12	-4.56%	289,602.24	250,000.00	15.84%
August (June sales)	136,992.64	170,498.20	136,992.63	170,498.20	24.46%	340,996.40	250,000.00	36.40%
September (July sales)	148,590.07	131,862.24	148,590.06	131,862.23	-11.26%	263,724.47	250,000.00	5.49%
October (Aug sales)	163,069.93	167,930.55	163,069.92	167,930.54	2.98%	335,861.09	250,000.00	34.34%
November (Sept sales)	156,231.58	154,998.26	156,231.57	154,998.25	-0.79%	309,996.51	250,000.00	24.00%
December (Oct sales)	164,347.53	164,742.15	164,347.52	164,742.15	0.24%	329,484.30	250,000.00	31.79%
Year to Date	\$1,799,318.86	\$1,807,458.10	\$1,799,318.80	\$1,807,458.03	0.45%	\$3,614,916.13	\$3,000,000.00	20.50%

	2019	2020
Sales Tax Collected	\$3,598,637.66	\$3,614,916.13
Budget	\$3,000,000.00	\$3,000,000.00
% of Budget Collected	119.95%	120.50%
% Over Budget	19.95%	20.50%

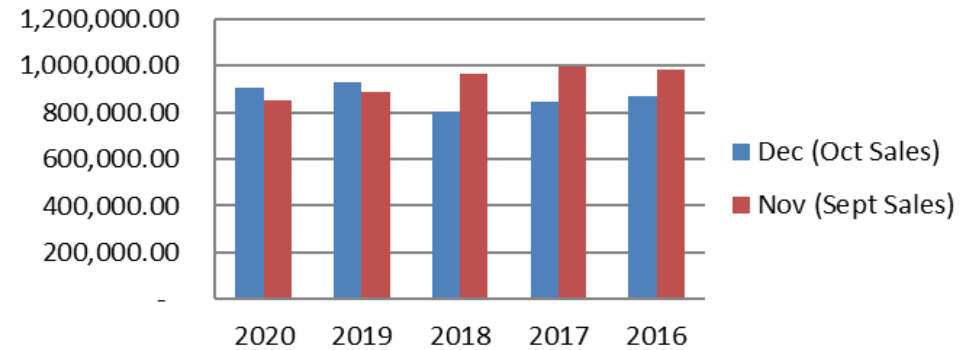
Attachment: December 2020 Financials (10233 : December Treasurer's Report-2020)

Sales Tax History Year to Date Dec (Oct Sales)



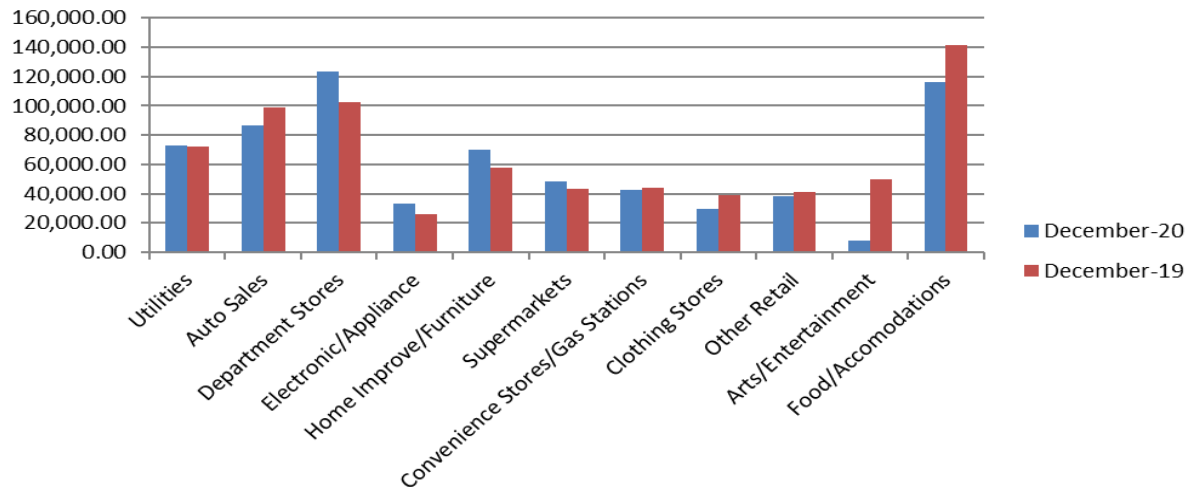
Year to Date Sales Tax is down by 1.22% compared to December 2019

Sales Tax History Prior month comparison



December 2020 Sales Tax is up 6.29% compared to November 2020

Prior Year Comparison Dec 2019-Dec 2020



December 2020 Sales Tax is down 2.82% compared to December 2019

Auto/RV/MC Dealers	-12.13%
Department Stores/Specialty Stores	20.45%
Electronic/Appliance	25.43%
Home Improve/Furniture	21.11%
Supermarkets	12.34%
Convenience Stores/Gas Stations	-3.20%
Clothing Stores	-25.18%
Other Retail	-6.90%
Utilities	0.77%
Arts/Entertainment/ Recreation	-84.72%
Accommodation/Food Services	-17.60%



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: January 14, 2021

SUBJECT: RCHD January Report

PRESENTER: Julie Gibbs

Budget, Covid Updates, Program Updates, Staff Updates

Enclosures:

- 2020_budget_to_actual_Dec20 (PDF)
- monthlyupdatejan2021 (PPTX)

RILEY COUNTY HEALTH DEPARTMENT
2020 Budget to Actual Comparison of Revenues and Expenses
 January 1, 2020-December 31, 2020
 100% of year

ACTUAL BEG. CASH BAL. \$1,232,413.27

	Total Budget	Total Actuals	General		Emergency Preparedness		W/C		Kansas Health Foundation		CDRR		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PH&P	
	Budget	Actuals	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues																														
Grants	2,537,552.00	2,406,887.81		26,000.00	48,538.00	57,502.73	916,376.00	726,547.00	75,000.00	56,408.00	35,000.00	45,750.00	121,619.00	200,296.00	163,304.00	158,492.33	7,463.00	26,313.71	115,771.00	127,882.92	212,000.00	162,706.14	756,386.00	709,309.22	50,148.00	72,466.99	5,000.00	7,230.77	29,947.00	29,982.00
Client Fees	100,250.00	49,711.01	-	-	-	-	-	300.00	-	-	-	-	15,000.00	14,687.00	27,000.00	17,048.93	48,000.00	12,081.95	1,000.00	40.00	-	-	-	-	9,250.00	5,553.13	-	-	-	-
Medicaid	13,000.00	31,798.19	-	-	-	-	-	-	-	-	-	-	-	-	14,500.00	10,859.49	15,000.00	17,479.70	2,000.00	2,954.69	-	-	-	-	1,500.00	504.31	-	-	-	-
Insurance	282,000.00	144,316.64	-	-	-	-	-	-	-	-	-	-	-	-	40,000.00	26,357.77	225,000.00	106,909.55	1,000.00	1,251.84	-	-	-	-	16,000.00	10,797.48	-	-	-	-
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer in-CARES	-	276,122.67	-	275,106.21	-	-	240.24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	25,296.00	37,980.80	25,296.00	25,262.92	-	-	-	1,463.68	-	-	-	-	-	-	-	-	10.00	9,638.10	-	-	450.00	-	45.78	-	1,126.10	-	30.00	-	-	-
TOTALS	4,132,624.00	4,101,943.12	1,179,822.00	1,480,895.13	49,538.00	57,742.97	916,376.00	728,310.68	75,000.00	56,408.00	35,000.00	45,750.00	136,619.00	214,983.00	244,804.00	211,768.52	295,463.00	172,423.01	115,771.00	132,129.45	212,000.00	163,201.52	756,386.00	710,358.06	76,898.00	89,796.30	5,000.00	7,230.77	29,947.00	30,145.31
% of Budget Received		99.24%		125.52%		116.56%		79.48%		75.21%		130.71%		157.36%		86.51%		58.36%		110.32%		76.98%		93.94%		116.77%		144.62%		100.66%
Expenses																														
Total Personnel	3,590,003.00	3,460,371.48	401,136.00	560,708.60	72,809.00	83,905.48	881,144.00	752,655.72	70,303.00	52,811.68	31,779.00	31,802.46	211,967.00	257,727.82	387,102.00	303,393.86	170,289.00	152,233.70	289,307.00	235,059.29	379,734.00	366,550.57	411,441.00	396,487.88	279,455.00	263,019.39	-	-	3,515.00	4,015.03
Total Contract	724,935.00	660,126.09	171,725.00	119,801.04	3,875.00	1,840.36	25,910.00	15,165.54	2,330.00	21,721.72	7,000.00	11,895.69	8,851.00	8,648.21	26,350.00	16,653.65	6,870.00	3,121.94	5,860.00	15,151.55	32,510.00	45,791.03	371,080.00	362,657.04	23,250.00	31,546.37	15,320.00	6,898.15	-	-
Total Commodities	370,576.00	293,243.62	8,000.00	19,258.52	1,500.00	4,280.45	24,750.00	7,251.06	3,678.00	2,720.98	500.00	3,871.80	1,545.00	2,596.44	58,050.00	22,796.13	183,350.00	128,690.75	3,000.00	6,961.08	2,400.00	3,892.59	57,825.00	56,784.13	9,800.00	12,747.19	5,000.00	5,777.06	11,178.00	11,615.44
Capital	-	43,816.69	-	6,317.41	-	8,654.92	-	4,962.79	-	-	-	-	-	531.32	-	-	-	2,500.00	-	7,916.52	-	1,218.16	-	10,952.41	-	763.16	-	-	-	-
Transfers Out	-	140.07	-	74.95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17.90	-	-	13.20	-	-	-	34.02
TOTALS	4,685,514.00	4,457,695.95	580,881.00	706,160.52	78,184.00	88,681.11	932,806.00	780,035.11	76,311.00	77,254.38	39,279.00	47,569.95	222,367.00	269,703.79	471,502.00	342,843.64	360,509.00	286,577.39	298,167.00	265,088.44	439,644.00	417,453.25	840,346.00	826,899.36	310,505.00	308,089.31	5,000.00	9,777.06	30,013.00	21,562.64
% of Budget Spent		95.14%		121.57%		126.22%		83.62%		101.24%		121.11%		121.29%		72.71%		79.49%		88.91%		94.95%		98.40%		99.22%		195.54%		71.84%
BALANCE:																														
EXCESS/(DEF.) BUDGET			598,941.00		(28,646.00)		(16,430.00)						(85,748.00)		(226,698.00)		(65,046.00)		(178,396.00)		(227,644.00)		(83,960.00)		(233,607.00)		-		(66.00)	
EXCESS/(DEF.) ACTUAL			774,734.61		(40,938.14)		(51,724.43)		(20,846.38)		(1,819.95)		(54,720.79)		(131,075.12)		(114,154.38)		(132,958.99)		(254,251.33)		(116,341.30)		(218,293.01)		(2,546.29)		8,582.67	
ENDING CASH BAL.		\$876,060.44																												



BOCC Monthly Report January 2021

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: monthlyupdatejan2021 (10238 : RCHD Monthly Report)

Budget to Actual – December 2020 (100% through the year)



Revenues:

- WIC, Smart Start, and OPEI-timing of payments-not an issue
- KS Health Foundation-budgeted for full year but only partial was left-not as issue
- Family Planning and Immunizations-fees not realized-COVID closures

Expenses:

- General Fund and Emergency Preparedness-COVID response expenses
- KS Health Foundation, BaM, and CDRR-timing of expenses-funds received in prior calendar year expensed in current calendar year
- Child Care Licensing-Pott County contract was not awarded when budget was finalized-funds received to cover expenses



Covid Update

Numbers
countywide

Testing
Update

Vaccine
information



FREE Testing

WellHealth

- Monday – Saturday 9:00 – 5:30
- Saliva Tests (3-5 day turnaround)

HD

- Monday – Friday in the AM
- Call 785-323-6400 (symptomatic only)
- Nasal swab (instant turnaround)

Monthly elsewhere

- Randolph, Leonardville, Ogden
- Nasal swab (24-48 hour turnaround)



Grants



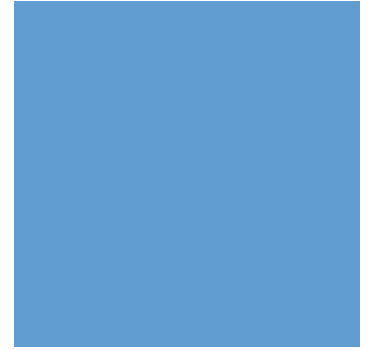
Aid to Local – now open (March 15 deadline)

- Immunization Action Plan
- Maternal and Child Health
- Public Health Emergency Preparedness
- Regional PHEP
- State Formula
- Family Planning
- Chronic Disease Risk Reduction
- Child Care Licensing

Attachment: monthlyupdatejan2021 (10238 : RCHD Monthly Report)



Program Updates



WIC

Physical presence waivers extended until Mid-May – continue phone appointments

Continue to be busy with new applicants; currently serving about 2500 participants

The bi-annual state evaluation went well!

MCH

Assisting with food distribution to individuals/families in isolation/quarantine

Working with the MSK to provide meals to all clients in MCH and beyond.

Clinic

Covid vaccines

Covid swabbing

Regular appointments

CCL

Continue business as usual – making visits in a safe manner

Answer questions from providers about quarantine/isolation

RR

Continue business as usual – zoom classes

All staff has been trained on the new Circle of Security training



Staff Updates

Health Educator

- Sara Roberts – Feb. 8

IRIS Coordinator

- Open Now



Thank You!!



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: January 14, 2021

SUBJECT: Monthly Cash Flow Reports for December 2020

PRESENTER: Tami Robison, Budget & Finance Officer

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

Enclosures:

- cash flow reports2 2020 (PDF)

2020 Riley County CIP Cash Flow Analysis

% of Year:100%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	35,879	2,763,186		2,799,065	240,873			240,873
Feb	3,522			3,522	65,939			65,939
Mar	2,201			2,201	501,824			501,824
Apr	31,338			31,338	110,342			110,342
May	1,977	20,000		21,977	1,548,818			1,548,818
Jun	1,471			1,471	99,467			99,467
Jul	4,072			4,072	161,809			161,809
Aug	1,080	1,000,000		1,001,080	237,247			237,247
Sep	1,008		243,641	244,649	479,494			479,494
Oct	3,089			3,089	263,124			263,124
Nov	997			997	30,008			30,008
Dec	964			964	683,552	963,788		1,647,340
Totals	\$87,598	\$3,783,186	\$243,641	\$4,114,424	\$4,422,497	\$963,788	\$0	\$5,386,285

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$6,921,902
2020 Revenue	\$4,114,424
Less 2020 Expenditures/Encumbrances	\$5,386,285
2020 Ending Unencumbered Cash	\$5,650,041
Less Remaining Approved Projects	\$1,816,853
Less Reserves	\$1,570,503
2020 Unreserved Cash	\$2,262,685

Reserved Funds:	
CIP Reserve	\$500,000
Fair Reserve	\$83,843
Radio Int Reserve	\$104,415
FFE Reserve	\$438,911
Hardware Refresh	\$443,334
Total Reserves	\$1,570,503

Riley County 2020 Amended Budget Authority Summary		
2020 Budgeted Expenditures	\$11,030,365	% Budget Expended
Expenditures to Date	\$5,386,285	
2020 Remaining Budget Authority	\$5,644,080	
48.83%		
Riley County 2020 Amended Budgeted Revenue		
2020 Budgeted Revenue	\$4,112,463	% Budgeted Revenue
Revenue to Date	\$4,114,424	
100.05%		

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)

2020 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2020 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
05-05PW011	64	Repair Courthouse Plaza Pavers	9,000	5,094		0	3,907
13-13PW005		Design cost for 2 culverts	35,000	0	16,100	18,900	
14-14PW004		Design cost for 1 culvert-Tabor Valley	35,000	0	35,000	0	-
14-14PW006	71	Replace CICO exercise trail	20,000	17,530		0	2,470
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
17-17PK001	320	Equipment Storage Facility-Parks Bldg A (partial encumbrance)	80,000	73,836	0	0	6,164
17-17PW013	320	Equipment Storage Shed-PW Bldg C (partial encumbrance)	85,800	78,258	7,530	0	12
18-18PW005		Window Trim on Courthouse	61,940	0	61,940	0	-
18-18PK003		Playground Equipment at CICO Park + (2019 PK trx-\$75,000)	225,000	0		225,000	
18-18PW011		Tahoe Replacement	42,000	36,342	0	0	5,658
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW001		Exterior Façade Repairs-Office Bldg	19,704	0	19,704	0	-
19-19PW002		Clean/Repair Courthouse Exterior	97,721	0	97,721	0	-
19-19PW003		Clean/Coat East Elevation of Office Bldg	31,647	0	31,647	0	-
19-19PW005	320	Build Lab-End of Bldg	65,000	22,983	41,869	0	148
19-19PW006		Tandem Axle Truck w/Plow & Spreader	195,000	161,877	0	0	33,123
19-19PW008		1 1/2T Truck w/Utility Bed	100,000	46,725		53,275	
19-19PW009		1/2T 4x4 Crew Cab Pickup	28,000	22,967	0	0	5,033
19-19PW011		Used Belly Dump Trailer	40,000	31,397	0	0	8,603
19-19PW012		Small used Steel Wheeled Roller	50,000	38,247	0	0	11,753
19-19PW013		Tandem Axle Truck w/Plow & Spreader	195,000	187,511	0	0	7,489
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19PK002		1 Ton Truck w/Dump Bed	55,000	54,842	0	0	158
19-19PK003	499	Keats Park Shelter/Playground Equip (2019 PK trx-\$46,231.62)	46,232	0	46,232	0	0
19-19LEC002	85	Fire Alarm System to New Garage	20,000	17,605	0	0	2,395
19-19LEC003	85	Mill & Fill South Parking Lot/Stripe	90,000	56,940	0	0	33,060
19-19LEC004	98	RCPD Firing Range	2,150,000	444,723	1,696,662	8,615	
19-19LEC005		Andover Control Replacement	297,000	2,295	294,681	24	24
20-20-PW001		Radio Equipment Upgrade	\$79,015.80	0	74,314	0	4,702
20-20PW002		Exterior Façade Repairs-Courthouse Plaza East	\$8,737.00	0	8,737	0	0
20-20PW003		Tandem Axle Truck w/Plow & Spreader	\$200,000.00	0		200,000	
20-20PW004		1 Ton Truck w/Utility Bed	\$55,000.00	0		55,000	
20-20PW005		Equipment Storage Shed Leonardville	\$35,000.00	0		35,000	
20-20PW006		AWS Telehandler w/Attachments	\$120,000.00	0		120,000	
20-20PW007		Forklift	\$60,000.00	0		60,000	
20-20PW008		3/4T 4x4 Ext. Cab Pickup	\$33,000.00	0		33,000	
20-20PW009		Power Broom	\$45,000.00	0		45,000	
20-20PW010	509	Welsh Road Asphalt Overlay	\$243,640.58	0	227,698	15,942	
20-20LEC001		Replace 1 Roof Top HVAC Unit	\$15,000.00	0	14,500	500	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	0		30,000	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	0		40,000	
20-20PK001		Mower Accessories-Cab, Broom & Plow	\$8,438.17	0	8,438	0	0
20-20PK002		Walker Mower w/cab, broom, plow & bagger	\$25,777.00	0	25,777	0	0
20-20PK003		Tractor Mounted Aerator	\$12,462.70	0	12,463	0	0
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	\$100,000.00	0		100,000	
20-20PK006		Ogden Park Restroom Phase Two (trx from PW 2020)	\$3,750.28	0		3,750	
PUBLIC WORKS TOTAL			\$5,636,865	\$1,410,898	\$2,721,012	\$1,380,281	\$124,698
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
19-19AM001	302	Construct EMS Substation	140,000	91,304	200	0	48,496
19-19AM002	302	Replacement Ambulance	265,000	55,000	206,865	0	3,135
19-19AM003	302	Ambulance Replacement	180,000	58,399	120,402	0	1,199
20-20AM001	302	Stretcher & Stair Chair	23,360	0	23,360	0	0
20-20AM002	302	800 Mhz Radios	195,226	0	176,100	19,126	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
20-20AM004	302	Zoll "X" Series Cardiac Monitor	40,000	0		40,000	
EMS TOTAL			\$993,586	\$230,473	\$526,928	\$183,356	\$52,830
BOCC							
20-20BOCC001		First Christian Church	851,685	0	851,685	0	0
BOCC TOTAL			\$851,685	\$0	\$851,685	\$0	\$0
ATTORNEY							
19-19AT001	760	Odyssey Computer Software	280,000	88,026	99,386	92,588	
ATTORNEY TOTAL			\$280,000	\$88,026	\$99,386	\$92,588	\$0

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)

APPRAISER							
19-19AP001	613	Remove/Construct Office Wall	77,091	3,951	79,622	0	-6,482
APPRAISER TOTAL			\$77,091	\$3,951	\$79,622	\$0	-\$6,482

PLANNING & DEVELOPMENT						
18-18PD001	MOU-Flood Modeling/Training/Research/Software	62,500	0	39,857	22,643	
PLANNING & DEVELOPMENT TOTAL		\$62,500	\$0	\$39,857	\$22,643	\$0

DISTRICT COURT							
19-19DC001	42	Remodel Jury Room-Judge W.	46,130	4,638	53,101	0	-11,609
DISTRICT COURT TOTAL			\$46,130	\$4,638	\$53,101	\$0	-\$11,609

NOXIOUS WEED						
17-17NW002	Equipment Storage Shed Bldg B	75,000	59,469	0	0	15,531
19-19NW001	Roadside Mower	100,000	0	79,950	0	20,050
20-20NW001	1 1/2T 4x4 Spray Truck	40,000	0		40,000	
NOXIOUS WEED TOTAL		\$215,000	\$59,469	\$79,950	\$40,000	\$35,581

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2019 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
18-18EM001	147	2 Radio Towers	219,600	176,240	43,360	0	0
18-18EM002	147	Deep Creek Tower	124,000	20,469	103,531	0	0
19-19EM001	147	Add on for Towers with Radio Project	293,470	276,292	17,178	0	0
20-20EM001	147	Lyons Ranch Electrical Power	17,832	0	17,832	0	0
20-20EM002	21	Radios	37,436	0	37,436	0	0
20-20EM003		River Gauges	\$2,985.00	0		2,985	
20-20EM004		1/2 SUV 4x4	\$20,000.00	0		20,000	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	0		35,000	
EMERGENCY MANAGEMENT TOTAL			\$790,322	\$473,001	\$219,337	\$97,985	\$0

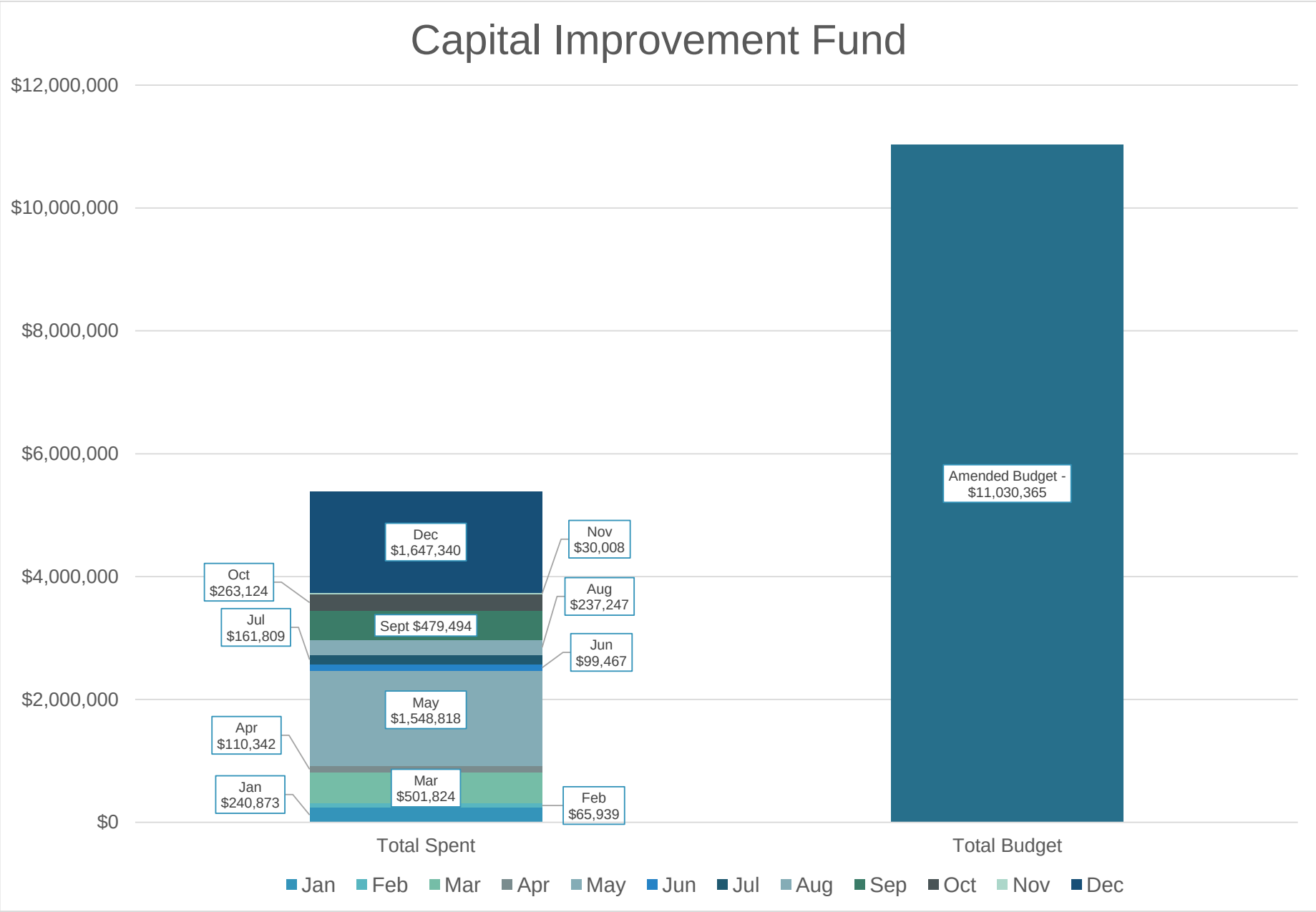
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2019 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
OTHER							
13-13PW009		Motor Grader Lease Payment (2013 10yrs)	1,000,605	385,423	55,060	560,121	
15-15AM001	302	Ambulance (2) (2017 Lease Purchase)	507,610	456,003	51,606	0	0
18-18EM003	21	Hardware Refresh Reserve through 2025	1,182,221	443,334		738,887	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term)	6,401,938	426,796	426,796	5,548,346	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term)	2,849,815	1,740,009	181,945	927,861	
OTHER TOTAL			\$11,942,189	\$3,451,565	\$715,408	\$7,775,216	\$0

TOTAL			\$20,895,367	\$5,722,020	\$5,386,285	\$9,592,068	\$195,017
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Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)

2020 Riley County Building Cash Flow Analysis

% of Year:100%

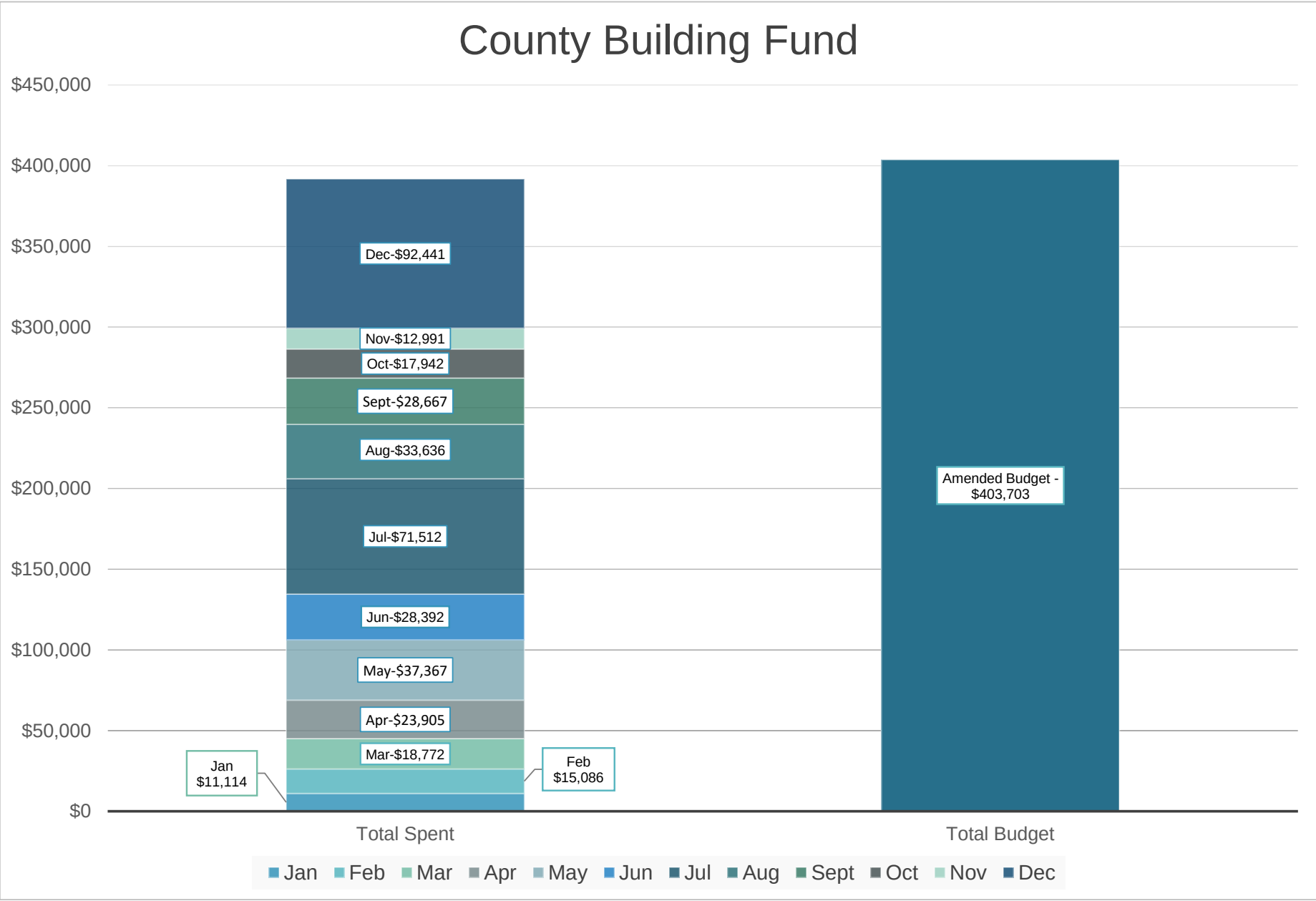
Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	184,114	163		184,277	11,114			11,114
Feb	9,893	250		10,143	15,086			15,086
Mar					18,772			18,772
Apr					23,905			23,905
May	126,610			126,610	37,367			37,367
Jun		10	42	52	28,392			28,392
Jul			34	34	71,512			71,512
Aug	154	58		212	33,636			33,636
Sep	27,371	10,593	34	37,997	28,667			28,667
Oct	4,271	30	34	4,334	17,942			17,942
Nov		3,732	34	3,765	12,991			12,991
Dec			44	44	55,126	24,995	12,320	92,441
Totals	\$352,413	\$14,835	\$220	\$367,468	\$354,513	\$24,995	\$12,320	\$391,827

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$49,553
2020 Revenue	\$367,468
Less 2020 Expenditures/Encumbrances	\$391,827
2020 Ending Unencumbered Cash	\$25,193

Riley County 2020 Amended Budget Authority Summary		
2020 Budgeted Expenditures	\$403,703	% Budget Expended
Expenditures to Date	\$391,827	
2020 Remaining Budget Authority	\$11,876	

Riley County 2020 Amended Budgeted Revenue		
2020 Budgeted Revenue	\$354,152	% Budgeted Revenue
Revenue to Date	\$367,468	

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)

2020 Riley County Economic Development Cash Flow Analysis

% of Year:100%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	300,000			300,000	98,753			98,753
Feb	-			-	156,153			156,153
Mar	-			-	25			25
Apr	-			-	4,081			4,081
May	-			-	-			-
Jun	-			-	50			50
Jul	-			-	36,554			36,554
Aug	-			-	-			-
Sep	-			-	-			-
Oct	-			-	11,150			11,150
Nov	-			-	50			50
Dec	-			-	-			-
Totals	\$300,000	\$0	\$0	\$300,000	306,815.95	\$0	\$0	\$306,816

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$156,150
2020 Revenue	\$300,000
Less 2020 Expenditures/Encumbrances	\$306,816
2020 Ending Unencumbered Cash	\$149,334
Less Est. Project Balance for CY	\$0
2020 Projected Unencumbered Cash	\$149,334

Riley County 2020 Budget Authority Summary		
2020 Budgeted Expenditures	\$385,961	% Budget Expended
Expenditures to Date	\$306,816	
2020 Remaining Budget Authority	\$79,145	
79.49%		
Riley County 2020 Budgeted Revenue		
2020 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$300,000	
100.00%		

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)

2020 Eco Devo Detailed Expenditures per Project and per Dept

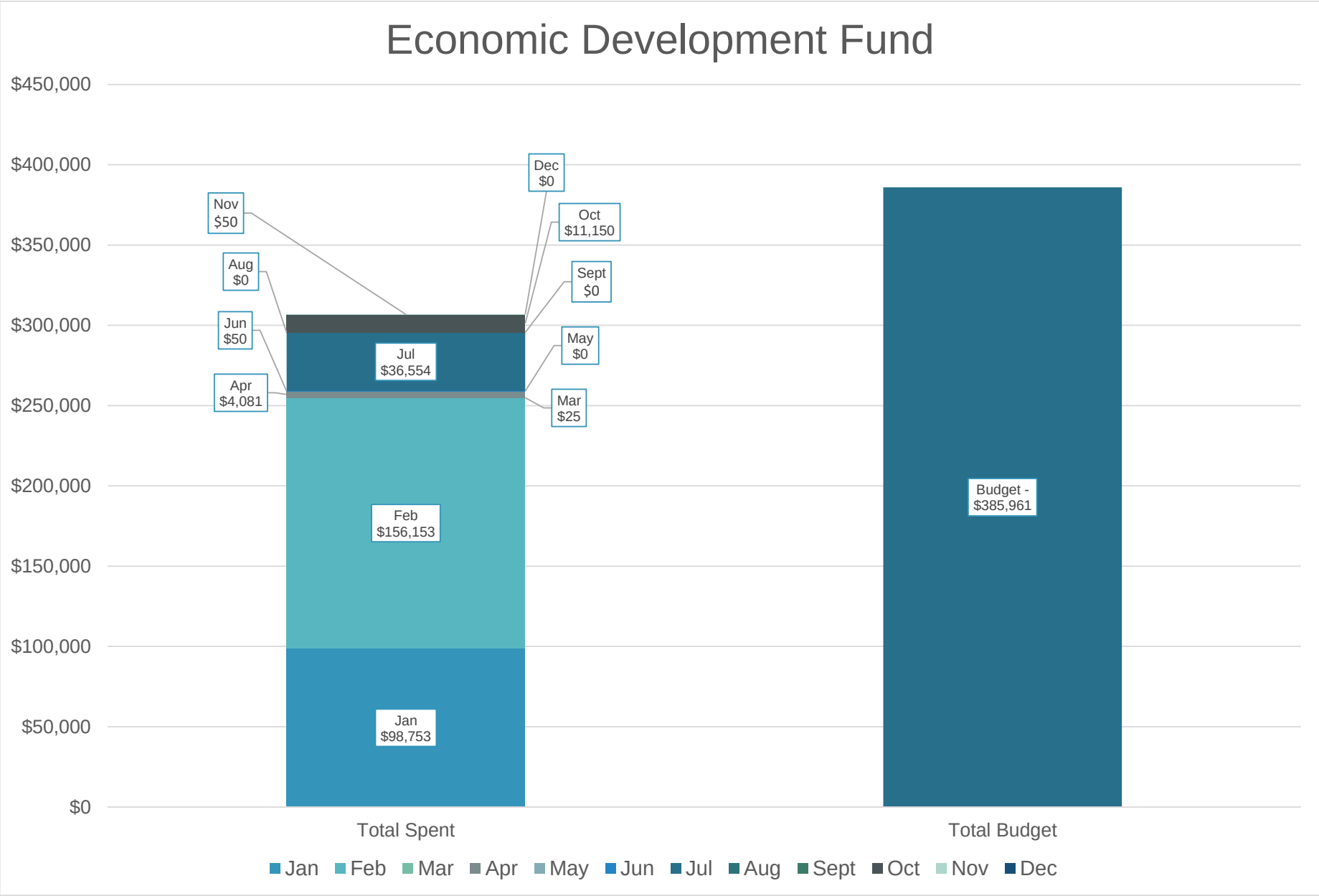
Projects	Approved Project Estimate	Prior Year Expenditures	2020 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	55,000	0	0
Flint Hills Veterans Coalition	1,000	0	1,000	0	0
Governor's Military Council	5,000	0	5,000	0	0
Downtown Manhattan	5,000	0	5,000	0	0
Riley Co. General Eco Devo	49,879	0		49,879	
APPROPRIATION TOTALS	\$115,879	\$0	\$66,000	\$49,879	\$0
MEMBERSHIPS					
FHMPO Contribution	8,000	0	7,108	892	892
FHRC Contribution	10,000	0	9,118	882	882
MEMBERSHIP TOTALS	\$18,000	\$0	\$16,225	\$1,775	\$1,775
CONTRACTS					
Auto Lane Development (2024)	121,140	90,855	6,057	24,228	
K18 Ramp Contribution (10 pmts)	1,500,000	1,200,000	150,000	150,000	
CONTRACT TOTALS	\$1,621,140	\$1,290,855	\$156,057	\$174,228	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	216,352	46,025	396,125	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$216,352	\$46,025	\$396,125	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
2020 Census Funding	15,000	0	11,359	3,641	3,641
Re-write Zoning/Subdivision Regs	150,000	96,253	11,150	42,597	
PROJECT TOTALS	\$215,000	\$96,253	\$22,509	\$96,238	\$3,641
TOTALS	\$2,628,520	\$1,603,459	\$306,816	\$718,245	\$5,416

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

\$147,892

Completed Projects

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)

2020 Riley County 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	157,610			157,610	1,333			1,333
Feb	175,525			175,525	11,960			11,960
Mar	141,647			141,647	28,824			28,824
Apr	138,253			138,253	25,243			25,243
May	133,567			133,567	69,943			69,943
Jun	126,023			126,023	51,956			51,956
Jul	144,801			144,801	78,263			78,263
Aug	170,498			170,498	117,548			117,548
Sep	131,862			131,862	32,448			32,448
Oct	167,931			167,931	107,976			107,976
Nov	154,998			154,998	38,600			38,600
Dec	164,742			164,742	49,047	502,292		551,339
Totals	\$1,807,458	\$0	\$0	\$1,807,458	\$613,140	\$502,292	\$0	\$1,115,433

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$3,783,460
2020 Revenue	\$1,807,458
Less 2020 Expenditures/Encumbrances	\$1,115,433
2020 Ending Unencumbered Cash	\$4,475,486
Remaining 2020 Projected Revenue	\$0
Less Est. Project Balance for CY	\$ -
2020 Projected Unencumbered Cash	\$4,475,486

Riley County 2020 Budget Authority Summary	
2020 Budgeted Expenditures	\$4,405,317
Expenditures to Date	\$1,115,433
2020 Remaining Budget Authority	\$3,289,884

% Budget Expended
25.32%

Riley County 2020 Budgeted Revenue	
2020 Budgeted Revenue	\$1,500,000
Revenue to Date	\$1,807,458

% Budgeted Revenue
120.50%

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)

2020 Sales Tax Detailed Expenditures per Project and per Dept

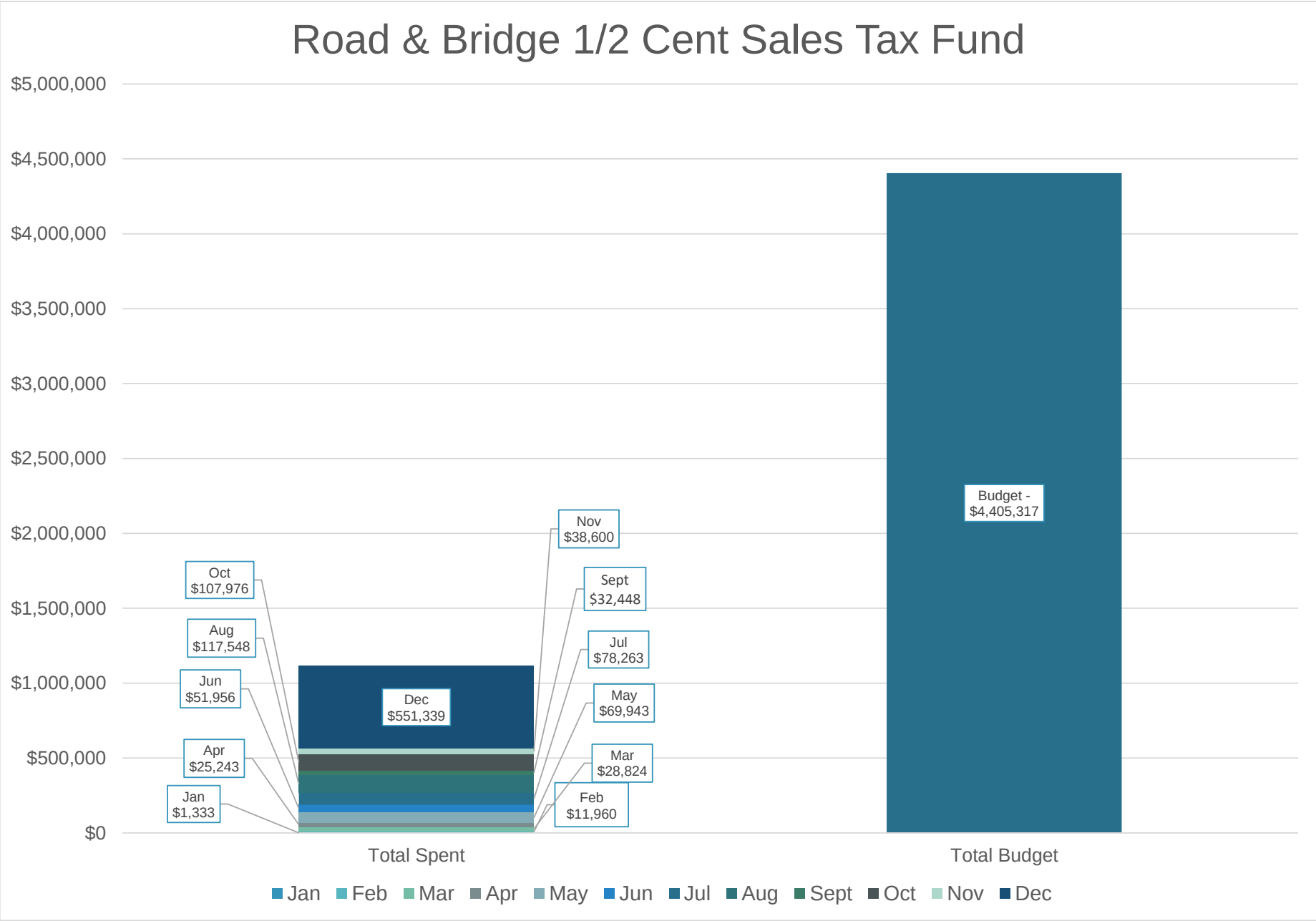
Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2020 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,852		0	0
442	West 54th Avenue	124,000	168,131		0	-44,131
310	Frog Holler	160,218	160,218		0	0
440	Green Randolph Road	260,819	260,819		0	0
441	N 52nd Street	139,894	139,894		0	0
451	Sherman Road	83,000	7,598	0	0	75,402
457	Flat Rock Road	113,500	0	52,345	61,155	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	0	51,270	65,730	
403	Kitten Creek Road	148,000	37,254	86	110,659	
404	Peach Grove Road	104,000	54,575	171,372	-121,947	
452	Fancy Creek Road I.2/6.3	93,000	0	0	0	93,000
459	Union Road	125,000	0	56,605	68,395	
CULVERT TOTALS		\$1,949,282	\$1,310,937	\$331,678	\$183,993	\$122,675
BRIDGES						
435	West 40th Bridge	349,501	349,501		0	0
439	Daniels Drive	252,631	252,631		0	0
425	Green Randolph	1,089,402	1,092,613		0	-3,211
401	Fancy Creek F.5/5.9	1,231,800	1,062,346	99,851	0	69,603
461	Fancy Creek K.0/6.2	653,800	0	53,632	600,168	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	0	63,000	591,200	
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	801,370	73,029	175,601	
449	Stockdale Park	927,400	924,119	0	0	3,281
456	Senn	454,500	0	59,650	394,850	
454	West 32nd Avenue	1,000,000	0	107,997	892,003	
460	Winkler Mills Bridge	1,200,000	0	102,516	1,097,484	
462	South Otter Bridge	75,000	0	49,080.00	25,920	
BRIDGE TOTALS		\$10,237,178	\$6,074,440	\$608,755	\$3,777,226	-\$223,244
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (north end)	3,000,000	515,848		0	2,484,152
RECONSTRUCTION TOTALS		\$6,951,470	\$4,373,305	\$0	\$0	\$2,578,165
OVERLAY						
412	Anderson Avenue	470,000	470,000	0	0	0
509	Welsh Road	175,000	175,466	0	0	-466
414	Mill Cove/W. 59th	200,000	200,000	0	0	0
	Tabor Valley Road	410,928	0	0	0	175,000
453	Kansas Ave/Crooked Creek	425,617	0	0	0	175,000
	Barton Road	509,418	0	0	0	175,000
438	Fancy Creek Road	450,000	450,000	0	0	0
450	University Park Road	259,910	175,000	0	0	0
	Tuttle Cove Road	512,622	0	0	175,000	
	Barnes/Casement Road	386,690	0	0	175,000	
	Scenic Drive	151,324	151,324	0	0	0
	4 Unidentified Overlays	800,000	0	175,000	625,000	
OVERLAY TOTALS		\$4,751,509	\$1,621,790	\$175,000	\$975,000	\$524,534
TOTALS		\$23,889,440	\$13,380,473	\$1,115,433	\$4,936,219	\$3,002,130

Completed Projects

Project Estimates for 2020

	Total	Updated
Culverts-Vinton School/Kitten Creek Rd/Peach Grove	\$ 300,000	\$ 300,000
Anderson Avenue Bridge	\$ 413,000	\$ 413,000
Fancy Creek Bridge F.5/5.9	\$ 650,000	\$ 650,000
Overlay TBD and approved by BOCC	\$ 175,000	\$ 175,000
TOTAL	\$ 1,538,000	\$ 1,538,000

Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10227 : Monthly Cash Flow Reports)



PLANNING & DEVELOPMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller
MEETING: January 14, 2021
SUBJECT: CDBG-CV Determination of Level of Review
PRESENTER: Amanda Smeller

BACKGROUND

In order to proceed with Request for Payment for the job retention component of the County's CDBG-CV grant, the Chairman for the Board of County Commissioners must sign the Determination of Level of Review for Kozy Kids Daycare.

DISCUSSION

Once the Determination of Level of Review has been signed by the chairman, staff will submit the required documentation along with a Request for Payment to Kansas Department of Commerce.

FISCAL IMPACT

None

RECOMMENDATION(S)

Authorize the Chairman to sign the Determination of Level of Review for Kozy Kids Daycare.

POSSIBLE MOTION(S)

Move to approve the Chairman to sign the Determination of Level of Review for Kozy Kids Daycare.

Enclosures:

- Determination of Level of Review - KKD (DOCX)

Kansas Department of Commerce
 Community Development Block Grant (CDBG) Program
 1000 S.W. Jackson St., Suite 100
 Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: Riley County - Project #20-CV-109 (Business: Kozy Kids Daycare)

Project Location: 16461 Wieters Rd, Randolph, KS 66554

Project Description: Kozy Kids Daycare is an in-home daycare. Amount of funds receiving: \$5,000. Number of retained jobs: 1 FTEs. Funds to be used to reimburse for working capital expenses incurred from March 1, 2020 to December 31, 2020.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- ☐ Exempt from NEPA review requirements per 24 CFR 58.34(a)(____)
- ☒ Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(3)
- ☐ Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(____)
- ☐ An Environmental Assessment (EA) is required to be performed.
- ☐ An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

John Ford, BOCC Chairman

Chief Elected Official (print name/title)

 Chief Elected Official's Signature

 Date



PLANNING & DEVELOPMENT
Purchase > \$10K

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: January 14, 2021

SUBJECT: Request for CIP funding for replacement vehicle through state contract

PRESENTER: Amanda Smeller, Planning Director

BACKGROUND

There are currently two vehicles dedicated to Planning and Development staff: a 2005 Chevrolet Colorado and a 2006 Chevrolet Silverado. Both of these vehicles are used on a near daily basis by the Environmental Health Specialist and Zoning Enforcement Officer. As both positions perform numerous site inspections a week, they both need reliable vehicles to get them safely and efficiently throughout the County. They Planner also utilizes one of the vehicles on occasion to make site inspections as well.

DISCUSSION

The Colorado has approximately 80,000 miles on it. It has experienced many problems as of late, including issues with starting, costing several hundred dollars to fix. It is possible that it needs additional repairs that are more expensive than the vehicle is worth, including computer system replacement (which would have to be done through the dealer) and tire replacement. I do not want to continue to put funds into an unreliable vehicle nor do I want staff to become stranded because the vehicle will not start while they are out in the field. I would like to replace the vehicle with a new truck as outlined in the attached vehicle description/cost sheet. It would also be beneficial to have a cover over the bed so staff can safely store equipment and materials.

FISCAL IMPACT

The cost of the vehicle with necessary options, including a locking bed cover, is expected to be approximately \$25,000. Staff requests this expense come from CIP funds.

ALTERNATIVES

If the BOCC did not approve this request, the vehicle will need costly repairs that are likely more expensive than the vehicle is worth. Staff may also become stranded out in the field should the vehicle not start. The vehicle is simply not likely to last much longer. Public Works does not have additional vehicles they can provide to us on a long term basis that are suitable for site visits.

RECOMMENDATION

Staff recommends the Board of County Commissioners approve the use of CIP funding in the approximate amount of \$25,000 to purchase a new vehicle and associated bed cover for Planning & Development.

POSSIBLE MOTION(S)

Move to approve the use of CIP funding in the approximate amount of \$25,000 to purchase a new vehicle and associated bed cover for Planning & Development.

Move to deny the same.

Move to table for further discussion.

Enclosures:

- DOC (PDF)

1/2 TON PICKUP TRUCK**CONTRACTOR: Davis Moore Automotive****CONTRACT:45523**

	UNIT PRICE
Base Vehicle to comply with State of Kansas Specifications for 1/2 Ton Pickup Trucks, 4x2 Standard Cab	\$18,194.52

MANUFACTURER	Ram	
MODEL	1500 Reg Cab 4 x 2	
G.V.W.	6600	
EPA MILEAGE:	GASOLINE, COMBINED	20 MPG
	E-85, COMBINED	14 MPG

STANDARD EQUIPMENT:

Alternator:	160 AMPS
Battery:	730 CCA
Fuel Tank Capacity	32 GALS (standard cab)
Tire Size	P265/70R17 BSW, All Season
Engine Size	3.6 L
Engine HP	305
Mirror Size:	54 SQ. IN.

OPTIONS	MFG. CODE NUMBER	UNIT PRICE
Locking rear differential	DSA	\$ 450.00
Four Wheel Drive (Reg. Cab)	DS6L62	\$1,202.00
Skid Plates (When ordered with 4X4)	ADB	\$268.00
Cloth seats Carpet (Reg Cab)	V9X8	\$287.00
Extra set of Ignition/Door Keys (3 sets total)	DLR	\$70.00
Extra Door key	DLR	\$70.00
Power windows, locks and Mirrors, remote keyless entry (Standard cab)	AJH	\$669.00
Power windows & locks (Ext. cab)	JPB	no charge
Power windows & locks (Crew cab)	JP3	no charge
Trailer Towing Package	JPB	no charge
Quad cab with 6'4" Short bed	JP3	no charge
Quad cab with 6'4" short bed and 4-wheel	XFH	\$91.00
Quad cab with 4 Wheel drive, short bed and V-8 engine (engine size 5.7 L)	DS1L41	\$1,306.00
10 Ply Tires	DS6L41	\$3,438.00
V-8 Engine	DS6L41	\$5,155.00
Size	TXN	\$228.00
MPG	EZH	\$1,775.00
32-gallon Fuel Tank Quad and Crew Cabs	5.7 L	
Crew cab, Two-wheel Drive and 5'5" bed	17 Combined	
Crew cab, Four-wheel Drive and 5'5" bed	NFX	\$405.00
Upfitter switches	DS1L98	\$1,394.00
	DS6L98	\$3,613.00
	DLR	\$450.00

DELIVERY COSTS CITY UNIT PRICE PER VEHICLE

Topeka	\$198.56
Lawrence	\$219.00
Manhattan	\$192.72
Norton	\$382.52
Salina	\$131.40
Garden City	\$300.76
Pratt	\$113.88
Hutchinson	\$78.84
All other locations:	\$1.46 per mile per vehicle

EXTERIOR COLORS AVAILABLE:

Blue Streak Pearl Coat, Bright Silver Metallic Clear Coat, Bright White Clear Coat, Brilliant Black Crystal Pearl Coat, Delmonico Red Pearl Coat, Flame Red Clear Coat, Granite Crystal Met. Clear Coat, Maximum Steel Met. Clear Coat, True Blue Pearl Coat.

SHIPPING LOCATION POINT: Wichita, Kansas

BASIS FOR PRICING OF NON-SPECIFIED FACTORY OPTIONS:**INVOICE**

STANDARD WARRANTIES:	TOTAL VEHICLE	36,000 MILES / 36 MONTHS
	POWERTRAIN	100,000 MILES / 60 MONTHS

Attachment: DOC (10240 : Request for CIP funds - replacement vehicle)



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: January 14, 2021

SUBJECT: Lakeside Heights Enlargement Project

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Lakeside Heights enlargement project continues to progress. The prospect of setting a bid date for construction is getting closer. Plans and specifications for the water and sewer have been approved by KDHE, as well as the water appropriation permit. We are currently working on right-of-way and easements and temporary financing before bonds are issued.

DISCUSSION

Until temporary financing is secured there is a need to pay some bills as they arise. For example, costs for Ownership & Encumbrances (O&E) or Certificate of Title for the right-of-way (r/w) and easements. There will also be some costs associated with letting the project to bid, include, printing, postage, advertising and engineering.

To do this we are asking for a \$5,000 loan from the general fund to Fund 235 for the Lakeside Heights Enlargement project.

FISCAL IMPACT

The fiscal impact is a \$5,000 loan from the general fund to Fund 235 (Lakeside Heights Enlargement fund). The loan is repaid, with 6% interest, after bonds for the project are issued.

RECOMMENDATION(S)

Staff recommends approval of the loan.

POSSIBLE MOTION(S)

Move to approve the loan for \$5,000 from the general fund to Fund 235.

Move to deny the loan.

Move to modify the loan.

Enclosures:



OUTSIDE AGENCY
Presentation

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: January 14, 2021

SUBJECT: CPE 4th Floor Renovation

PRESENTER: Carson Kober, Director of CASA

POSSIBLE MOTION(S)

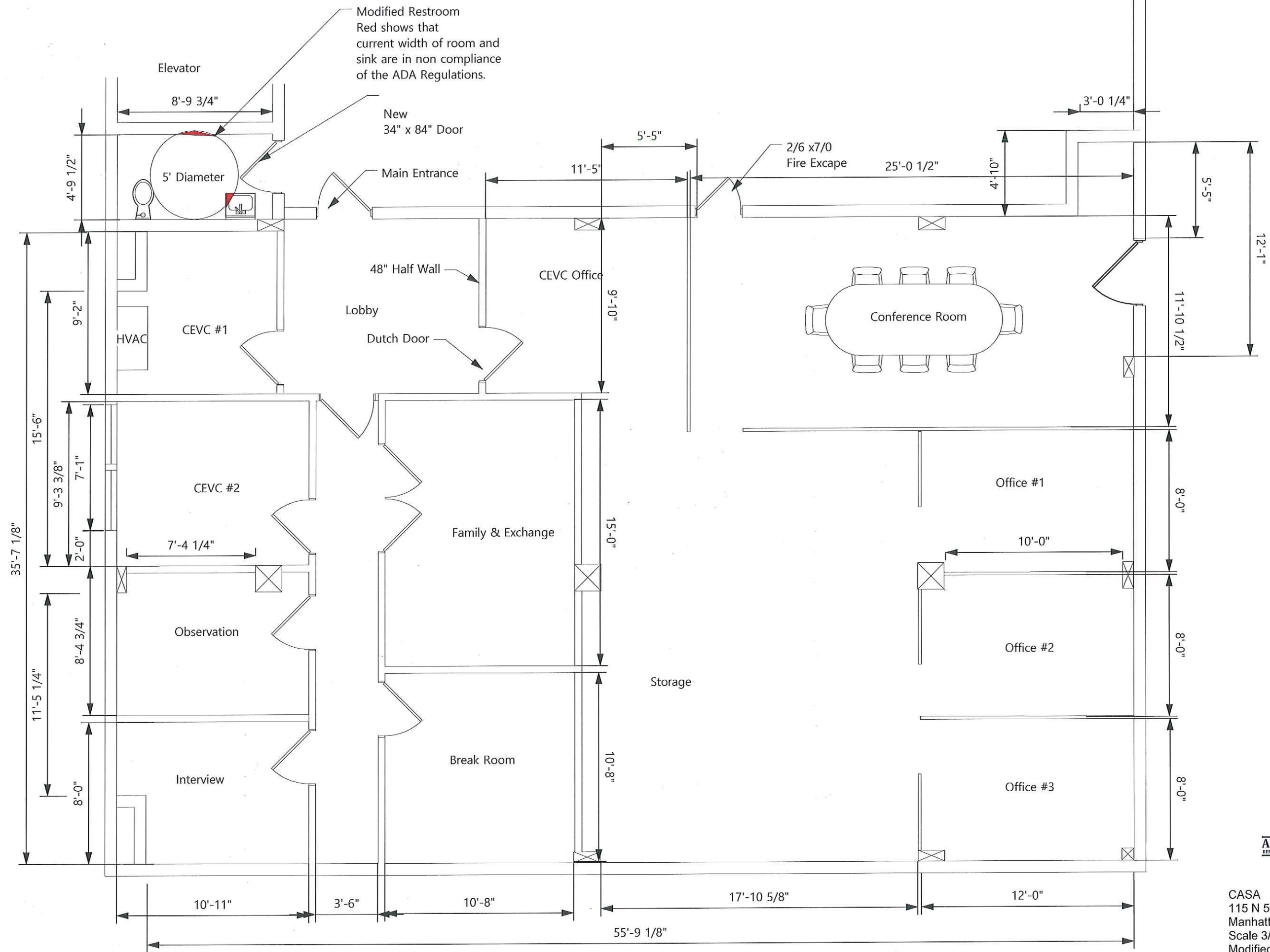
Move to approve

Move to deny

Move to table

Enclosures:

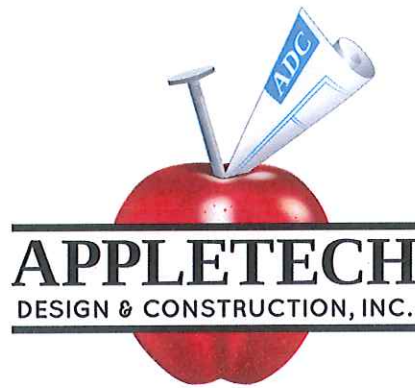
- CASA Office 7-6-20 (PDF)
- CASA Office Remodel Proposal 7-16-20 (PDF)



Attachment: CASA Office 7-6-20 (10242 : CPE 4th Floor Renovation)



CASA
115 N 5th St
Manhattan Ks 66502
Scale 3/16"=1'
Modified 7/6/20
Drawn by:



7/16/2020

PROPOSAL for CASA Manhattan, Kansas

Kober Carson
CASA
115 N. 5th Street
Manhattan, Kansas 66502

Bid Value \$ 104,823.00

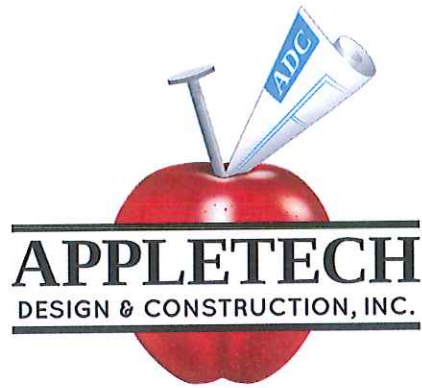
SCOPE DESCRIPTIONS – Provide all Material and Labor to perform the following: (includes 8.95% tax on L. & M.)

Administration
Demolition and Trash Dumpster
Framing with 2" x 4" Studs
Insulation in walls (R-11) & above ceiling in interview room (R-38)
Drywall (1 / 2" Gypsum Board)(Hang and Finish)
Mass Loaded Vinyl to soundproof walls in interview room
Birch door package (6 Doors)
Double 15 Lite Pine door package (1 Door)
Dutch door at half wall (1 Door)
Hardware for all doors
Stain & Varnish
Primer & Paint (Walls)
Flooring package (includes Cove Base)
Acoustical Panel Ceilings (Tile & Grid)
Restroom Modifications
HVAC Budget
Electrical Budget

240 Levee Drive, Manhattan, KS 66502 * Office 785-776-3530 * Fax 785-776-9890 *

Commercial and Residential Construction

Attachment: CASA Office Remodel Proposal 7-16-20 (10242 : CPE 4th Floor Renovation)



Addendum(s) Acknowledged:

None

EXCLUSIONS

Items not in scope of the above sections.

General Conditions

1. Appletech Design & Construction, Inc. to provide all skilled labor, machinery and tools to perform work outlined above.
2. A one (1) year warranty on all workmanship, and on products not warranted by manufacturer, with normal wear and tear.
3. Change orders and field directives must be signed by responsible persons before executing.
4. All material priced in this proposal meets the specification requirements.
5. Appletech uphold OSHA requirements
6. An experienced field Forman by Appletech is estimated for full time on this project

240 Levee Drive, Manhattan, KS 66502 * Office 785-776-3530 * Fax 785-776-9890 *

Commercial and Residential Construction