



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 18, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Chair](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Signatures on the Certificate of Appreciation acknowledging Riley County Planning Board/Board of Zoning Appeals members Diane Hoobler and Nathan Larson for their years of service.
4. Advisory Board appointment letters and Resolution
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 11, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:15 AM

Amy Manges, Register of Deeds

9. 2023 Year End Revenue

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session

9:40 AM

Shelley Woodard, Deputy County Counselor

11. Executive session to discuss confidential legal advice regarding potential litigation issues

- 10:00 AM Gary Fike, County Extension Director**
12. Extension Staff Update: Focus on Building Rural Communities and VITA
- 10:15 AM Brian Peete, RCPD Director**
13. RCPD update
- 10:30 AM Jeff Sackrider, WTC Manhattan Market Manager**
14. ADOPT Grant
- 11:00 AM Ron Fehr, Manhattan City Manager**
15. Manhattan City update
- 11:30 AM Shelley Woodard, Deputy County Counselor**
16. Resolution Authorizing Real Estate Tax Foreclosure Sale
- 11:45 AM Rich Vargo, County Clerk**
17. Request to Fill- Election Assistants

Adjournment**Announcements**

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

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

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



PLANNING & DEVELOPMENT
Recognition

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

COMMISSION AGENDA REPORT

FROM: Robert Isaac

MEETING: January 18, 2024

SUBJECT: Signatures on the Certificate of Appreciation acknowledging Riley County Planning Board/Board of Zoning Appeals members Diane Hoobler and Nathan Larson for their years of service.

PRESENTER: Robert Isaac

BACKGROUND

Serving in a mixed capacity for a combined 14 years as a member and Chairman of the Riley County Planning Board-Board of Zoning Appeals, Diane Hoobler has decided not to renew as a member of the Riley County Planning Board/Board of Zoning Appeals.

Nathan Larson, who served six (6) years as a member of the Riley County Planning Board-Board of Zoning Appeals Riley County also will not be renewing his appointment to the Board. Riley County would like to honor both Mrs. Hoobler and Mr. Larson for their years of dedication, commitment and professional expertise by presenting each of them with a certificate of appreciation.

DISCUSSION

The presentation of the framed certificate for Diane Hoobler is scheduled for the press conference on January 22, 2024 while the presentation for Nathan Larson is scheduled for the press conference on February 12, 2024.

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)

Staff recommends that the Board sign the certificates.

POSSIBLE MOTION(S)

Sign the certificates.

ATTACHMENT(S):

Certificates of Appreciation

Enclosures:

- Certificate of Appreciation Diane Hoobler (PDF)
- Certificate of Appreciation Nathan Larson (PDF)

Certificate of Appreciation

*The Board of Commissioners of Riley County
proudly acknowledges*

Diane Hoobler

*For an extraordinary level of commitment and service to the citizens of Riley County
by serving 14 combined years as a member and Chair of the Riley County
Planning Board-Board of Zoning Appeals.*

Presented this 22nd day of January, 2024



John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

Certificate of Appreciation

*The Board of Commissioners of Riley County
proudly acknowledges*

Nathan Larson

*For an extraordinary level of commitment and service to the citizens of Riley County
by serving six years as a member of the combined Riley County Planning Board-
Board of Zoning Appeals.*

Presented this 12th day of February 12, 2024



John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: January 18, 2024

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

RECOMMENDATIONS

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

POSSIBLE MOTION(S)

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

Larry Couchman Comm Dist 1	January 18, 2024- December 31, 2027	Fair Board 4 year
Brenda Jordan Comm Dist 2	January 18, 2024- December 31, 2027	Fair Board 4 year
Lisa Brummett Comm Dist 3	January 18, 2024- December 31, 2027	Fair Board 4 year
Ron Wilson Comm Dist 1	January 18, 2024- December 31, 2026	Rural Economic Development 3 year
Krista Long Comm Dist 2	January 18, 2024- August 31, 2025	Food and Farm Council 3 year
Barbara De Santo Comm Dist 1	January 18, 2024- December 31, 2025	North Central-Flint Hills Area Agency on Aging 2 year
Kitty Pursley Comm Dist 1	January 18, 2024- December 31, 2026	Museum Board of Trustees 3 year
Kevin Larson Comm Dist 2	January 18, 2024- December 31, 2026	Museum Board of Trustees 3 year

Enclosures:

- 01-18-24 appointment letters (PDF)
- resol small group Jan 18 24 (DOC)



BOARD OF COMMISSIONERS

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

January 18, 2024

Larry Couchman
801 W. 54th
Manhattan, KS 66503

Dear Larry:

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

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)



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

January 18, 2024

Brenda Jordan
6441 Walnut Creek Road
Riley, KS 66531

Dear Brenda:

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

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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

January 18, 2024

Lisa Brummett
 6301 Gumbo Hill Road
 Manhattan, KS 66503

Dear Lisa:

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

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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 E-mail: boccc@rileycountyks.gov

January 18, 2024

Ron Wilson
 2103 Zeandale Road
 Manhattan, KS 66502

Dear Ron:

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

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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January 18, 2024

Krista Long
11203 Rimrock Drive
Manhattan, KS 66502

Dear Krista:

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

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)



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January 18, 2024

Barbara De Santo
 2428 Dickens Avenue
 Manhattan, KS 66502

Dear Barbara:

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

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)



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E-mail: bocc@rileycountyks.go

January 18, 2024

Kitty Pursley
4421 Deep Creek Road
Manhattan, KS 66502

Dear Kitty:

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

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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

January 18, 2024

Kevin Larson
 212 North High Street
 Riley, KS 66531

Dear Kevin:

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

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-18-24 appointment letters (14429 : Advisory Board Appointments)

RESOLUTION NO. 011824-**A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES
TO ADVISORY BOARDS**

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

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

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

Larry Couchman Comm Dist 1	January 18, 2024- December 31, 2027	Fair Board 4 year
Brenda Jordan Comm Dist 2	January 18, 2024- December 31, 2027	Fair Board 4 year
Lisa Brummett Comm Dist 3	January 18, 2024- December 31, 2027	Fair Board 4 year
Ron Wilson Comm Dist 1	January 18, 2024- December 31, 2026	Rural Economic Development 3 year
Krista Long Comm Dist 2	January 18, 2024- August 31, 2025	Food and Farm Council 3 year
Barbara De Santo Comm Dist 1	January 18, 2024- December 31, 2025	North Central-Flint Hills Area Agency on Aging 2 year
Kitty Pursley Comm Dist 1	January 18, 2024 – December 31, 2026	Museum Board of Trustees 3 year
Kevin Larson Comm Dist 2	January 18, 2024 – December 31, 2026	Museum Board of Trustees 3 year

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

ADOPTED this 18th day of January, 2024.

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

CHAIR

MEMBER

ATTEST:

MEMBER

RICH VARGO
Riley County Clerk



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: January 18, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- EMT DTrechter EAF (DOCX)
- Museum HHill EAF (DOCX)
- Museum BShearmire EAF (DOCX)
- 2024-01 HD DMedina-Lorta EAF (DOCX)
- 2024-01 HD JBains EAF (DOCX)
- 2024-01 Temp Election (multiple) EAF (DOCX)
- 2024-01 Temp Election (new hire, multiple) EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Daniel Trechter**Status Change Date:** 11/20/2023**Status Change:** New Hire**Date of Hire:** 6/2/2022**Seniority:** 0 Year, 0 Month(s)**Position:** EMT**Position Type:** Full-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$18.69**Annualized Pay:** \$69,158.39**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: EMT DTrechter EAF (14423 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Holly Hill**Status Change Date:** 01/23/2024**Status Change:** New Hire**Date of Hire:** 01/23/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** As Needed Museum Asst**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-County General, 17-Museum**Supervisor:** Katharine Hensler**Department Head:** Katharine Hensler

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Museum HHill EAF (14423 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brantlee Shearmire**Status Change Date:** 01/23/2024**Status Change:** New Hire**Date of Hire:** 01/23/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** As Needed Museum Asst**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-County General, 17-Museum**Supervisor:** Katharine Hensler**Department Head:** Katharine Hensler

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Museum BShearmire EAF (14423 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Daphne Medina-Lorta**Status Change Date:** 01/16/2024**Status Change:** New Hire**Date of Hire:** 01/16/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Intern/Volunteer**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30-Health Department**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 HD DMedina-Lorta EAF (14423 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jaspreet Bains**Status Change Date:** 02/27/2024**Status Change:** New Hire**Date of Hire:** 02/27/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Intern/Volunteer**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30-Health Department**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 HD JBains EAF (14423 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Multiple See Attached**Status Change Date:** 01/12/2024**Status Change:** Separation**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Temp Election (multiple) EAF (14423 : Employee Action Form (Green Sheet))

Balman, Juliet
Bannister, Grace
Brantl, Wesa
Burlingham, Betty
Hornung, Ava
Murphy, Aidan
Murphy, Shae
Petty, Patricia
Zerfas, Kimberly

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Multiple See Attached**Status Change Date:** 01/22/2024**Status Change:** New Hire**Date of Hire:** 01/22/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Temp Election (new hire, multiple) EAF (14423 : Employee Action Form (Green Sheet))

Claussen, Dorothy
Payne, Patricia
Eyestone, Gail
Shuman, Amber
Jackson, Frances



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 22, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Laurie Harrison, Emergency Management Coordinator

1. Hazardous Materials Emergency Plan (HMEP) Grant Application for FY 2024

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

3. Presentation of Certificate of Appreciation for Years of Service on RCPB to Diane Hoobler - John Ford and Amanda Webb (3-5 minutes)

9:50 AM

Amanda Webb, Planning/Special Projects Director

4. Comprehensive Plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Hearing on Fence View Involving Adjoining Landowners Roger L. Nelson, Penny Nelson and BS Land LLC

Attachment: 01-22-24 tentative agenda (14170 : Tentative Agenda)

11:30 AM **David Adams, EMS/Ambulance Director**

7. Staff update

12:00 PM **Intergovernmental Luncheon**

Adjournment

Announcement

The 2024 Local Government Day will be held Wednesday, January 24, 2024 from 1:00 -7:00 p.m. at the KAC Office, 715 SW 10th Avenue and The Beacon, 420 SW 9th Street, Topeka, Kansas.

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

Attachment: 01-22-24 tentative agenda (14170 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 25, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Vivienne Leyva, PIO

6. PIO update

Adjournment

Attachment: 01-25-24 tentative agenda (14170 : 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.



REGISTER OF DEEDS
Staff Update

Amy Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6340

STAFF REPORT

FROM: Amy Manges, Register of Deeds
MEETING: January 18, 2024
SUBJECT: 2023 Year End Revenue
PRESENTER: Amy Manges

Enclosures:

- BOCC Report - January 2024 (DOC)

TO: Board of County Commissioners
FROM: Amy Manges, Register of Deeds
DATE: January 18, 2024
SUBJECT: 2023 Year End Revenue

The following is a brief summary of revenue figures through 5:00 p.m., December 31, 2023 with comparable year-to-date information for 2022:

	<u>2022</u>	<u>2023</u>
Total Mortgage Amount (Indebtedness)	\$845,633,931	\$358,817,604
Recording Fees	\$453,732	\$357,698
Heritage Trust Fund	\$33,367	\$26,417
Register of Deeds Tech Fund	\$66,734	\$52,834
Treasurer Tech Fund	\$16,684	\$13,209
Clerk Tech Fund	\$16,684	\$13,209
Copy Fees	\$38,693	\$35,695
Total Year-To-Date Revenue	\$625,894	\$499,062

Note: There is a \$30,000 per year limit on what is transferred to the state for the Heritage Trust Fund. Any amount over \$30,000 will be transferred to County General at the end of the year.

<u>Plats</u>	<u>2022</u>	<u>2023</u>
Total Plats Filed	20	31
Total Platted Lots	62	138

Estimated 2023 Revenue

Recording Fees = \$300,000

Heritage Trust Fund = \$25,000

Copy Fees = \$25,000

Total = \$350,000

Register of Deeds Tech Fund = \$50,000

Staff Update:

- Recorded 5,939 documents containing 26,150 pages
- Averaged 49 subscriptions monthly on iDoc Market, with a total of 8,429 prints & 5,174 views
- Printed and/or emailed another 9,577 pages throughout the year
- Completed 36 hours of course work through K-State and am now a Certified KS Register of Deeds
- Continue to rescan books 239 – 332 from years 1953 thru 1969
- Continue to cross train employees and send them for training when available
- Tracking daily revenue loss due to changes in filing and mortgage registration fees. Total revenue lost in 2023 due to fee changes totaled \$602,019.33



EXTENSION
Staff Update

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Gary Fike

MEETING: January 18, 2024

SUBJECT: Extension Staff Update: Focus on Building Rural Communities and VITA

PRESENTER: Gary Fike

County Extension Director Gary Fike will discuss the upcoming Focus on Building Rural Communities to be held on Monday March 4th in Leonardville. He will also give an update on the Volunteer Income Tax Assistance program.

Enclosures:



OUTSIDE AGENCY
Presentation

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

COMMISSION AGENDA REPORT

FROM: Jeff Sackrider, WTC
MEETING: January 18, 2024
SUBJECT: ADOPT Grant
PRESENTER: Jeff Sackrider, WTC Manhattan Market Manager

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- ADOPT Program - Riley BOCC (PDF)
- ADOPT Brochure v3 (JPG)



January 15, 2024

RE: ADOPT Grant Program

TO: Riley County Board of Commissioners

The Kansas Office of Broadband recently announced the Advancing Digital Opportunities to Promote Technology (ADOPT) Program. A total of \$14.7 million in grant awards will be available to organizations addressing the challenges of broadband availability, affordability, and device accessibility. The ADOPT Program does require a minimum of a 10% match and the project must be completed no later than July 2026. The ADOPT Program will award grants to improve access to free, reliable public Wi-Fi and affordable equipment to the unserved and underserved public spaces in Kansas. Public Wi-Fi grant applications will be given priority to address economically distressed areas which have a compelling need for free and reliable broadband services that bridge critical gaps to support quality of life. A recent study by the U.S. Census Bureau (USCB) identified Riley County, including Manhattan, as the only county in Kansas with persistent poverty.

WTC is preparing an ADOPT grant application, which has a due date of January 30, 2024, for Manhattan that encompasses locations in the community that meet the qualifications. We have worked with staff from the county of Riley to identify the following departments and locations to include in the grant application - the Riley County Health Department, the Riley County Historical Society Museum, Cico Park, and Fairmont Park. The grant application will cover one-time expenses including – fiber / cable connectivity to each facility, Wi-Fi equipment / installation, electrical cabling / outlets, and any other eligible expenses directly related to the deployment of the public Wi-Fi infrastructure.

The ADOPT grant program does not include on-going expenses to power, maintain and upgrade the Wi-Fi equipment nor on-going internet access. WTC will make a five-year commitment at no cost for the on-going internet access, all maintenance and/or upgrades for the Wi-Fi equipment, all maintenance and/or upgrades for the fiber and Wi-Fi cabling infrastructure. WTC is requesting Riley County to make a five-year commitment, at no cost, to provide electricity to power the Wi-Fi equipment network, including the maintenance of all electrical cabling and outlets, and waive any attachment fees for poles or buildings required for the Wi-Fi equipment network. Additionally, WTC requests a minimum contribution of \$5,000 from Riley County to put towards the 10% match requirement of the grant.

Manhattan is in one of the fastest growing regions in the state of Kansas and like other communities across the nation we are encountering underserved and economically distressed individuals that have challenges of broadband accessibility, affordability, and device availability. We believe the ADOPT Grant Program provides an opportunity for our community to invest in a forward-thinking project.

Thank you for your consideration.

Sincerely,

Jeff Wick,
Chief Executive Officer

Attachment: ADOPT Program - Riley BOCC (14425 : ADOPT Grant WTC)

Summary

The (ADOPT) program is an effort to improve access to free, reliable public Wi-Fi and affordable equipment to the unserved and underserved public spaces in Kansas. Public Wi-Fi applications will be accepted with priority given to applications that address unserved and economically distressed areas which have a compelling need for free and reliable broadband services that bridge critical access gaps to support quality of life considerations.

Program Details

- Up to \$14.7 million in grant awards will be available to organizations that best meet the program guidelines.
- Required applicant match is 10% of the total project cost.
- Maximum individual award is \$1 million.
- Application window closes January, 30th 2024.
- "Public Wi-Fi" is defined as Wi-Fi solutions that are able to deliver qualifying broadband speeds serving a specific geographic area which can be outside or inside.

Goals

- Engage community leaders and stakeholders in the development of projects that will benefit Manhattan citizens.
- Free, reliable Wi-Fi directly enables work, education, and health for Manhattan residents.

Why Manhattan?

A recent study by the U.S. Census Bureau (USCB) identified Riley County as the only county in Kansas with persistent poverty. To learn more about the study scan the QR codes below.



Places of Interest

- Kansas State University
 - Hale Library
 - Student Union
 - Leadership Studies
 - K-State Gardens
 - Call Hall
 - Bosco Plaza
 - Cats Cupboard
- Kansas State Alumni Center
- Manhattan Area Technical College
- USD 383
- Pawnee Mental Health
- Manhattan Emergency Shelter
- Be Able Community Center
- Manhattan Parks & Recreation Facilities
 - City Parks
 - Recreation Centers
 - Trails
 - Sunset Zoo
 - Flint Hills Discovery Center
- Flint Hills Breadbasket
- Common Table
- Manhattan Senior Center
- Manhattan Housing Authority
- Riley County Health Department





**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Shelley Woodard, Deputy County Counselor

MEETING: January 18, 2024

SUBJECT: Resolution Authorizing Real Estate Tax Foreclosure Sale

PRESENTER: Shelley Woodard, Deputy County Counselor

BACKGROUND

K.S.A. 79-2801, provides that in all cases in which real estate has been or shall be sold and bid in by the County at any delinquent tax sale and shall remain unredeemed on the first day of September, of the second year after such sale, or any extension thereof as provided by subsection (b) of K.S.A. 79-2401a, the Board of County Commissioners shall order the County Counselor to institute an action in the District Court, in the name of the Board of County Commissioners, against the owner or supposed owners of such real estate and all persons having or claiming to have any interest therein or thereto, by filing a petition with the Clerk of said Court.

DISCUSSION

The Board of Commissioners of Riley County, Kansas, have been advised by the Riley County Treasurer that there are approximately 110 tracts of real estate which have been bid on by Riley County for delinquent taxes which remained unredeemed on the first day of September of the second year after such sale, and are currently unredeemed for the years 2019.

FISCAL IMPACT

None

RECOMMENDATION(S)

That the Board approves the resolution.

POSSIBLE MOTION(S)

- A. “I move that the Board approve the resolution as submitted.”
- B. “I move that the Board approve the resolution, after the following changes are made...”

Enclosures:

- Resolution 011824_Authorizing Real Estate Tax Foreclosure Sale (PDF)

RESOLUTION NO. 011824-__**A RESOLUTION AUTHORIZING REAL ESTATE TAX FORECLOSURE SALE**

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

1. That K.S.A. 79-2801, provides that in all cases in which real estate has been or shall be sold and bid in by the County at any delinquent tax sale and shall remain unredeemed on the first day of September, of the second year after such sale, or any extension thereof as provided by subsection (b) of K.S.A. 79-2401a, the Board of County Commissioners shall order the County Counselor to institute an action in the District Court, in the name of the Board of County Commissioners, against the owners or supposed owners of such real estate and all persons having or claiming to have any interest therein or thereto, by filing a petition with the Clerk of said Court.

2. That the Board of Commissioners of Riley County, Kansas, have been advised by the Riley County Treasurer that there are approximately 110 tracts of real estate which have been sold and bid on by Riley County at previous delinquent tax sales, and which remained unredeemed on the first day of September of the second year after such sale, or any extension provided by K.S.A. 79-2401a(b) and are currently unredeemed for the year 2019.

3. That the Riley County Counselor be and is hereby ordered to institute an action in the District Court of Riley County, in the name of the Board of Commissioners of Riley County, Kansas, against the owners or supposed owners of such real estate, and all persons having or claiming to have any interest therein or thereto, by filing a petition with the Clerk of said Court to enforce the lien for unpaid taxes of Riley County, Kansas.

ADOPTED this ____ day of January, 2024.

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

John Ford, Chairman

Greg McKinley, Vice Chairman

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

(SEAL)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Susan Boller, Elections Manager
MEETING: January 18, 2024
SUBJECT: Request to Fill- Election Assistants
PRESENTER: Rich Vargo, County Clerk

BACKGROUND

Temporary Election Assistants are necessary positions for the Elections office to meet mandated statutory requirements and would not be able to do so without them

DISCUSSION

We will need additional 3 as-needed election staff to ensure we can implement increased statewide security mandates, two National Elections, and an additional Election, the Presidential Preference Primary. It is important to fill three of these positions to prepare for the 2024 election year.

The attached Election Assistant job description lists responsibilities, but not limited to, assisting with elections spreadsheets, electronic poll pads, voting equipment maintenance and testing, elections training, voter registration, ballot fulfillment and logging, answering the telephone, and data entry.

FISCAL IMPACT

There is no additional fiscal impact as these positions were approved in the 2024 budget

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill up to 3 additional positions of Election Assistants.

POSSIBLE MOTION(S)

Move to approve the hiring process to fill 3 Election Assistant positions.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024-01 Elections Assist PAF (DOCX)
- Part-time Elections Clerical Assistant Position Description (PDF)

RILEY COUNTY POSITION ACTION FORM

Job Created By
EW Elizabeth Ward on 01/16/2024

Posted on Career Page
County of Riley

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Elections Clerical Assistant Part Time [ELCLRASSTPT]	Work Location Office Building
Job ID 2179026	Salary \$15/hour	Supervisor Position No
Pay Grade Temporary and As-Needed pay range [TASND]	EEO Class Administrative Support [6]	Workers Compensation 8810 [8810]
Cost Center 1 --	Cost Center 2 Election [19]	Cost Center 3 Primary City/School Election [218]
3 Job Slots ELECTIO-1, ELECTIO-2, ELECTIO-3		

Supervisor: Anita Cook

Department Head: Rich Vargo

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: __1000 per position__

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$15,000.00

Budget for Benefits: \$1,163

Total proposed annual budget: \$16,163

Additional Position Comments: 3 total positions requested

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title: ELECTION ASSISTANT

Department: Clerk Department
Reports To: Election Supervisor

Division: Clerk's Office-Elections

Pay Range: TASND

Status: Part-Time (As Needed-1000hrs)

FLSA Status: Non-Exempt

Position Summary: To provide clerical assistance to Clerk's Department and to assist in Elections, Real Estate, Wildlife and Park licenses and any other function in the Clerk's office that needs assistance.

ESSENTIAL FUNCTIONS:

- Assisting Elections with complex spreadsheets, daily balancing, processing poll workers, and preparing abstracts.
- Assisting Elections with electronic poll pads, and other Election equipment.
- Assisting Elections in conducting training for Supervisor Judges or other poll workers that need additional assistance.
- Aid with voter registration and motor voter registration on the statewide ELVIS system.
- Answer telephone and relay accurate messages to facilitate communications within the office, the department, and with the public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.
- Assist taxpayers in completing various forms.
- Aid with real estate questions.
- Assist with licenses as needed.
- Other duties as assigned

POSITION REQUIREMENTS:

Education: Knowledge of the election process, voting equipment and ELVIS, preferred

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

Experience: Experience working in an office, proficient in excel preferred.

Skills: Knowledge of modern office practices, business English, spelling, and math. Knowledge of modern office equipment. Proficient, above average computer skills desirable. The ability to perform basic mathematical computations and follow both written and oral instructions. The ability to communicate effectively both in writing and orally.