Board of Riley County Commissioners
Regular Meeting
Agenda
January 20, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **9:00 AM**

District 2 – Greg McKinley, Chair District 3 – Kathryn Focke, Vice Chair District 1 – John Ford, Member

9:00 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Blanton Realty & Reid Plumbing
4. Amend CIP Projects for Tandem Axle Truck-21-21-PW009
5. Sign Tax Roll Corrections
6. Sign Riley County Personnel Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 13, 2022 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:15 AM **Barry Wilkerson, County Attorney**

10. Request to Fill County Attorney Office Assistant II

9:20 AM **Board of County Commissioners**

11. Discuss Rural Economic Development Advisory Board appointments and terms

9:30 AM **Shilo Heger, Treasurer**

12. December 2021 Revenue Reporting - Riley County Treasurer

9:50 AM **Bob Isaac, Planner**

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

10:00 AM **Megan Dougherty, County Extension Agent**

14. Update on Kitchen Restore and Medicare Open Enrollment

10:15 AM **John Ellermann, Public Works Director/County Engineer**

15. Request to fill an open Custodial Worker I Position

10:30 AM **Budget and Planning Committee - Tami Robison, Budget and Finance Officer**

16. Monthly Cash Flow Reports for December 2021

10:50 AM **Ron Fehr, Manhattan City Manager**

17. Manhattan City general update

11:20 AM **Clancy Holeman, Counselor/Director of Administrative Services**

18. Administrative Work Session
19. Discuss HCR 5022--Work Session

11:35 AM **John Ellermann, Public Works Director/County Engineer**

20. CIP Fund Project Amendment
21. University Park Sewer Benefit District - Request for Qualifications

11:55 AM **Board of County Commissioners**

22. Special Meeting in Randolph

Adjournment

Announcements

Good Morning Manhattan Virtual Meeting will be held today 7:30 - 8:30 a.m. via Zoom.

Beginning at 7:30 a.m. today lasting until approximately 8:30 a.m., the BOCC will be in its usual public meeting location, joining a Zoom meeting hosted by the Chamber of Commerce. This Chamber of Commerce Zoom call will be placed on a speaker phone, so BOCC members can "listen" to the presentations made by the scheduled speakers. But BOCC members will not participate in the Chamber of Commerce meeting. BOCC members will be "muted" during the Chamber of Commerce Zoom call.

Members of the Public are welcome to attend, in the BOCC Chambers, beginning at 7:30 a.m., on the above date, in order to listen to the Chamber of Commerce Zoom call.

At the conclusion of the Chamber of Commerce's Zoom call, the BOCC will be on break until 9:00 a.m., when the regular meeting of the BOCC will begin at the BOCC's same usual public meeting location. Riley County will begin its live steam of its regular meeting beginning at 9:00 a.m.

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.

PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: **Shannon Sterling, Administrative Assistant II**

MEETING: **January 20, 2022**

SUBJECT: **Highway Use Permit, Blanton Realty & Reid Plumbing**

PRESENTER: **John Ellermann, PE, Director of Public Works**

BACKGROUND

Blanton Realty is requesting permission to have Reid Plumbing work in the right of way to bore under Deibler Place to add water lines from 717 and 719 Deibler Place to the main water line.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Reid Plumbing permission to complete the work as outlined in the Permit.

Enclosures:
- 01.11.22_Reid Plumbing_Deibler Place (PDF)

Riley County Public Works Department
Highway Use Permit - Document Management Form

Project Number: 717 & 719 Deibler Place
Requesting Party: Reid Plumbing, 8964 Green Valley Dr, Manhattan, KS 66502

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

   Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction.

   Signature: _____ 1/17/2022

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.
   Comments: Shaun Linenberger stated no questions or concerns at this time (Manhattan Township)

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date 1/18/22 by SS

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.

4. BOCC Chairman signs and dates permit. County Clerk produces **2** copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.

5. The public works department distributes copies of permit received from County Clerk.
   CC: Petitioner ☐
   Operations Manager ☐
   Township Trustee: _____ (if on Township Road) ☐
   Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by:_____ Date Submitted:_____

Attachment: 01.11.22_Reid Plumbing_Deibler Place (11837 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Jim Blanton	Blanton Realty		
Applicant Name	Type of Construction		
200 Southwind Place	Manhattan	Ks	66503
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to Bore under 717 & 719 Diebler to add a water line as directed by Public Works along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A $100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.

B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.

C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.

D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to riley County or the Township.

E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**

F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.

G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____ 1-14-2022
Submitter's signature — Date

Jim Blanton/ Broker-Owner Blanton Realty
Printed Name & Title

785-776-8506	Reid Plumbing
Submitter's Telephone Number	Contractor Name
blantonrealtyks@gmail.com	Cell: 785-565-8121 Office: 785-537-2869
Submitter's Email Address	Contractor Telephone Number
As soon as possible	1 day
Proposed Date of Construction	Estimated Duration of Construction

RECOMMENDED BY: _____
Riley County Engineer

Permit granted this ___day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

_____
Chairperson

OFFICE USE ONLY:
Application Fee: 100.00
$1,000 Deposit XX Bond ___ Letter ___
Receipt No. 012716 Date: 1-11-22
Signature: SS

Attachment: 01.11.22_Reid Plumbing_Deibler Place (11837 : Highway Use Permit)

water pit has been marked in Blue and Stacked all other services have been Located. Please Review Photos provided.

Jim Blanton

1-13-22



Attachment: 01.11.22_Reid Plumbing_Deibler Place (11837 : Highway Use Permit)



Attachment: 01.11.22_Reid Plumbing_Deibler Place (11837 : Highway Use Permit)



Attachment: 01.11.22_Reid Plumbing_Deibler Place (11837 : Highway Use Permit)

REIDPLU-01 TBURCHAM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Farmers Union Midwest Agency 8251 Northwoods Dr. Suite B Lincoln, NE 68505	CONTACT NAME: PHONE (A/C, No, Ext): (402) 483-1045 FAX (A/C, No): (402) 483-0648 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : United Fire & Casualty Co — 13021
INSURED Reid Plumbing Heating & AC 8964 Green Valley Dr Manhattan, KS 66502	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			60516904	6/1/2021	6/1/2022	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			60516904	6/1/2021	6/1/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			60516904	6/1/2021	6/1/2022	EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			60516904	6/1/2021	6/1/2022	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Riley County 6215 Tuttle Creek Blvd Manhattan, KS 66503	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Attachment: 01.11.22_Reid Plumbing_Deibler Place (11837 : Highway Use Permit)

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

COUNTY CLERK & ELECTIONS
Amendment

COMMISSION AGENDA REPORT

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **January 20, 2022**

SUBJECT: **Amend CIP Projects for Tandem Axle Truck-21-21-PW009**

PRESENTER: **John Ellermann, Public Works Director**

This is a request to approve additional funds for the 2nd Tandem Axle Truck (21-21PW009) as presented to and approved by the Commission on December 30, 2021. Tandem Axle Truck amendment for 21-21PW010 was approved on 1/10/2022.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Enclosures:

- CIP Amendments (PDF)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM

CERTIFICATION OF PROJECT AMENDMENT

Project: Tandem Axle Truck w/ Plow and Spreader (1)

Project #: 21-21PW009

Department: Public Works

Date: 12/27/2021

Approved Project Cost:	$ 230,000.00	
Project Amendment #1:	$ 4,021.00	12/30/2021
Revised Total Project Cost:	$ 234,021.00	Amendment Date
Project Amendment #2:	$ -	
Revised Total Project Cost:	$ -	Amendment Date
Project Amendment #3:	$ -	
Revised Total Project Cost:	$ -	Amendment Date

CASH: (Only required if cash is increased by amended amount)

Cash Available: $ -

Signatures:

☐ This project **is funded** as amended. #1 Shilo Heger, Riley County Treasurer

☐ This project **is not funded** as amended. #2 Shilo Heger, Riley County Treasurer

#3 Shilo Heger, Riley County Treasurer

BUDGET: (Only required if budget authority is increased by amended amount)

Budget Available: $ -

☑ This project **is funded** as amended. #1 Rich Vargo, Riley County Clerk

☐ This project **is not funded** as amended. #2 Rich Vargo, Riley County Clerk

#3 Rich Vargo, Riley County Clerk

APPROVAL: (Required)

Approved Amount: $ -

☐ This project **is funded** as amended. #1 Chairman

☐ This project **is not funded** as amended. #2 Chairman

#3 Chairman

Attachment: CIP Amendments (11842 : Amend CIP Project)

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

COUNTY CLERK & ELECTIONS
Tax Roll Correction

COMMISSION AGENDA REPORT

FROM: **Lori Muir, Real Estate Specialist**

MEETING: **January 20, 2022**

SUBJECT: **Sign Tax Roll Corrections**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- image20024 (PDF)
- image20026 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2022/01/12

Taxpayer ID BLUE0061
Owner ID BLUE0061

Control # 2022000016

Tax Year 2021
Tract # 063074

BLUEMONT CHURCH

CAMA # 211-12-0-40-11-017-00-0-01

CAMPUS ACRES ADDN
S 234.5' LOT 74
PT OF TR IN SE4
.90A

1801 ANDERSON AVE

TU 2 Manhattan City
Parcel 38210
USD 383

MANHATTAN, KS 66502-3601

Property Address 2000 CLAFLIN RD

APPRAISER SECTION (Value) 2022/01/12 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	35040	340810	375850	EO	20928	203552	224480	151370-
				RU	14112	137258	151370	151370
Total	35040	340810	375850	Total	35040	340810	375850	
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	4030	39193	43223	EO	20928	203552	224480	181257
				RU	1623	15785	17408	17408
Total	4030	39193	43223	Total	22551	219337	17408	Total 25815-
SB41	2300			SB41	2300			SB41

CLERK SECTION (Tax) 2022/01/12 DBREAULT ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 157.46100	Gen Tax	6805.94	Levy 157.46100	Gen Tax	2741.08	4064.86-
	SB41 $	46.00		SB41 $	46.00	
SB41 Tax Dollars		6759.94	SB41 Tax Dollars		2695.08	4064.86-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 25815-
Applicable Mill Levy 157.46100
Net Change in Levied Tax Dollars | 4064.86- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 4064.86- |

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 2.00%
Tax Statement # 10150
Comments Exempt per BOTA 2021-5029-TX
Beginning May 28, 2021

Owner BLUE0061
BLUEMONT CHURCH

By order of the Board of County Comissioners of RILEY COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475, 1701, 1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image20024 (11832 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2022/01/14

Taxpayer ID ASCE0001
Owner ID ASCE0001

Control # 2022000018

Tax Year 2021
Tract # R15646

ASCENSION VIA CHRISTI
HOSPITAL MANHATTAN INC
1823 COLLEGE AVE

MANHATTAN, KS 66502-3381

CAMA # 211-12-0-20-01-027-00-0-01

TU 2 Manhattan City
Parcel 61580
USD 383

MERCY REGIONAL
HEALTH CTR PT LOT 1

Property Address 1823 COLLEGE AVE

APPRAISER SECTION (Value) 2022/01/14 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	1144527	26341377	27485904
EO	526483	12117033	12643516
Total	1671010	38458410	40129420

Appraised After Correction:

CL	Land	Imp	Total
CU			
EO	1671010	38458410	40129420
Total	1671010	38458410	40129420

Net Change

27485904-
27485904

Assessed Prior to Correction:

CL	Land	Imp	Total
CU	286132	6585344	6871476
EO	526483	12117033	12643516
Total	812615	18702377	6871476
SB41			

Assessed After Correction:

CL	Land	Imp	Total
CU			
EO	1671010	38458410	40129420
Total	1671010	38458410	
SB41			

Net Change

	6871476-
	27485904
Total	6871476-
SB41	

CLERK SECTION (Tax) 2022/01/14 LMUIR ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	1081989.48
	SB41 $	
SB41 Tax Dollars		1081989.48

Tax After Correction:

Levy 157.46100	Gen Tax	
	SB41 $	
SB41 Tax Dollars		

Net Change

1081989.48-
1081989.48-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 6871476-
Applicable Mill Levy 157.46100
Net Change in Levied Tax Dollars | 1081989.48- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 1081989.48- |

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 2.00%
Tax Statement # 82163
Comments BOTA exempt per 2021-6313-TX

Owner ASCE0001
ASCENSION VIA CHRISTI

By order of the Board of County Comissioners of RILEY COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475, 1701, 1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image20026 (11832 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2022/01/14

Taxpayer ID MERC0010
Owner ID MERC0010

Control # 2022000019

Tax Year 2020
Tract # R15620

MERCY REGIONAL HEALTH CENTER INC
PO BOX 1047
MANHATTAN, KS 66505-1047

CAMA # 211-12-0-20-01-001-00-0-01
TU 2 Manhattan City
Parcel 61590
USD 383

MERCY REGIONAL HEALTH LOT 2

Property Address 2423 KIMBALL AVE

APPRAISER SECTION (Value)

2022/01/14 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	697740		697740
Total	697740		697740

Appraised After Correction:

CL	Land	Imp	Total
EO	697740		697740
Total	697740		697740

Net Change

Assessed Prior to Correction:

CU	174435		174435
Total	174435		174435
SB41			

Assessed After Correction:

EO	697740		697740
Total	697740		
SB41			

Net Change
523305
Total 174435-
SB41

CLERK SECTION (Tax)

2022/01/14 LMUIR ORDER PRINTED

Tax Prior to Correction:

Levy 155.27200	Gen Tax	27084.88
	SB41 $	
SB41 Tax Dollars		27084.88

Tax After Correction:

Levy 155.27200	Gen Tax	
	SB41 $	
SB41 Tax Dollars		

Net Change
27084.88-
27084.88-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence)	174435-
Applicable Mill Levy	155.27200
Net Change in Levied Tax Dollars	27084.88-
Net Change in SB41 Exemption	
Net Change in Total Tax Dollars	27084.88-

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 2.00%
Tax Statement # 21571
Comments BOTA exempt per 2021-5612-TX

Owner MERC0010
MERCY REGIONAL HEALTH CENTER

By order of the Board of County Comissioners of RILEY COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475, 1701, 1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image20026 (11832 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2022/01/14

Taxpayer ID MERC0010
Owner ID MERC0010

Control # 2022000020

Tax Year 2021
Tract # R15620

MERCY REGIONAL HEALTH CENTER INC
PO BOX 1047
MANHATTAN, KS 66505-1047

CAMA # 211-12-0-20-01-001-00-0-01
TU 2 Manhattan City
Parcel 61590
USD 383

MERCY REGIONAL HEALTH LOT 2

Property Address 2423 KIMBALL AVE

APPRAISER SECTION (Value) 2022/01/14 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
CU	697740		697740	EO	697740		697740	
Total	697740		697740	Total	697740		697740	
Assessed Prior to Correction:				Assessed After Correction:				Net Change
CU	174435		174435	EO	697740		697740	523305
Total	174435		174435	Total	697740			Total 174435-
SB41				SB41				SB41

CLERK SECTION (Tax) 2022/01/14 LMUIR ORDER PRINTED

Tax Prior to Correction:		Tax After Correction:		Net Change
Levy 157.46100 Gen Tax	27466.72	Levy 157.46100 Gen Tax		27466.72-
SB41 $		SB41 $		
SB41 Tax Dollars	27466.72	SB41 Tax Dollars		27466.72-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence)	174435-
Applicable Mill Levy	157.46100
Net Change in Levied Tax Dollars	27466.72-
Net Change in SB41 Exemption	
Net Change in Total Tax Dollars	27466.72-

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 2.00%
Tax Statement # 21735
Comments BOTA exempt per 2021-5612-TX

Owner MERC0010
MERCY REGIONAL HEALTH CENTER

By order of the Board of County Comissioners of RILEY COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475, 1701, 1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image20026 (11832 : Tax Roll Corrections)

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resource Manager**

MEETING: **January 20, 2022**

SUBJECT: **Sign Riley County Personnel Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resource Manager**

Enclosures:

- 2022-01 J Torres (green) (PDF)
- 2022-01 T WRight (Green) (PDF)
- 2022-01 Vol Fire - R Rodvelt (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☐ Change		Fill Request Date: 01/08/2022 Employee #

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

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

Torres	Julio		316-765-1457
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

EMT	EMS/Ambulance	
Position Title	Department	Fund

01/23/2022	☐ Exempt	■ Non-Exempt		■ Yes ☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?

	$ 14.44	■ Hour	$	☐ Bi-weekly	☐ 40	■ PRN
Grade/Step	Pay Rate				Hours Per Workweek	

Approvals:

Department: [signature] Date: 1-10-2022

Personnel: [signature] 1/11/2022

BOCC

Chairman: _____ _____

Member: _____ _____

Member: _____ _____

Original to Division of Human Resources; copy to Payroll, hiring department; revised 7/21/2021

Attachment: 2022-01 J Torres (green) (11834 : Personnel Action Form (Green Sheet))

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☒ Change		Fill Request Date: 1/20/22 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

Wright	Teresa		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Custodian I	Public Works	001-040
Position Title	Department	Fund

1/17/2022	☐	☒	NA	☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

D	03	$14.71	☒ Hour	$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department: John Ellenmann Date: 1-18-2022

Personnel: 1/18/2022

BOCC Chairman: _____

Member: _____

Member: _____

Original to Division of Human Resources, copy to Payroll, hiring department, revised 7/21/2021

Attachment: 2022-01 T WRight (Green) (11834 : Personnel Action Form (Green Sheet))

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☒ Change	Supervisor: Dept Head: Russel Stukev	Fill Request Date: 1/20/2022 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

Rodvelt	Rylee		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Volunteer Fire Fighter	Fire Dist #1	0183-000183
Position Title	Department	Fund

1/13/2022	☐	☐		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

VOL FIRE		$	☐ Hour	$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department: Russel Stukey Date: 1-18-22

Personnel: Erin Allen 1/18/2022

BOCC
Chairman: _____ _____

Member: _____ _____

Member: _____ _____

Original to Division of Human Resources, copy to Payroll, hiring department, revised 11/22/21

Attachment: 2022-01 Vol Fire - R Rodvelt (green) (11834 : Personnel Action Form (Green Sheet))

Board of Riley County Commissioners
Regular Meeting
Minutes
January 13, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Chair District 3 – Kathryn Focke, Vice Chair District 1 – John Ford, Member

8:30 AM **Call to Order**

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:34 AM
Russel Stukey	Emergency Management Director	Present	9:20 AM
Julie Gibbs	Health Department Director	Present	9:02 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comment

McKinley's Comments:

I had some more discussions with the North Central Regional Council and they may have someone here to talk to us in February.

I had to miss the Fire Board meeting, because it conflicted with the Riley City Council. I was told about some of the things discussed and I need to talk to Russel Stukey about them.

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (Review Minutes)

Tuesday evening I attended the Riley City Council meeting and Wednesday evening the Randolph City Council. Had the same discussions both places.

Went over the Rural Economic Development Advisory Board and left copies of the application. They were very supportive of this and each had people in mind that they were going to talk to about applying.

I also discussed the ambulance versus part time paramedic options being discussed. All agreed that an ambulance is what is needed. They pay the same taxes and should have the same service. I know this will be an ongoing discussion.

After the Randolph meeting I made it back to watch the K-State men's basketball game, ouch.

Focke's Comments:

Monday, got a COVID test at the Health Department when I learned that I had been exposed over the weekend. The test came back negative. I'm following the guidelines to wear a mask for five days when around others. So far, no symptoms.

Tuesday I had a cleaning service at the house to do a deep clean after 2½ months with four dogs and one cat in the house. Spent most of the day in my home office going through the 2021 paperwork that had piled up. In the evening, I attended the Personnel Support Committee meeting at FLC. Under discussion was the parameters for a new office administrator and whether to hire a person that is requesting hybrid hours. We had a long discussion on how that would work at the church with expectations of the congregation. Many organizations are struggling with this same issue.

Wednesday I did some clean up in the yard, went to the Rec. Center for a work out, met with a new dog walker and put things back in order after the clean day. Did food shopping for the Common Table meal on Thursday night. Will be helping to cook this afternoon and evening.

Ford's Comments:

Monday afternoon I did listen in on the NACo National Membership Call for their overview of the U.S. Treasury Final Rule for the American Fiscal Recovery Fund. Discussions included the 10 million revenue loss allowance, and some differences in spending through both the interim final rule and the actual final rule which begins on April 1st 2022. Clarifications included spending and allocations to

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (Review Minutes)

disproportional populations, premium pays, and rehiring of staff and employees pre pandemic, county cybersecurity, and a larger base of funds that can be spent on water and waste water projects, and broadband and wireless. NACo has a recovery dashboard available at on their website with all this information as well.

Tuesday morning I did KMAN's InFocus segment. As usual it went very well. Some of what we discussed were the ongoing efforts related to COVID, Monday's BOCC Reorganization, BOCC board appointments, our recent decision on the Flint Hills Regional Council, our newly established Rural Economic Development Committee, a summary of work and efforts throughout 2021, our work and efforts moving forward on the EMS/EOC Facility and other possible facilities in the future, redistricting, and the 2022 Kansas Legislative Session. Always enjoy doing the program and I'll be back on in April when it's my turn again.

Wednesday afternoon I had my monthly teleconference call with NACo's Community Economic and Workforce Development Committee. Guest Speakers included Kevin Shrawder, Associate Economist for NACo, and Stacy Nakintu, Research and Data Analyst for NACo who both discussed the overview of the NACO "County Levers to Drive Economic Mobility: Local Solutions and Strategies Report. We also received a U.S. Congress legislative update from Michael Matthews, NACo's Associate Legislative Director for CEWD. Next month's meeting will be in person at the NACo Policy and Legislative Conference in Washington, D.C.

Looks like both the K-State men's and women's basketball teams lost close games here this last week against TCU and Iowa State respectfully.

Business Meeting

3. Discuss Joint City/County/County Meeting Agenda

4. Intergovernmental Luncheon Agenda

5. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (Review Minutes)

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

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Nicolas Taylor, an On Call Juvenile Intake, in the Community Corrections Department, for Separation from County Service, effective December 30, 2021.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of $581,638.29 and the following warrant vouchers for January 14, 2021:

2022 Budget

County General	$1,422,828.80
Health Department	88,133.27
Motor Vehicle Operations	4,015.08
Community Corrections	16,439.56
Economic Development	38,468.69
Solid Waste	4,517.69
County Building	8,997.70
RCPD Levy/Op	1,164,049.40
Riley Co Fire Dist #1	4,713.45
Riley Co Fire Dist CapOut	71,006.00
TOTAL.	$2,823,169.64

2021 Budget

County General	$117,725.60
Health Department	17,600.30
Motor Vehicle Operations	110.00
Capital Improvements Fund	49,977.48
Solid Waste	171,027.95
County Building	1,904.60
RCPD Levy/Op	2,267.89
Landfill Closure	531.26
Riley Co Fire Dist #1	1,396.05
Fire Dist Projects	150.00
Carson Sewer Benefit Dist	840.00
Konza Water Operations	34.21

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (Review Minutes)

TOTAL. $363,565.34

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 10, 2022 8:30 AM

Move to approve minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

11. Administrative Work Session

Review and Approve Legislative Lobbyist Contract for 2022

Holeman presented the lobbyist contract for 2022.

Move to authorize counsel to sign the contract as presented.

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (Review Minutes)

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

9:20 AM **Russel Stukey, Emergency Services Director**

12. Request to advertise for formal bids for extrication equipment

Stukey requested to advertise for formal bids for extrication equipment.

Stukey estimated the cost to be $25,000 - $30,000 per unit.

Stukey stated he will be bringing a proposal to the Board to consider allowing departments to purchase used vehicles prior to Board approval. Stukey stated when they locate a vehicle by the time they receive approval to purchase the vehicle is sold.

Vargo recommended the Budget and Planning Committee review the request as related to the Riley County Procurement Policy.

The Board agreed.

Move to approve Riley County Fire Department #1 permission to advertise for bids for two sets of extrication equipment (Jaws of Life).

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

9:25 AM **Julie Gibbs, Health Department Administrator**

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

13. Riley County Health Department January 2022 Update

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (Review Minutes)

Gibbs presented the Health Department monthly report.

Gibbs discussed the recent increase in COVID cases, testing and vaccination clinics.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

McKinley stated he has heard from some it is hard to get to day meetings. McKinley suggested one meeting a month in the evening.

Focke said she likes the idea. Focke stated it may take some time for people to get used to it.

Nicholas stated we usually have 4-5 daily of which 3 are probably IT.

McKinley discussed a meeting being held this Saturday from 1:00 p.m. - 3:00 p.m. in Randolph at the North County Center to discuss the north county ambulance.

The Board discussed holding a public meeting in the evening, in north county, on the north county ambulance.

Adjournment

Move to adjourn.

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

Minutes Acceptance: Minutes of Jan 13, 2022 8:30 AM (Review Minutes)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

January 24, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Chair | District 3 – Kathryn Focke, Vice Chair | District 1 – John Ford, Member

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **David Adams, EMS/Ambulance Director**

1. Staff update

9:15 AM **Lori Feldkamp, Big Lakes Developmental Center Director**

2. Big Lakes Developmental Center update

9:30 AM **Press Conference**

3. Presentation of plaque to Dr. Tom Taul in recognition of serving 20 years on the RCPB/BOZA - Greg McKinley and Amanda Smeller (3-5 minutes)

9:50 AM **Break**

10:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

4. Administrative Work Session

10:20 AM **Amanda Smeller, Planning and Development Director**

5. Property Maintenance Code Enforcement Services contract with City of Randolph

Attachment: 01-24-22 tentative agenda (11627 : Tentative Agenda)

11:10 AM **Dennis Butler, RCPD Director**

6. RCPD update

12:00 PM **Intergovernmental Luncheon**

Adjournment

Announcement

The 2022 Local Government Day will be held Wednesday, January 26, 2022 from 1:00 p.m. - 7:00 p.m. at the Hotel Topeka at City Centre, 1717 SW Topeka Boulevard, 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: 01-24-22 tentative agenda (11627 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

January 27, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Chair | District 3 – Kathryn Focke, Vice Chair | District 1 – John Ford, Member

8:30 AM **Call to Order**

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 Uccello, PIO**

6. PIO update

10:20 AM **Bob Isaac, Planner**

7. Public hearing for a special use authorization to permit the construction and operation of a rural fire department

Attachment: 01-27-22 tentative agenda (11627 : Tentative Agenda)

10:30 AM **Russel Stukey, Emergency Management Director**

8. Bid opening for two sets of rescue extrication equipment

10:40 AM **Amy Manges, Register of Deeds**

9. Staff update

Adjournment

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

Attachment: 01-27-22 tentative agenda (11627 : Tentative Agenda)

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Barry Wilkerson, County Attorney**

MEETING: **January 20, 2022**

SUBJECT: **Request to Fill County Attorney Office Assistant II**

PRESENTER: **Barry Wilkerson and Elizabeth Ward, Human Resource Manager**

BACKGROUND
This position is vital to ensure staff supervision. The Riley County Attorney's Office would like to fill the position, as described in the attached position description to fill the needs of Riley County.

DISCUSSION
The incumbent was recently promoted to a higher level position within the Riley County Attorney's Office.

FISCAL IMPACT
No fiscal impact. This position is already included in the 2022 Budget

RECOMMENDATION(S)
I recommend the Board approve to fill the Office Assistant II position for the County Attorney's office.

POSSIBLE MOTION(S)
Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to approve to fill the Office Assistant II position for the Riley County Attorney's office.

Enclosures:

- 2022-01 Office Assist - Atty (gold) (PDF)
- County Attorney Office Assistant II position description (PDF)

Attachment: 2022-01 Office Assist - Atty (gold) (11840 : Request to Fill Open Position)

Department Attorney Date 01/12/2022 Job Title Office Assistant II

☒ Full Time ☐ Part Time	☒ Regular ☐ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade E 40 Hours per ☒ Week ☐ Month	Start Date ASAP End Date	☒ Non-Exempt ☐ 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: Lindsay Flores	2. Effective date of promotion, transfer, termination, or change: 01/10/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
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): $	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?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Current employee promoted

2. Is it possible to fill this position internally? If no, why not? Yes, if meet qualifications

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

Additional comments:

Approval by:		Date:
Department Head:		1-12-2022
Personnel:		1/12/2022
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**OFFICE ASSISTANT II**		
Department:	County Attorney	**Division:**	
Reports To:	County Attorney Office Assistant II		
Pay Grade:	**E**	**Status:**	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The position is responsible for providing clerical support, public contact, and communication services to the Office of the Riley County Attorney.

ESSENTIAL FUNCTIONS:

- Perform and manage office functions to fulfill the duties of typing, filing, and photocopying as required.
- Process, receive, sort and distribute daily mail in order to facilitate timely replies. Complete errands between the County Attorney's office, Courthouse and District Court.
- Receive, record and relay accurate messages to facilitate communications within the office, other agencies and the general public.
- Greet and assist the public at the front counter in a professional manner.
- Ensure all incoming phone calls are answered promptly and professionally.
- Maintain the department calendar and updating as needed.
- Confirm receipt of all police reports received from law enforcement agencies. Enter police reports into prosecutor database to maintain receipt and tracking status of report; accurate details are critical.
- Perform other miscellaneous office duties as required or requested.

SECONDARY FUNCTIONS:

- Other duties as directed by supervisor, County Attorney, Deputy Attorney in County Attorney's absence.

POSITION REQUIREMENTS:

Education: A high school diploma or GED required. One year of post high school training or experience, certificate from college or technical school preferred. Any combination of experience and education.

License(s)/Certificate(s): Must pass a criminal records background check.

Experience & Knowledge: Any combination of experience, education or training which provides the following knowledge, skill and ability: knowledge of Word, Full Case, Excel and other relevant computer software. Typing speed of at least 50 wpm. Knowledge of criminal and civil legal system is helpful.

Skills: Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize tasks as they come in. Flexibility in planning and work efficiently under stress and pressure. Ability to draft letters and legal documents from brief notes or instructions.

Supervisory Controls: This position reports directly to the Office Manager and County Attorney or Deputy Attorney in County Attorney's absence. Work is assigned under general guidelines by the Office Manager or County Attorney. Documents are reviewed for completeness and accuracy with the supervisor.

Attachment: County Attorney Office Assistant II position description (11840 : Request to Fill Open Position)

Guidelines: Guidelines will be oral and written.

Complexity: The Riley County Attorney's Office is responsible for prosecuting minor to major crimes. The duties and functions can be difficult and complicated on occasion. The work requires strong organizational and interpersonal skills. The obligations and duties require following standardized policies and procedures.

Scope and Effect of Work: The position must perform routine, specific procedures and provide follow-through to ensure the efficient and timely process of criminal, traffic violations, mental illness, juvenile offender and child-in-need-of-care cases.

Personal Contacts: This position will have daily personal contacts with members of the general public attorneys, law enforcement, and co-workers. Often this position will be the first point of contact.

Purpose of Contacts: Involves mainly the gathering, exchanging, and verifying of information.

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

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, and talk or hear. The employee must also be able to prepare documents and enter data on a computer. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include the ability to transfer calls and monitor a computer screen

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

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is the occasional risk the employee will have to deal with disgruntled individuals.

Approved: _____ Date:
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Attachment: County Attorney Office Assistant II position description (11840 : Request to Fill Open Position)

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

COUNTY CLERK & ELECTIONS
Boards

COMMISSION AGENDA REPORT

FROM: **Cindy Kabriel, Administrative Assistant II**

MEETING: **January 20, 2022**

SUBJECT: **Discuss Rural Economic Development Advisory Board appointments and terms**

PRESENTER: **Board of County Commissioners**

Attached is the resolution establishing the Rural Economic Development Advisory Board on December 9, 2021.

Applications have been received from Gordon Hibbard, Kent Glasscock, Brenda Jordan, Ron Wilson, and Daryn Soldan.

Six members:
- Gordon Hibbard
- Kent Glasscock
- Brenda Jordan
- Ron Wilson
- Jada Sharp

One member the County Extension Director:
- Gary Fike

One member a staff member of Riley County Extension appointed by County Extension Director
- John Jobe

One member a staff member of the Manhattan Area Chamber of Commerce:
- Daryn Soldan

Discussion

Appointments, what year term for each member appointed, and the month/date for the term expiration.

Three members for a one year term
Three members for a two year term
Three members for a three year term.

The Board agreed by consensus to appoint _____, _____, _____ for one year term; _____, _____, _____ for two year term; _____, _____, _____ for three year term with terms ending _____.

Enclosures:

- Res# 120921-50 (PDF)
- Rural Eco Devo (PDF)

RESOLUTION NO. 120921-50

A RESOLUTION OF RILEY COUNTY, KANSAS ESTABLISHING A RURAL ECONOMIC DEVELOPMENT ADVISORY BOARD FOR RILEY COUNTY STATING THE MEMBERSHIP, PURPOSE, FUNCTIONS AND POWERS

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

Section 1: A Rural Economic Development Advisory Board (hereinafter "Advisory Board" is hereby established.

Section 2: The Advisory Board shall consist of nine members and all members shall be residents of Riley County, Kansas, except those staff positions identified in Section 3.

Section 3: The members of the Advisory Board shall be appointed by the Board of County Commissioners and have the following qualifications:

- Six members shall reside in either Cities of Riley County other than Manhattan, or in the unincorporated area of Riley County
- One member shall be the County Extension Director of the Riley County K-State Research and Extension Office; This member shall not be required to be a resident of Riley County; This member shall not be subject to the term limitations of Section 4.
- One member shall be a staff member of the Riley County K-State Research and Extension Office as appointed by the County Extension Director. This member shall not be required to be a resident of Riley County; This member shall not be subject to the term limitations of Section 4.
- One member shall be a staff member of the Manhattan Area Chamber of Commerce; This member shall not be required to be a resident of Riley County; This member shall not be subject to the term limitations of Section 4.

Section 4: In the sole discretion of the Board of Riley County Commissioners, three members of the Advisory Board shall be appointed for a term of one year; three members of the Advisory Board shall be appointed for a term of two years; and three members of the Advisory Board shall be appointed for a term of three years. Thereafter, all appointments shall be made by the Board of Riley County Commissioners for three-year terms. But members of the Advisory Board who no longer qualify for appointment under Section Three herein, shall vacate their position immediately. In the event of such vacancies, the Board of Riley County Commissioners shall make appointments for the unexpired terms of the member(s) who no longer qualify for appointment under Section Three herein. All members of the Advisory Board shall serve without compensation. In its sole discretion, the Board of Riley County Commissioners may dissolve the Advisory Board at any time, and may also remove members from the Advisory Board at any time.

Section 5: The Rural Economic Development Advisory Board shall meet monthly. A quorum of the Committee is established by a quorum of the Committee in attendance at any monthly meeting. Meetings of the Committee are subject to the requirements of the Kansas Open Meetings Act and shall be open to the public. Minutes shall be kept of all monthly Committee meetings.

Attachment: Res# 120921-50 (11845 : Rural Economic Development Advisory Board)

Section 6: The Rural Economic Development Advisory Board shall provide policy recommendations to the Board of County Commissioners but shall not discuss or negotiate any development agreements. Any inquiry to the Advisory Board regarding pending or proposed development agreements shall be referred to the Board of County Commissioners.

Section 7: The Rural Economic Development Advisory Board shall serve in an advisory capacity to the Board of County Commissioners and shall have the following duties:

(1) Review and provide recommendations to the Board of Riley County Commissioners on Rural Economic Development Strategies and possible Economic Development Incentive Policies;

(2) Advise the Board of County Commissioners on the attraction and expansion of business, retail, industrial, agriculturaland commercial development which is consistent with the County's comprehensive plan;

(3) Review and provide recommendations to the Board of Riley County Commissioners regarding Economic Development policies, rules, regulations, and other matters relating to the economic development program of Riley County, as directed by the Board of County Commissioners; and

(4) Collaborate with other governmental agencies, non-profit, and for-profit organizations in the advancement of economic development programs and projects, as directed bythe Board of County Commissioners.

Section 8: This Resolution shall take effect and be in full force from and after its adoption by the Board of County Commissioners of Riley County, Kansas.

ADOPTED AND APPROVED on this 9th day of December, 2021.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn G. Focke, Member

ATTEST:

(Seal)

Rich Vargo, Riley County Clerk

Attachment: Res# 120921-50 (11845 : Rural Economic Development Advisory Board)

RILEY COUNTY

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

Name Gordon Hibbard Date November 2, 2021

Address 5765 Blue River Hills Rd, Manhattan, KS 66503

Telephone 785-770-7475 (Home) _____ (Work) Occupation Software Development owner

e-mail address: ghibbard@gmail.com

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

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).

Riley County Rural Economic Development Task Force

I own and manage the Dale Carnegie franchise for Kansas. We work with dozens of rural businesses throughout Kansas. There are several opportunities rural areas can benefit from with a strong focus and concerted effort among rural leaders.

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

On back

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

Attachment: Rural Eco Devo (11845 : Rural Economic Development Advisory Board)

RILEY COUNTY

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

Name Kent Glasscock Date 11/22/21

Address 1211 Deep Creek Road

Telephone 785-341-1816 (Home) _____ (Work) Occupation Business Executive

e-mail address: kent.glasscock@klhomestore.com

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

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).

With thirty years of experience in pubic/private economic development , I am excited at the prospect of helping to advance the prosperity of my home county. I have a family-owned business operating in four states, was in local/state public office for sixteen years, and for the past twenty years I have been CEO of K-State Innovation Partners which performs economic development activities for Kansas State University.

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

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

Attachment: Rural Eco Devo (11845 : Rural Economic Development Advisory Board)

RILEY COUNTY

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

Name Brenda M. Jordan Date 12/22/2021

Address 6441 Walnut Creek Road, Riley, KS 66531

Telephone 785 485 2845 (Home) 785 532 9119 (Work) Occupation Attorney/Business Owner/Farmer

e-mail address: bjordan@twinvalley.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
___ Big Lakes Developmental Center Board
X Fair Board
___ Food and Farm Council
___ Hunters Island Water District Advisory Board
___ Joint Corrections Advisory Board
___ Judicial Nominating Commission—21st
X Law Enforcement Agency Board
___ Manhattan Urban Area Planning Board
___ Museum Board of Trustees
___ North Central-Flint Hills Area Agency on Aging Advisory Board
___ Pawnee Mental Health Services Board
___ Riley County Council on Aging Advisory Board
___ Riley County Parks Board
___ Riley County Planning Board/Board of Zoning Appeals
___ Riley County Public Health Council
___ Road and Bridge Advisory Board
X Rural Economic Development Advisory 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).

As a resident of rural northern Riley County, I am familiar with the needs of agricultural members of our community, both you and old. I have raised four (4) children, all of which participated in 4H, FFA and national agriculture related activities. Additionally, I was raised on a farm in southeast Kansas. Thus, I have a lifetime of experience from multiple angles and perspectives to provide insight and guidance on both the Fair Board and Rural Economic Development Advisory Board. As tot the latter, I am very interested in making sure that development in the County is geared toward the needs of the rural community members.

As to the Law Enforcement Agency Board, as a former prosecutor and current defense attorney, I have not only the legal training that would be a benefit, but also the unique experiences of interacting with people who come into contact with RCPD on a regular basis. These individuals do not always have the ability, understanding of the importance, knowledge, or discernment to approach the board about issues.

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

Lora Ingels, 1721 Laramie, Manhattan, KS 66502 785 477 5005

Josh and Kelly Wendland, 21901 Mayday Road, Barnes, KS 66933 785 770 2304 or 785 770 2404

Jennifer Wilson, 10887 Anderson, Riley, KS 66531 785 313 5023

Signature Brenda M Jordan

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: Rural Eco Devo (11845 : Rural Economic Development Advisory Board)

RILEY COUNTY

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

Name Ron Wilson Date 1/4/2021

Address 2103 Zeandale Road Manhattan KS 66502

Telephone 785-539-7899 (Home) 785-532-7690 (Work) Occupation Rural development institute director, KSU

e-mail address: rwilson@ksu.edu

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
___ Big Lakes Developmental Center Board
___ Fair Board
___ Food and Farm Council
___ Hunters Island Water District Advisory Board
___ Joint Corrections Advisory Board
___ Judicial Nominating Commission—21st
___ Law Enforcement Agency Board
___ Manhattan Urban Area Planning Board
___ Museum Board of Trustees
___ North Central-Flint Hills Area Agency on Aging Advisory Board
___ Pawnee Mental Health Services Board
___ Riley County Council on Aging Advisory Board
___ Riley County Parks Board
___ Riley County Planning Board/Board of Zoning Appeals
___ Riley County Public Health Council
___ Road and Bridge Advisory Board
X Rural Economic Development Advisory 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).

As a Riley County native, a longtime rural resident, and co-owner of an agritourism business in the county, I would hope to bring useful perspectives to this organization. As director of the Huck Boyd National Institute for Rural Development at KSU, I have been fortunate to observe various economic development approaches and entrepreneurs across the state and nation while developing an understanding of rural development policies. The Riley County Commissioners should be commended for focusing on rural economic development, and I would be glad to see our County move forward.

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

Dr. Gregg Hadley, Director of Extension, 123 Umberger Hall, KSU Manhattan KS 66506 785-532-5820 ghadley@ksu.edu

Terry Holdren, CEO/General Counsel Kansas Farm Bureau, 2627 KFB Plaza, Manhattan KS 66503 785-587-6000 holdrent@kfb.org

Steve Radley, President & CEO, NetWork Kansas, PO Box 877, Andover, KS 67002 sradley@networkkansas.com | (316) 425-7572

Signature Ron Wilson

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: Rural Eco Devo (11845 : Rural Economic Development Advisory Board)

RILEY COUNTY

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

Name Daryn Soldan Date 12/27/2021

Address 1460 Waterford Place, Apt 5, Manhattan, KS, 66502

Telephone 785-564-2925 (Home) 785-776-8829 (Work) Occupation Manhattan Area Chamber of Commerce

e-mail address: daryn@manhattan.org

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
___ Big Lakes Developmental Center Board
___ Fair Board
___ Food and Farm Council
___ Hunters Island Water District Advisory Board
___ Joint Corrections Advisory Board
___ Judicial Nominating Commission—21st
___ Law Enforcement Agency Board
___ Manhattan Urban Area Planning Board
___ Museum Board of Trustees
___ North Central-Flint Hills Area Agency on Aging Advisory Board
___ Pawnee Mental Health Services Board
___ Riley County Council on Aging Advisory Board
___ Riley County Parks Board
___ Riley County Planning Board/Board of Zoning Appeals
___ Riley County Public Health Council
___ Road and Bridge Advisory Board
X Rural Economic Development Advisory 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).

In my role as Director of Economic Development at the Manhattan Area Chamber of Commerce, we work with Riley County on local and regional economic development initiatives. These efforts include financial and operational support of the Small Business Development Center's (SBDC) office in Manhattan that serves entrepreneurs in our county and beyond. Additionally, the Chamber's Riley County E-Community program (with Network Kansas) is supporting rural Riley County businesses with gap financing solutions. Loan recipients through this program include Blue Vista and Ember Woods. I am interested in serving on this board to further the value of our economic development efforts in Riley County and continue growth in the area of rural entrepreneurial and small business support services.

I spent six years (2011-2016) staffing the Manhattan regional SBDC office and consulting with entrepreneurs and business in the region. I worked daily with small businesses and partnered with economic development organizations across multiple counties, including Riley, Pottawatomie, Wabaunsee, Geary, Marshall and Clay. Partnership efforts included the deployment of educational programming, direct advising/consulting, connectivity to state and federal tools/resources, and engagement with local/county boards. This experience and understanding of issues facing rural businesses and the potential resources available to assist their growth will be valuable for the Riley County efforts.

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

Jason Smith (Manhattan Area Chamber of Commerce) - 501 Poyntz Avenue, Manhattan – 785-776-8829
Lowell Kohlmeier (KS State Bank / Chamber ED Chair) – 1010 Westloop Pl, Manhattan – 785-587-4000 ext. 4000

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

Attachment: Rural Eco Devo (11845 : Rural Economic Development Advisory Board)

RILEY COUNTY

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

Name Jada Sharp Date 01/19/2022

Address 11881 LK and W Road Leonardville, KS 66449

Telephone 785-656-2685 (Home) same (Work) Occupation self-employed

e-mail address: jada@twinvalley.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
___ Big Lakes Developmental Center Board
___ Fair Board
___ Food and Farm Council
___ Hunters Island Water District Advisory Board
___ Joint Corrections Advisory Board
___ Judicial Nominating Commission—21st
___ Law Enforcement Agency Board
___ Manhattan Urban Area Planning Board
___ Museum Board of Trustees
___ North Central-Flint Hills Area Agency on Aging Advisory Board
___ Pawnee Mental Health Services Board
___ Riley County Council on Aging Advisory Board
___ Riley County Parks Board
___ Riley County Planning Board/Board of Zoning Appeals
___ Riley County Public Health Council
___ Road and Bridge Advisory Board
_x_ Rural Economic Development Advisory 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).

I am interested in serving on the Rural Economic Development Board because we live in rural community that is greatly impacted when a new business comes to town or when one leaves. I think it is important to look at ways to bring in and support new businesses in the small comm One new business can impact everyother business in the area by bringing new people to town and sharing about what is avaible in the area. This needs to be made up of people who live in and support the local small communities.

I do not have any specific training for this but I have lived in a rural community almost my entire life. We also own a small business and are plann another business that will be located in our local community.

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

Deandra Anderson
310 Barton Road
Leonardville, KS 66449
785-293-2069

Alicia Scofield
15375 LK and W Road
Leonardville, KS 66449
785-632-1709

Signature Jada Sharp

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: Rural Eco Devo (11845 : Rural Economic Development Advisory Board)

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

COUNTY TREASURER'S OFFICE
Staff Update

STAFF REPORT

FROM: **Shilo Heger**

MEETING: **January 20, 2022**

SUBJECT: **December 2021 Revenue Reporting - Riley County Treasurer**

PRESENTER: **Shilo Heger**

Enclosures:
- December 2021 Financials (PDF)

Riley County Balance Sheet
December 31, 2021

Assets	
KS State Bank-Checking	97,307,839.12
KS State Bank-ARP	7,112,736.53
Riley State Bank	338,223.35
Leonardville State Bank	5,000.00
Sunflower Bank	0.00
Cash on Hand	8,926.85
CD/CDARS	6,000,000.00

Liabilities/Fund Balances	
County General	15,846,240.70
Disaster Fund (ARPA Funds)	7,112,736.53
Health Department	1,136,012.07
Capital Improvements Fund	8,368,974.32
Economic Development	117,718.10
RCPD Levy/Inmate Medical	208,874.40
Radio Infrastructure Project	0.00
Bond & Interest	216,340.65
Road & Bridge Capital Projects	6,013,013.82
Landfill Closure	39,879.00
County Building	116,115.03
County Auction	168,838.45
Solid Waste	635,360.03
Emergency Management	778,618.86
Fire District #1	514,135.99
Register of Deeds Tech Fund	200,859.72
Clerk Tech Fund	128,512.71
Treasurer Tech Fund	76,334.80
Motor Vehicle Operations	51,079.35
RCPD Ops/IT Reserve/Seizure	2,776,697.98
District Court-Technology	177,687.87
Court Services	3,904.93
EMS Grants	6,067.64
Museum Bequest	6,582.25
War Memorial Fund	10,370.07
Miscellaneous	29,132.11

Community Corrections		81,750.79
JJA Prevention	Teen Court	Adult Services
Juvenile Intake Case Manager	Juvenile Service	Special Alcohol

County Attorney		4,958.79
Special Prosecutor Trust	PATF	

Benefit Districts		936,723.52
University Park	Moehlman Bottoms	Deep Creek
Carson Sewer	Valleywood	Lakeside Heights
Hunters Island	Terra Heights	Konza
Mertz/McGehee Drainage		

Funds to be Distributed		4,106,406.73
City Funds	Wildlife & Parks	School Funds
Township Funds	Special Assessments	State Funds
Cemetery Funds		

Tax Holding Funds		60,902,798.64
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	**$ 110,772,725.85**	**TOTAL LIABILITIES & FUND BAL**	**110,772,725.85**

Attachment: December 2021 Financials (11833 : December Treasurer's Report-2021)

Investments and Interest
December 31, 2021
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2020 Interest
KS State Bank	$0.00	$104,420,575.65	$38,809.84	
Riley State Bank	$500,000.00	$338,223.35	$7,761.57	
Leonardville State Bank	$0.00	$5,000.00	$5.50	
Sunflower	$0.00	$0.00	$2,504.31	
UMB	$1,900,000.00	$0.00	$0.00	
Landmark National Bank	$0.00	$0.00	$0.00	
Intrust	$1,000,000.00	$0.00	$2,541.90	
Capitol Federal	$0.00	$0.00	$2,393.42	
Community 1st National Bank	$0.00	$0.00	$41,086.89	
United Bank	$0.00	$0.00	$0.00	
Municipal Investment Pool	$0.00	$0.00	$0.00	
Commerce Bank	$2,600,000.00	$0.00	$1,215.83	
Central National Bank	$0.00	$0.00	$11,069.76	
US Bancorp	$0.00	$0.00	$0.00	
Total	**$6,000,000.00**	**$104,763,799.00**	**$107,389.02**	**$575,159.53**
Cash & Transfer items	$8,926.85			
Total on Deposit	**$110,772,725.85**			

	2021	2020
Interest Transfers		
Capital Improvements #145	$4,539.98	$66,724.57
Emergency 911 #148	$433.22	$5,550.50
Reg of Deeds Technology #106	$91.16	$939.02
Clerk Technology #107	$58.95	$630.69
Treasurer Technology #108	$30.58	$307.27
RCPD Seizure Funds	$156.09	$184.89
Total Transfers	$5,309.98	$74,336.94
Net Interest to County General	**$99,574.73**	**$479,949.50**
Budget	**$ 200,000.00**	**$450,000.00**
% Collected	49.79%	106.66%
% Over(Under Budget)	-50.21%	
Interest to CIP - Radio Project	**$2,504.31**	**$20,873.09**
Interest - ARPA Fund	**$888.53**	**$0.00**

Interest rate on active checking account	0.07%
Interest rate on one year investments	0.00%

Attachment: December 2021 Financials (11833 : December Treasurer's Report-2021)

General Fund Revenue Detail
Through December 31, 2021

	December		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	2,125,801.95	2,098,100.26	27,701.69
Vehicle Rental Excise	0.00	0.00	15,085.08	35,605.00	-20,519.92
Recreational Vehicle	0.00	0.00	20,660.38	18,790.06	1,870.32
Commercial Vehicles	0.00	0.00	82,258.17	87,016.00	-4,757.83
Ad Valorem					
RL/Oil/PP	0.00	0.00	23,170,428.43	23,681,103.60	-510,675.17
Intangible	0.00	0.00	294,854.80	199,173.10	95,681.70
16/20 M Trucks	0.00	0.00	15,963.14	16,887.25	-924.11
Watercraft	0.00	0.00	10,733.71	11,419.60	-685.89
Delinquent Tax	0.20	0.00	423,575.75	0.00	423,575.75
Sales Tax	213,312.75	125,000.00	2,063,247.84	1,500,000.00	563,247.84
Payment In Lieu of Tax	0.00	18,500.00	39,132.00	37,000.00	2,132.00
City/County Highway	0.00	0.00	1,108,097.76	1,105,011.00	3,086.76
Interest/Penalties	62,410.98	16,666.67	441,537.88	200,000.00	241,537.88
Investment Interest	2,022.45	16,666.67	99,574.73	200,000.00	-100,425.27
Recording Fees	42,775.00	22,916.67	651,806.00	275,000.00	376,806.00
Hertiage Trust Fund	3,178.00	0.00	48,288.00	0.00	48,288.00
Juvenile Supervision Fees	44.00	41.67	370.39	500.00	-129.61
Diversion Fees	8,721.27	4,333.33	65,489.10	52,000.00	13,489.10
Franchise Fees	0.00	0.00	33,963.67	40,000.00	-6,036.33
Miscellaneous	21,589.17	0.00	24,321.22	0.00	24,321.22
Departments					
Clerk	7,706.24	291.67	9,094.03	3,500.00	5,594.03
Register of Deeds	5,012.13	3,750.00	46,278.98	45,000.00	1,278.98
Treasurer	11,777.92	625.00	15,592.89	7,500.00	8,092.89
Clerk of the District Court	5,734.85	3,750.00	33,440.25	45,000.00	-11,559.75
Emergency Management	17,272.63	2,500.00	63,739.24	30,000.00	33,739.24
Coroner	0.00	0.00	3,952.41	0.00	3,952.41
Fair	2,203.00	2,500.00	16,505.50	30,000.00	-13,494.50
Museum	3,281.12	0.00	22,296.12	0.00	22,296.12
Election	3,858.61	166.67	60,884.87	2,000.00	58,884.87
Ambulance/EMS	154,996.29	92,535.17	1,371,496.71	1,110,422.00	261,074.71
Appraiser	21,832.98	1,166.67	31,598.90	14,000.00	17,598.90
Planning & Development	10,076.95	2,916.67	45,795.39	35,000.00	10,795.39
Information Systems	6,629.77	0.00	26,169.98	0.00	26,169.98
General-General	-131,773.47	0.00	-6,167.64	0.00	-6,167.64
Public Works	54,907.55	40,000.00	445,748.12	480,000.00	-34,251.88
Noxious Weed	8,310.29	10,000.00	109,814.85	120,000.00	-10,185.15
Total Before Transfers	**535,880.68**	**364,326.83**	**33,031,430.60**	**31,480,027.87**	**1,551,402.73**
Transfers In	0.00		2,897,270.81	0.00	0.00
Total After Transfers	**535,880.68**	**364,326.83**	**35,928,701.41**	**31,480,027.87**	**4,448,673.54**
Over/Under Budget Before Transfers	**47.09%**		**4.93%**		
Over/Under Budget After Transfers	**47.09%**		**14.13%**		

Prepared by Shilo Heger
01/13/2022

Attachment: December 2021 Financials (11833 : December Treasurer's Report-2021)

2021 General Fund Revenue
Year To Date

	December		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	2,125,801.95	2,098,101.00	101.32%
Vehicle Rental Excise	0.00	0.00	15,085.08	35,605.00	42.37%
Recreational Vehicle	0.00	0.00	20,660.38	18,790.00	109.95%
Commercial Vehicles	0.00	0.00	82,258.17	87,016.00	94.53%
Ad Valorem					
RL/Oil/PP	0.00	0.00	23,170,428.43	23,681,104.00	97.84%
Intangible	0.00	0.00	294,854.80	199,173.00	148.04%
16/20 M Trucks	0.00	0.00	15,963.14	16,887.00	94.53%
Watercraft	0.00	0.00	10,733.71	11,419.00	94.00%
Delinquent Tax	0.20	0.00	423,575.75	0.00	0.00%
Sales Tax	213,312.75	125,000.00	2,063,247.84	1,500,000.00	137.55%
Payment In Lieu of Tax	0.00	18,500.00	39,132.00	37,000.00	105.76%
City/County Highway	0.00	0.00	1,108,097.76	1,105,010.00	100.28%
Interest/Penalties	62,410.98	16,666.67	441,537.88	200,000.00	220.77%
Investment Interest	2,022.45	16,666.67	99,574.73	200,000.00	49.79%
Recording Fees	42,775.00	22,916.67	651,806.00	275,000.00	237.02%
Hertiage Trust Fund	3,178.00	0.00	48,288.00	0.00	0.00%
Juvenile Supervision Fees	44.00	41.67	370.39	500.00	74.08%
Diversion Fees	8,721.27	4,333.33	65,489.10	52,000.00	125.94%
Franchise Fees	0.00	0.00	33,963.67	40,000.00	84.91%
Miscellaneous	21,589.17	0.00	24,321.22	0.00	0.00%
Departments					
Clerk	7,706.24	291.67	9,094.03	3,500.00	259.83%
Register of Deeds	5,012.13	3,750.00	46,278.98	45,000.00	102.84%
Treasurer	11,777.92	625.00	15,592.89	7,500.00	207.91%
Clerk of the District Court	5,734.85	3,750.00	33,440.25	45,000.00	74.31%
Emergency Management	17,272.63	2,500.00	63,739.24	30,000.00	0.00%
Coroner	0.00	0.00	3,952.41	0.00	0.00%
Fair	2,203.00	2,500.00	16,505.50	30,000.00	55.02%
Museum	3,281.12	0.00	22,296.12	0.00	0.00%
Election	3,858.61	166.67	60,884.87	2,000.00	3044.24%
Ambulance/EMS	154,996.29	92,535.17	1,371,496.71	1,110,422.00	123.51%
Appraiser	21,832.98	1,166.67	31,598.90	14,000.00	225.71%
Planning & Development	10,076.95	2,916.67	45,795.39	35,000.00	130.84%
Information Systems	6,629.77	0.00	26,169.98	0.00	0.00%
General-General	-131,773.47	0.00	-6,167.64	0.00	0.00%
Public Works	54,907.55	40,000.00	445,748.12	480,000.00	92.86%
Noxious Weed	8,310.29	10,000.00	109,814.85	120,000.00	91.51%
Total Before Transfers	**535,880.68**	**364,326.83**	**33,031,430.60**	**31,480,027.00**	**104.93%**
Transfers In	0.00		2,897,270.81	0.00	0.00%
Total After Transfers	**535,880.68**	**364,326.83**	**35,928,701.41**	**31,480,027.00**	**114.13%**
Over/Under Budget Before Transfers	**47.09%**				
Over/Under Budget After Transfers	**47.09%**				
December = 100% of the budget					

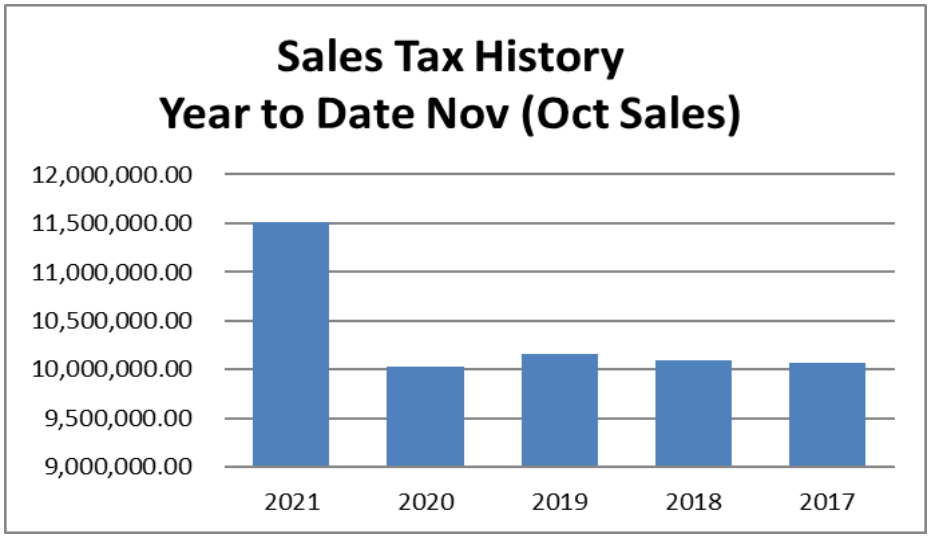
Attachment: December 2021 Financials (11833 : December Treasurer's Report-2021)

Sales Tax Received
December 31, 2021

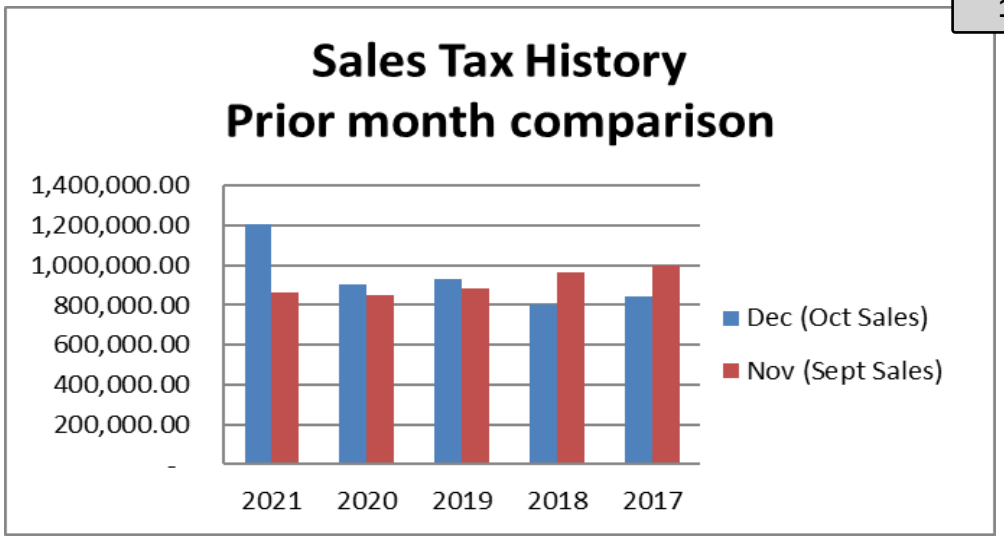
	County General		Road & Bridge Cap Fund					
	2020	2021	2020	2021	Prior Year Variance	Total Collected	2021 Budget	% Over Budget
January (Nov Sales)	157,610.46	158,605.23	157,610.46	158,605.22	0.63%	317,210.45	250,000.00	26.88%
February (Dec sales)	175,524.77	166,103.83	175,524.76	166,103.82	-5.37%	332,207.65	250,000.00	32.88%
March (Jan sales)	141,647.43	166,534.18	141,647.42	166,534.17	17.57%	333,068.35	250,000.00	33.23%
April (Feb sales)	138,252.67	152,296.10	138,252.66	152,296.09	10.16%	304,592.19	250,000.00	21.84%
May (Mar sales)	133,567.21	176,602.73	133,567.21	176,602.72	32.22%	353,205.45	250,000.00	41.28%
June (Apr sales)	126,023.04	176,260.61	126,023.03	176,260.61	39.86%	352,521.22	250,000.00	41.01%
July (May sales)	144,801.12	176,957.79	144,801.12	176,957.78	22.21%	353,915.57	250,000.00	41.57%
August (June sales)	170,498.20	166,514.97	170,498.20	166,514.96	-2.34%	333,029.93	250,000.00	33.21%
September (July sales)	131,862.24	172,562.19	131,862.23	172,562.18	30.87%	345,124.37	250,000.00	38.05%
October (Aug sales)	167,930.55	184,747.23	167,930.54	184,747.23	10.01%	369,494.46	250,000.00	47.80%
November (Sept sales)	154,998.26	152,750.23	154,998.25	152,750.23	-1.45%	305,500.46	250,000.00	22.20%
December (Oct sales)	164,742.15	213,312.75	164,742.15	213,312.74	29.48%	426,625.49	250,000.00	70.65%
Year to Date	**$1,807,458.10**	**$2,063,247.82**	**$1,807,458.03**	**$2,063,247.75**	**14.15%**	**$4,126,495.57**	**$3,000,000.00**	**37.55%**

	2020	2021
Sales Tax Collected	**$3,614,916.13**	**$4,126,495.57**
Budget	**$3,000,000.00**	**$3,000,000.00**
% of Budget Collected	**120.50%**	**137.55%**
% Over Budget	**20.50%**	**37.55%**

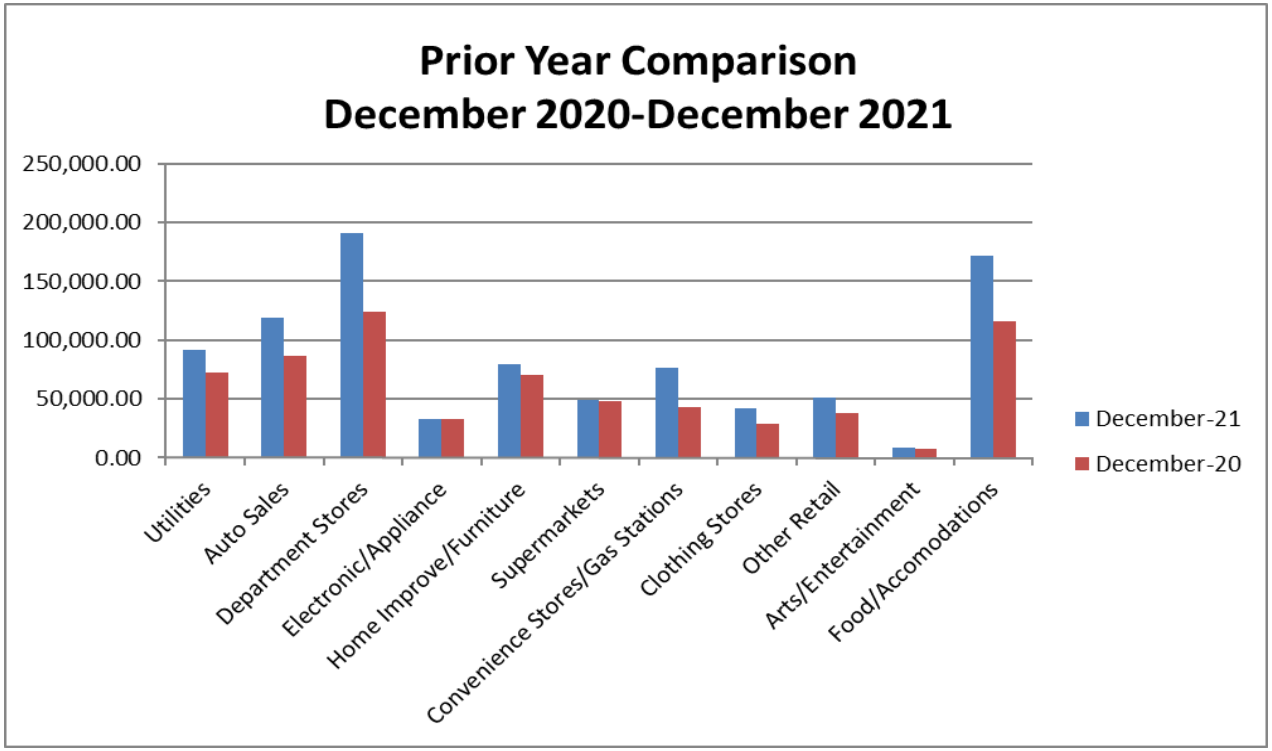
Attachment: December 2021 Financials (11833 : December Treasurer's Report-2021)



Year to Date Sales Tax is up 14.72% compared to Dec 2020



December 2021 Sales Tax is up 39.65% compared to Novemer 2021



December 2021 Sales Tax is up 33.12% compared to December 2020

Auto/RV/MC Dealers	37.07%
Department Stores/Specialty Stores	54.48%
Electronic/Appliance	0.32%
Home Improve/Furniture	13.08%
Supermarkets	0.96%
Convenience Stores/Gas Stations	78.93%
Clothing Stores	42.99%
Other Retail	34.39%
Utilities	25.39%
Arts/Entertainment/ Recreation	16.95%
Accomodation/Food Services	47.16%

Prepared by Shilo Heger 01/13/2022

Attachment: December 2021 Financials (11833 : December Treasurer's Report-2021)

Sales Tax/Use Tax Comparison
2020/2021

	2020	2021		2020	2021		2020	2021	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	113,497.53	140,065.96	23.41%	780,092.69	731,676.02	-6.21%	893,590.22	871,741.98	-2.44%
February (Dec Sales)	136,599.50	140,908.95	3.15%	842,707.15	777,357.41	-7.75%	979,306.65	918,266.36	-6.23%
March (Jan Sales)	114,829.14	161,815.02	40.92%	675,465.39	758,830.43	12.34%	790,294.53	920,645.45	16.49%
April (Feb Sales)	92,653.89	174,167.99	87.98%	678,700.29	667,765.52	-1.61%	771,354.18	841,933.51	9.15%
May (Mar Sales)	103,698.89	112,712.06	8.69%	641,513.61	863,595.03	34.62%	745,212.50	976,307.09	31.01%
June (Apr Sales)	111,757.65	148,631.96	32.99%	591,363.58	825,783.79	39.64%	703,121.23	974,415.75	38.58%
July (May Sales)	142,828.87	152,751.87	6.95%	665,061.20	825,518.10	24.13%	807,890.07	978,269.97	21.09%
August (Jun Sales)	174,712.05	171,338.18	-1.93%	762,397.36	769,597.25	0.94%	937,109.41	940,935.43	0.41%
September (Jul Sales)	123,569.05	159,656.02	29.20%	601,185.50	815,450.80	35.64%	724,754.55	975,106.82	34.54%
October (Aug Sales)	137,659.60	192,104.36	39.55%	785,337.13	851,857.11	8.47%	922,996.73	1,043,961.47	13.11%
November (Sep Sales)	132,966.28	149,523.03	12.45%	718,950.79	713,631.18	-0.74%	851,917.07	863,154.21	1.32%
December (Oct Sales)	142,786.84	212,705.58	48.97%	762,685.56	992,672.62	30.15%	905,472.40	1,205,378.20	33.12%

Attachment: December 2021 Financials (11833 : December Treasurer's Report-2021)

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

PLANNING & DEVELOPMENT
Public Hearing

RESOLUTION

FROM: **Bob Isaac, Planner**

MEETING: **January 20, 2022**

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 10, 2022, the Riley County Planning Board heard the request. Having no concerns, the Planning Board approved the request to replat Lots 9-11 of the Crowl Addition into a single lot, to be known as Lot 1 of Crowl Addition, Unit Two.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Crowl Addition, Unit Two, 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 012022-___ acknowledging the approved Final Plat of Crowl Addition Unit Two and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. Motion to sign Resolution 012022-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Crowl Addition Unit Two, as it has been determined that it does not meet the requirements of the Riley County Land Development. Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report BOCC (PDF)
- Final Plat CROWL ADDITION-UNIT 2 (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)

PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION:	#22-0001
APPLICANT:	Mark Lott 2581 14th Ave. Lindsborg, KS 67456-5066
PROPERTY OWNER:	Mark L. & Stacey L. Lott 2581 14th Ave. Lindsborg, KS 67456
REPRESENTATIVE:	Schwab-Eaton, P.A. Harlan Ross 5410 Ledge Stone Dr., Ste. 100 Manhattan, KS. 66503
TYPE OF REQUEST:	Replat Lots Nine (9), Ten (10) and Eleven (11) of the Crowl Addition into a single lot.
SIZE OF TRACT:	The subject site is approximately 2.62 acres.
LOCATION:	Generally located approximately 882 feet west of W. 60th Avenue, on the north side of Anderson Avenue; Section 6, Township 10 South, Range 7 East; Wildcat Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Subdivision Regulations.



Attachment: Staff Report BOCC (012022-3 : Crowl Addition Unit Two)

BACKGROUND: The subject property was platted in September 1974 as Lots 9, 10, and 11 of the Crowl Addition. The lots were never developed and remain vacant. The applicant wishes to combine the lots to increase the overall size of the property in order to build a home.

DESCRIPTION:

Physical site characteristics: The subject site is an undeveloped parcel, consisting predominantly of prairie grass, with a few mature cedar trees. The southwestern portion of the site is relatively flat, and begins to slope upward from the southwest to the northeast.

General character of the area: The area is characterized by a mix of very sparse suburban residential development and agricultural uses.

SUITABILITY OF ZONING:

The subject site was zoned to "A-1" (Single Family Residential) during the 1974 countywide zoning conversion process. The zoning district was later renamed to "SF-1" (Single Family Residential) in May 2012. There are no conditional uses, special uses or variances associated with the subject property.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	"AG" (Agricultural District)	Agricultural
SOUTH	"AG" (Agricultural District)	Agricultural
EAST	"SF-1" (Single Family Residential)	Residential
WEST	"SF-1" (Single Family Residential)	Residential

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site directly abuts Anderson Avenue, a paved two-lane major collector road maintained by the County. Due to the functional classification of Anderson Road, there is an 80-foot building setback for the property, measured from the center of the roadbed. There is an existing ingress/egress the applicant will need to acquire an entrance permit from Riley County Public Works.

Water and sewer: It is being proposed that the subject site will be served by a standard underground septic tank/lateral system. The applicant has expressed interest in drilling for a well, but could connect to the 8-inch Rural Water District #1 main that runs along the south right-of-way of Anderson Avenue as a contingency.

Fire: Riley County Fire District #1 will serve the site. The nearest County Fire Station is the Keats Fire Station, located at 3141 W. 69th Avenue. The subject site is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that the proposed replat will have an adverse impact on public facilities and/or services.

Attachment: Staff Report BOCC (012022-3 : Crowl Addition Unit Two)

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Environmental Health Specialist has reviewed the request and reported the proposed replat is requested in order to meet the Sanitary Code. He stated the site has an area that can be used for a raised bed alternative wastewater disposal system, it does require soil to be brought in, placed one (1) year and seeded before an above-ground alternative wastewater disposal system can be installed. Rural water is on the south side of Anderson Avenue and can be connected.

COUNTY ENGINEER: The County Engineer has reviewed the request. He reported that Public Works has no issues at this time. He said the combined lots will be limited to one entrance which will need to be permitted by Riley County Department of Public Works.

EMERGENCY MANAGEMENT: The Deputy Rural Fire Chief has reviewed the request and reported no issues.

WILDCAT TOWNSHIP TRUSTEE: A Development Review was sent; no reply was received.

FORT RILEY: The Director of Public Works on Fort Riley has reviewed the request. He reported that this site is located near the Fort Riley Military Installation that generates noise by the firing of weapons systems and detonation of explosives on the installation. The site lies entirely within what is known as the Land Use Planning Zone (LUPZ). The property is located approximately 630 meters from noise Zone II. The closest boundary for noise Zone III is located approximately 2,270 meters from the property. The noise zone boundaries are determined from the modeling of noise generated by the Fort Riley Military Installation's operations during the period of October 2011 - September 2013, which is the most recent period of time for which the modeled magnitude of noise due to the operations is available. Generally speaking, military operations for demolition and large caliber weapons, as well as for aviation maneuvers, will be produced at a level to be heard, or even judged as loud on occasion, within the LUPZ or slightly beyond. During periods of increased military operations at the Fort Riley Military Installation, community annoyance because of the noise generated by the increased operations can be expected, especially during large arms weapons operations during unfavorable weather conditions which allow noises to travel further and/or sound louder. According to Fort Riley's Installation Operational Noise Management Plan 2015, noise-sensitive land uses are generally acceptable within the LUPZ.

RILEY COUNTY PLANNING BOARD:

On January 10, 2022, the Riley County Planning Board held a public hearing and approved the request to replat Lots 9-11 of the Crowl Addition into a single lot, to be known as Lot 1 of Crowl Addition, Unit Two, as it was determined to meet the requirements of the Riley County Land Development Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

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

Attachment: Staff Report BOCC (012022-3 : Crowl Addition Unit Two)

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 012022-___ acknowledging the approved Final Plat of Crowl Addition, Unit Two and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations.

Or

Motion to sign Resolution 012022-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Crowl Addition, Unit Two, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Station map
- Final Plat map

Prepared by: Bob Isaac, Planner
January 11, 2022

Attachment: Staff Report BOCC (012022-3 : Crowl Addition Unit Two)



Information Technology
RILEY COUNTY
Geographic Information Systems

N
W E
S

VICINITY AND SITE

Lott

#22-0001
Replat

Crowl Addition
Unit Two

6-10-7

1000' Buffer
Site



Attachment: Staff Report BOCC (012022-3 : Crowl Addition Unit Two)



Information Technology
RILEY COUNTY
Geographic Information Systems

N
W E
S

SURROUNDING ZONING

Lott

#22-0001
Replat

Crowl Addition
Unit Two

6-10-7

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 BOCC (012022-3 : Crowl Addition Unit Two)



Information Technology
RILEY COUNTY
Geographic Information Systems

N
W E
S

FIRE STATIONS

Lott

#22-0001
Replat

Crowl Addition
Unit Two

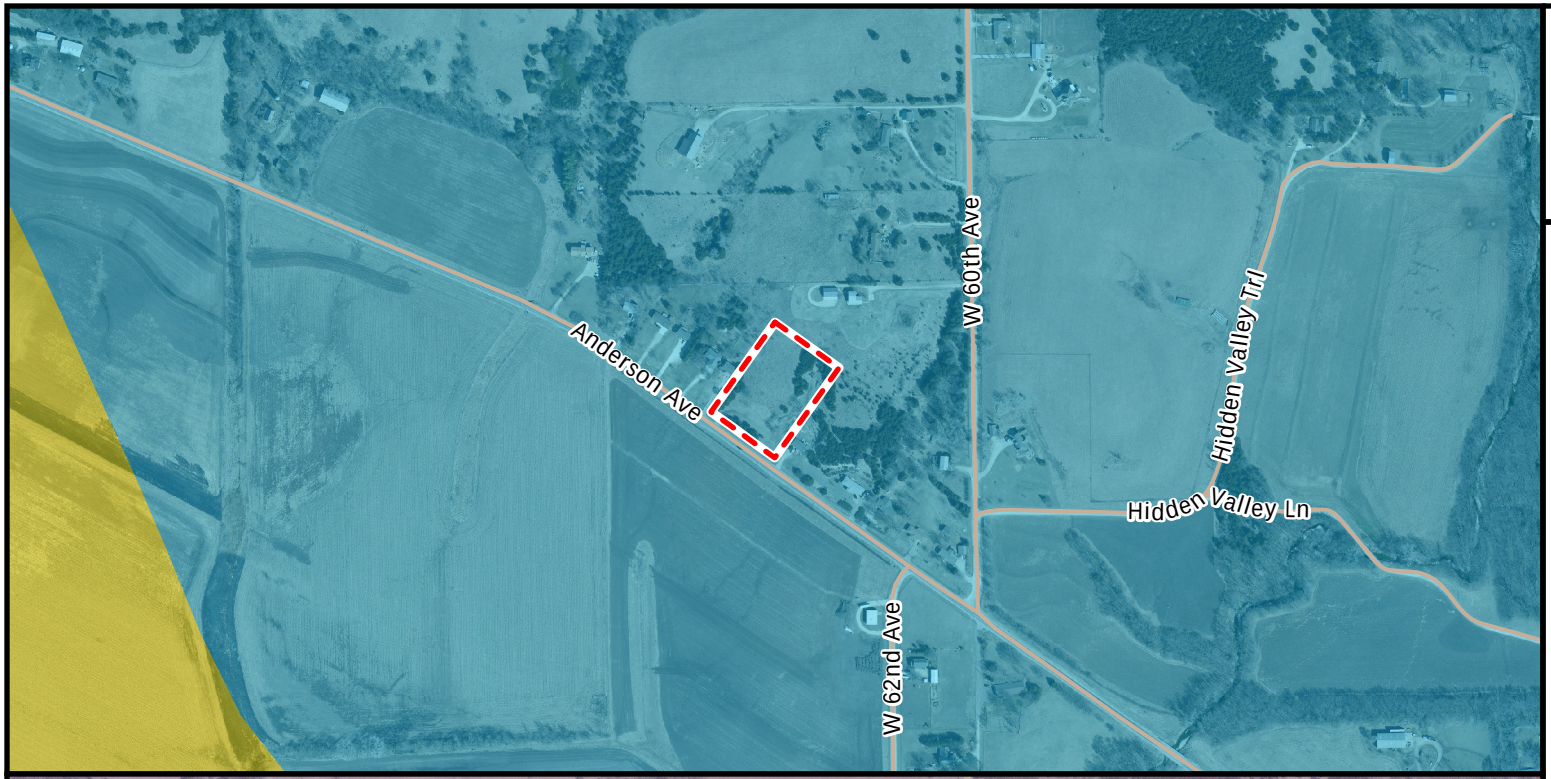
6-10-7

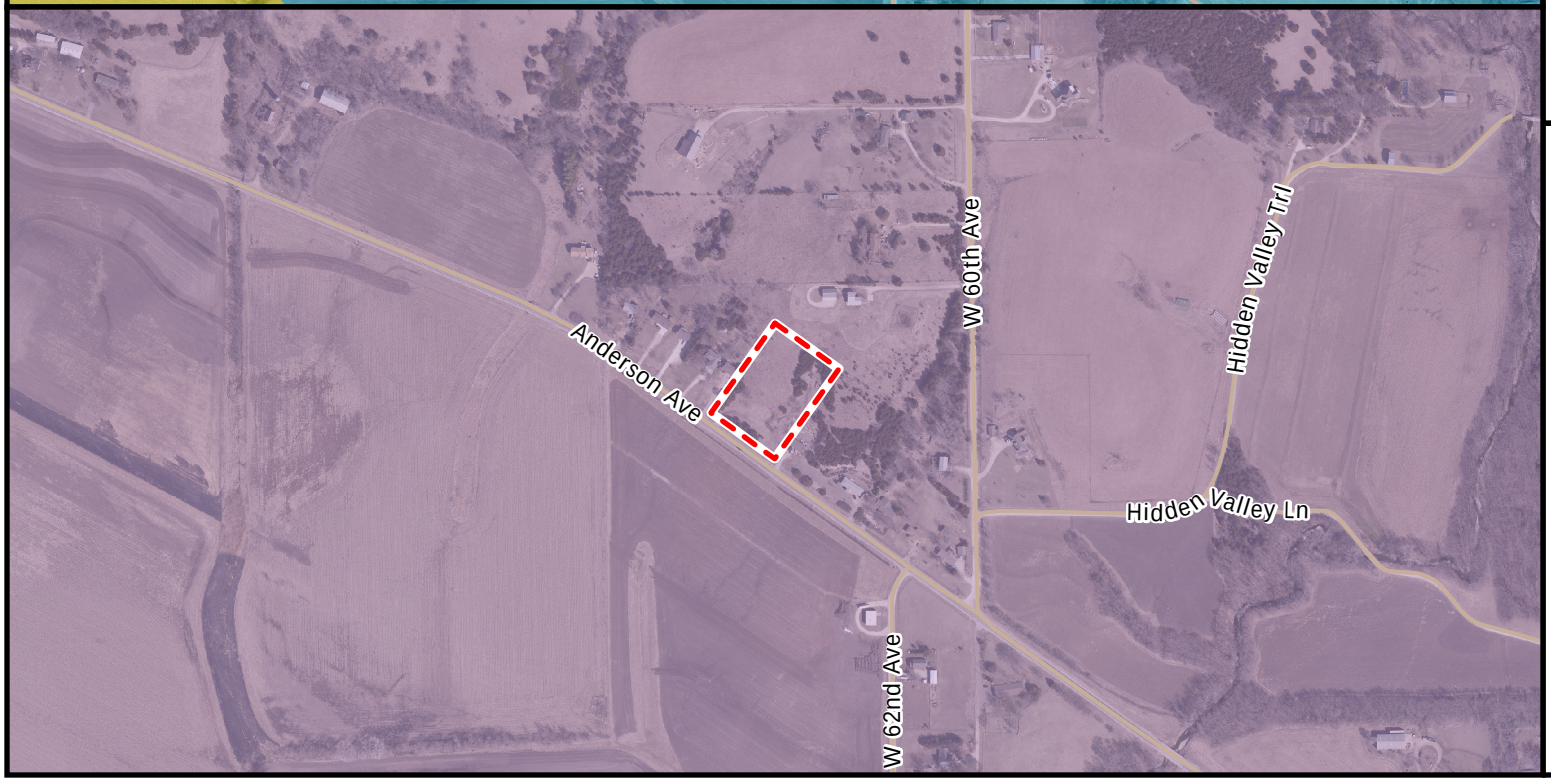
Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 6 (within 5 road miles of 6 fire station)
- 10 (outside 5 road miles OR road is not paved/ gravel)

Attachment: Staff Report BOCC (012022-3 : Crowl Addition Unit Two)





FORT RILEY
NOISE CONTOURS
AVERAGE AND PEAK

Lott

#22-0001
Replat

Crowl Addition
Unit Two

6-10-7

Site

Legend

Average Noise Levels

- CDNL 57 (LUPZ)
- CDNL 62 (Zone II)
- CDNL 70 (Zone III)

Peak Noise Levels
Large Caliber

- Large Caliber 115
- Large Caliber 130

Attachment: Staff Report BOCC (012022-3 : Crowl Addition Unit Two)

OWNER'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owners 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 the public 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 _____ , A.D. 20_____ .

_____
Mark L. Lott

_____
Stacy L. Lott

NOTARY CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, _____ , a Notary Public in and for said county, in the state aforesaid, do hereby certify that

Mark L. Lott and Stacy L. Lott, husband and wife

known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this _____ day of _____ , A.D. 20_____ .

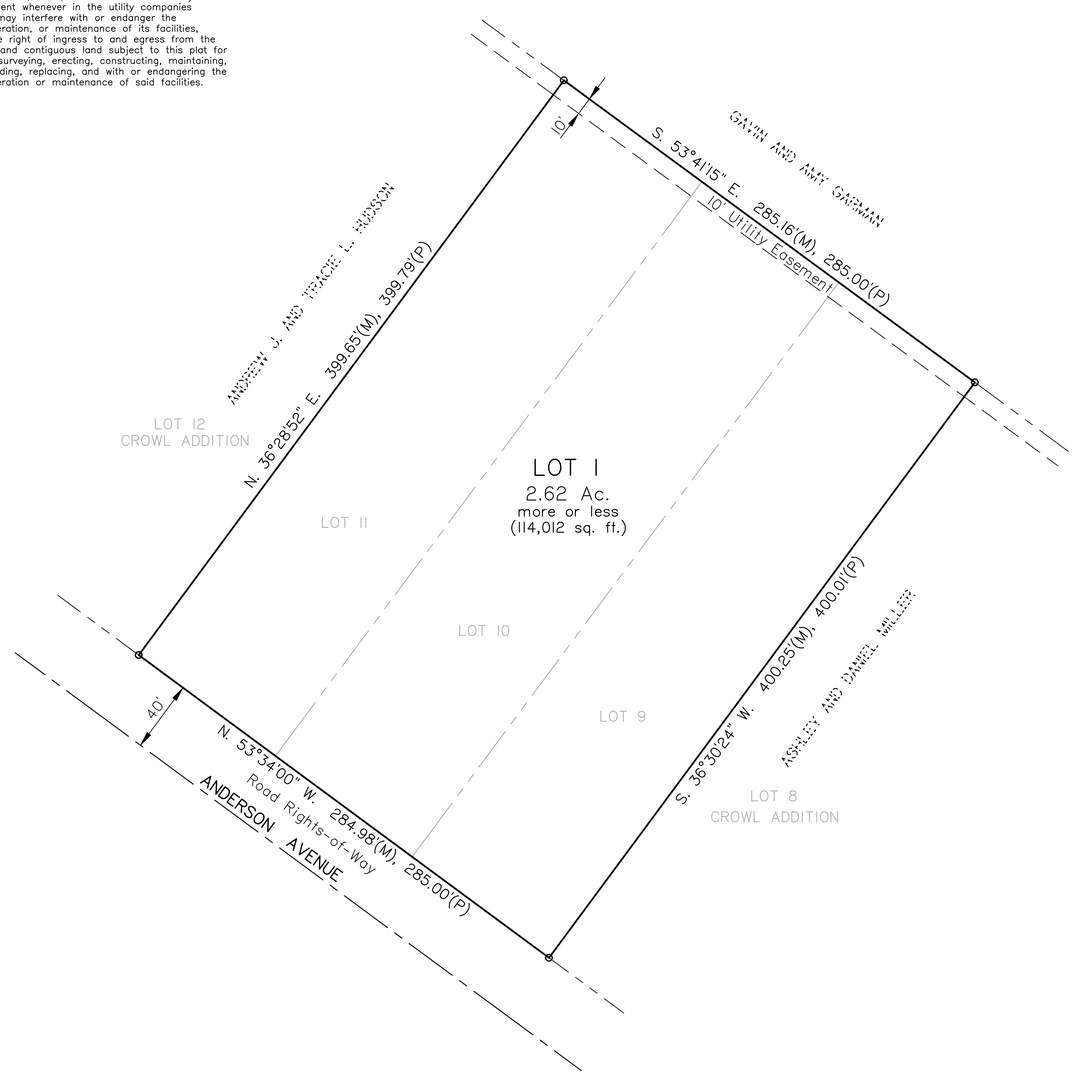
My commission expires _____ .

_____
Notary Public

_____
Print Name

UTILITY NOTE

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 trees, 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.



LEGAL DESCRIPTION

(Trustee's Deed Book 844, Page 5391 and Joint Tenancy Warranty Deed Book 869, Page 8157)

Lots Nine (9), Ten (10) and Eleven (11) in Crowl Addition in Riley County, Kansas. Said tract contains 2.62 acres, more or less.
Subject to all public roads, easements, restrictions, reservations, covenants and conditions, if any, now of record.

BOUNDARY INFORMATION SHOWN HEREON ARE MEASURED DISTANCES UNLESS OTHERWISE NOTED

north

SCALE 1" = 40'

40' 0 40' 80'

LEGEND

- ● ½" x 24" BAR W/CAP STAMPED S-E CLS-59 SET THIS SURVEY
- ○ ½" BAR FOUND THIS SURVEY
- △ SECTION CORNER FOUND
- — — — UTILITY EASEMENT LINE
- ——— PROPERTY LINE
- (M) MEASURED DISTANCE
- (P) CROWL ADDITION PLAT DISTANCE

NOTES

1. Bearings used on this survey are based on the North line of the Anderson Avenue Road Right-of-Way, assumed to be N. 53°34'00" W. for this Plat.

2. No Gaps and overlaps were found on this property.

3. Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown.

4. The area being platted is in Flood Zone X an area outside the 1% and 0.2% Flood Plains, Found in Flood Insurance Rate Map, Community-Panel Number 20161C0333G, Dated March 16, 2015.

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

6. Zoning SF-1 (Single Family Residential).

7. 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.

8. All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat, have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.

9. Property owner(s) is/are required to maintain all public 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 granted or publicly dedicated drainage easements.

10. The lot shall be in compliance with the Riley County Sanitary Code.

11. Subdivisions is subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods recorded on August 17, 2020 in Bk. 881, Pg. 7017.
OR when only a portion of a proposed subdivision is located within the Fort Riley Noise Disclosure Boundary...
Lots_____thru_____Crowl Addition, Unit Two are subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods recorded on August 17, 2020 in Bk. 881, Pg. 7017.

CERTIFICATE OF RILEY COUNTY PLANNING BOARD

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____, A.D. 20_____.

RILEY COUNTY PLANNING BOARD

_____
Chairman

_____
Member

_____
Member

_____
Member

_____
Member

APPROVAL OF COUNTY OFFICERS

_____ _____
County Engineer County Counsellor

_____
Environmental Health Specialist

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____, A.D. 20_____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY

_____ _____
Commissioner, Chairman Commissioner

_____ _____
Commissioner Attest: County Clerk

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This instrument was filed for record on the _____ day of _____ A.D. 20_____ at _____ O'clock _____M., and duly recorded in Book _____ at Page _____

_____ Register of Deeds

By _____ Deputy

SURVEYOR'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the 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 this _____ day

of _____ , A.D. 20_____ .

SCHWAB-EATON, P.A.

_____
Harlan G. Ross, P.S. 1290

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This Survey 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: _____Date: _____

License: _____

A REPLAT OF LOTS 9, 10, 11, CROWL ADDITION
FINAL PLAT

CROWL ADDITION UNIT TWO

A SUBDIVISION IN
RILEY COUNTY, KANSAS

PREPARED BY

Schwab–Eaton, P.A.

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DR., STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

JANUARY 2022

Attachment: Final Plat CROWL ADDITION-UNIT 2 (012022-3 : Crowl Addition Unit Two)

X:\Survey\Survey Data\2109308 Mark Lott-Lots 9 10 11 Crowl Addition\CAD Files\CROWL ADDITION-UNIT 2-FP.dwg, 1/7/2022 9:39:48 AM, DWG To PDF.pc3

EXCERPT OF MINUTES
RILEY COUNTY PLANNING BOARD

January 10, 2022

Lott – Replat

Chairman Hoobler opened the public hearing at the request Mark A. Lott, petitioner and Mark L. & Stacey L. Lott, owners, to replat Lots 9-11of Crowl Addition into a single lot in Wildcat Township, Section 6, Township 10 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request stating the subject property was platted in September 1974 as Lots 9, 10, and 11 of the Crowl Addition. He said the lots were never developed and remain vacant. Mr. Isaac stated the applicant wishes to combine the lots to increase the overall size of the property in order to build a home and meet the Sanitary Code.

Mr. Isaac said the Director of Public Works on Fort Riley reviewed the request. He said the site lies entirely within what is known as the Land Use Planning Zone (LUPZ). He said that due to the proposed residential use, the subject site is subject to the Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Noise Attenuation Building Methods.

Staff recommended that the Planning Board approve the Final Plat of Crowl Addition, Unit Two, as it has been determined to meet the minimum requirements of the Riley County Land Development Regulations and Sanitary Code.

Chairman Hoobler opened the public hearing and asked if the applicant wanted to speak.

The applicant had no comments to make.

Chairman Hoobler asked if there were any proponents or opponents.

Doyle Jones stated he lives at 6016 Anderson Avenue and asked if the applicant is planning to build a home on the subject site. He asked if there were issues with placing an on-site wastewater system on the site.

Bob Isaac explained a soil profile was completed. He said an area was found suitable for a raised bed alternative system. He said this type of system will require dirt to be hauled in and settled for at least a year before the system can be installed.

John Wienck moved to close the public hearing. Rita Cassida seconded. Carried 5-0.

John Wienck moved to approve the request to replat Lots 9-11 of the Crowl Addition into a single lot, to be known as Lot 1 of Crowl Addition, Unit Two, for reasons stated in the staff report.

Nathan Larson seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on January 20, 2022, at 9:50 am, in the County Commission Chambers.

Attachment: RCPB Minutes (012022-3 : Crowl Addition Unit Two)

RESOLUTION NO. 012022-

A RESOLUTION APPROVING THE CROWL ADDITION, UNIT TWO 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 Crowl Addition, Unit Two; 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 Riley County Planning Board, after appropriate notice, conducted a public hearing on January 10, 2022; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of the Riley County Land Development Regulations, **approved** said plat;

WHEREAS, all required signatures have been obtained.

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

That the Crowl Addition, Unit Two 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 20th day of January, 2022.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chair

_____
Kathryn G. Focke, Vice Chair

_____
John Ford, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution (012022-3 : Crowl Addition Unit Two)

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 20, 2022**

SUBJECT: **Update on Kitchen Restore and Medicare Open Enrollment**

PRESENTER: **Megan Dougherty**

Megan will present an update on the Kitchen Restore program and also her results from Medicate Part D Open Enrollment (Prescription drug program).

Enclosures:

- kitchen restore 2021 numbers (PDF)
- Medicare 2021 (PDF)

2021 IN REVIEW

KITS DISDDTRIBUTED IN OUR COMMUNITY

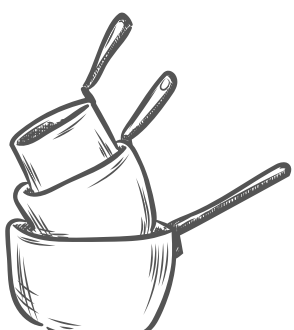
112

PLATES, BOWLS, DRINKING GLASSES RECYCLED

2,016

VOLUNTEER HOURS

288





Attachment: kitchen restore 2021

Medicare 2021

17 New to Medicare clients

Number of plan comparisons 217

$301,892 Total Savings

Number of changing plans 152

Attachment: Medicare 2021 (11838 : Kitchen Restore and Medicare Update)

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

PUBLIC WORKS
Personnel

COMMISSION AGENDA REPORT

FROM: **John Ellermann, Public Works Director**

MEETING: **January 20, 2022**

SUBJECT: **Request to fill an open Custodial Worker I Position**

PRESENTER: **John Ellermann**

BACKGROUND

I am here today to request approval to fill this budgeted full time position in the Public Works Department/Facilities Division. The position is open because the employee recently terminated their employment.

The Custodial Worker I is responsible for the ensuring that Riley County facilities are maintained in a manner which provides a clean and safe environment for employees and the general public.

This employee works under the direct supervision of the Custodial Manager. Supervision is provided by the Custodial Manager through consultations and review of the work performed.

DISCUSSION

Discuss filling the Custodial Worker I position within the Public Works Department/Facilities Division.

FISCAL IMPACT

This is a current budgeted position within the Public Works Department.

RECOMMENDATION(S)

The current custodial staff is very stressed and does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Custodial Worker I position.

Move to deny the Public Works Department advertise to hire the open Custodial Worker I position.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- PW- Custodian I (gold) (PDF)
- Custodian I Position Description (PDF)

partment Public Works Date 01/18/2022 Job Title Custodian I

☒ Full Time ☐ Part Time	☒ Regular ☐ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade D 40 Hours per ☒ Week ☐ Month	Start Date ASAP End Date	☒ Non-Exempt ☐ 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 hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ 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 for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Teresa Wright	2. Effective date of promotion, transfer, termination, or change: 01/17/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
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): $	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?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Termination of incumbent

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

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

Additional comments:

Approval by: Date:

Department Head: 1-18-2022

Personnel: 1-18-2022

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03

RILEY COUNTY, KANSAS
JOB DESCRIPTION

Job Title:	**CUSTODIAL WORKER I**	
Department:	Public Works	**Division:** Custodial
Reports To:	Custodial Manager	
Pay Grade:	D	**Status** Full Time
FLSA Status:	Non-Exempt	

PURPOSE: Ensures Riley County facilities are maintained in a manner which provides a clean and safe environment for employees and the general public. This employee will perform custodial duties and assist in special projects by following verbal and written instructions in compliance with established guidelines.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs custodial tasks which include sweeping, dusting, mopping, rinsing, stripping and waxing of floors, polishing, vacuuming and spot cleaning of carpet, cleaning and sanitizing restrooms, emptying trash, wiping down walls, cleaning interior windows and cleaning glass entry doors
- Ensures restrooms are cleaned and sanitary by following prescribed cleaning procedures and supplies are replenished.
- Provides regular and predictable attendance and fosters a cooperative work environment. Participates in special cleaning projects.
- Meets daily with the Custodial Manager
- Responds to emergency situations such as water leaks, flooding, overflowing restroom fixtures and accidents.
- Reports damage to buildings, furnishings and equipment to the Custodial Manager
- Prepares meetings rooms and outside locations for meetings and special events.
- Assists in policing of paper, glass and miscellaneous waste on the Courthouse Plaza grounds,
- Empties outside trash receptacles and takes trash to dumpster.
- Assists in the removal of snow and ice from the sidewalks by shoveling snow and spreading ice melt.
- Assists with the removal of all recyclable materials from office areas and the transporting of these materials to the local recycle center.
- Attends meetings and training.
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:
General: Employee is required to provide and carry a personal cell phone and will be reimbursed as per Riley County's cell phone policy. Position may require occasional overtime that will be outside normal work hours which may include weekends.

License(s)/Certificate(s): Valid driver's license required. Must pass a criminal background check.

Experience: Minimum of 1 year previous custodial experience in an office environment required. Experience in operating a computer required. Experience with custodial practices and equipment in an office environment required. A combination of applicable experience, education or training which provides the required knowledge, skill and ability will be considered.

Attachment: Custodian I Position Description (11843 : Request to refill Custodial Worker I Position)

Skills: Excellent organization and communication skills, both oral and written, are required. Requires initiative. Knowledge of how to safely use cleaning supplies and chemicals. Knowledge of appropriate personal protective equipment when using cleaning chemicals, working with the threat of blood borne pathogens and the disposal of residual chemical products. Ability to deal tactfully with people. Ability to be able to multi-task with work interruptions. Ability to read and comprehend written instructions. Ability to write or print legibly. Ability to perform independently on the basis of current procedures.

Supervisory Responsibility: None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is often required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must be capable of regularly lifting and/or moving up to 30 pounds and occasionally 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision. Physically able to lift and bend on a continuous basis and climb a ladder to perform some duties.

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

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold. The noise level in the work environment is usually moderate.

Approved: _____ Date:_____

(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Attachment: Custodian I Position Description (11843 : Request to refill Custodial Worker I Position)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **January 20, 2022**

SUBJECT: **Monthly Cash Flow Reports for December 2021**

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 2021 (PDF)

2021 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	2,588	3,716,027		3,718,615	186,717			186,717
Feb	200			200	198,094			198,094
Mar	181			181	42,008			42,008
Apr	14,043			14,043	44,782			44,782
May	195			195	588,275			588,275
Jun	2,486			2,486	63,839			63,839
Jul	4,138			4,138	120,206			120,206
Aug	1,852			1,852	93,033			93,033
Sep	1,924		234,042	235,965	750			750
Oct	1,212		33,383	34,595	33,240			33,240
Nov				-	82,848			82,848
Dec	4,500			4,500	100,551	622,445		722,996
Totals	$33,319	$3,716,027	$267,425	$4,016,771	$1,554,341	$622,445	$0	$2,176,786

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$5,655,953
2021 Revenue	$4,016,771
Less 2021 Expenditures/Encumbrances	$2,176,786
2021 Ending Unencumbered Cash	$7,495,938
Less Remaining Approved Projects	$3,107,348
Less Reserves	$1,980,953
2021 Unreserved Cash	$2,407,636

Reserved Funds:	
CIP Reserve	$500,000
Fair Reserve	$91,218
Radio Int Reserve	$106,919
FFE Reserve	$691,704
Hardware Refresh	$591,112
Total Reserves	$1,980,953

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	$9,070,167	**% Budget Expended**
Expenditures to Date	$2,176,786	24.00%
2021 Remaining Budget Authority	$6,893,381	

Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	$3,857,265	**% Budgeted Revenue**
Revenue to Date	$4,016,771	104.14%

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

2021 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
		PUBLIC WORKS:					
13-13PW005		Design cost for 2 culverts	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW008		1 1/2T Truck w/Utility Bed	100,000	46,725		53,275	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19LEC004	98	RCPD Firing Range	2,285,000	2,133,050	61,177	90,773	
20-20PW003		Tandem Axle Truck w/Plow & Spreader	200,000	0	189,683	10,317	
20-20PW004		1 Ton Truck w/Utility Bed	55,000	0	51,721	3,279	
20-20PW005		Equipment Storage Shed Leonardville	35,000	0	35,000	0	0
20-20PW006		AWS Telehandler w/Attachments	120,000	0	119,000	0	1,000
20-20PW007		Forklift	60,000	0	32,025	27,975	
20-20PW008		3/4T 4x4 Ext. Cab Pickup	33,000	0	31,127	1,873	
20-20PW009		Power Broom	45,000	0	40,000	0	5,000
20-20PW010	509	Welsh Road Asphalt Overlay	243,641	233,509		0	10,131
20-20LEC001		Replace 1 Roof Top HVAC Unit	15,000	14,500		500	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	0	13,239	16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	150,000	0	128,425	21,575	
20-20PK006		Ogden Park Restroom Phase Two (trx from PW 2021)	3,750	0	3,750	0	0
21-21LEC001		Replace 2 Roof Top HVAC Units	32,000	0	30,657	0	1,343
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	0		13,000	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
21-21PK001		3/4T 4x4 Ext. Cab Pickup	40,000	0	30,434	9,566	
21-21PK002		72" Zero Turn Mower	20,000	0	15,551	0	4,449
21-21PK003		1/2T Pickup	30,000	0	28,673	1,327	
21-21PK004		72" Mower w/Accessories	31,000	0	26,239	4,762	
21-21PK005		Score Board-Fairmont Park	12,500	0		12,500	
21-21PK006		Goal Post-Fairmont Park	10,000	0		10,000	
21-21PK007		Aeravator Tractor Attachments	10,500	0	9,874	626	
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	0	196,395	8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW003		Pneumatic Roller	125,000	0	82,860	0	42,140
21-21PW004		Low Boy Trailer	150,000	0	62,325	0	87,675
21-21PW005		Courthouse Stone Replacement & Patching	32,571	0	32,571	0	0
21-21PW006		Power Broom	43,000	0		43,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW008		Electric to Leonardville Equipment Shed	10,000	0	9,000	1,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	230,000	0		230,000	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	230,000	0		230,000	
21-21PW011		SUV	45,000	0	40,905	4,095	
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	50,000	0	32,712	17,288	
		PUBLIC WORKS TOTAL	5,767,962	2,555,610	1,303,343	1,757,270	151,738
		EMERGENCY MEDICAL SERVICE					
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM002	302	800 MhZ Radios	195,226	176,100	646	18,480	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
20-20AM004	302	Zoll "X" Series Cardiac Monitor	40,000	0	35,941	0	4,059
21-21AM001	302	Ambulance Replacement	275,000	0		275,000	
21-21AM002	302	LUCAS CPR Device	14,000	0	13,940	0	60
21-21AM003	302	2 SUV Replacement Vehicles	106,000	0		106,000	
		EMS TOTAL	780,226	201,870	50,527	523,710	4,119
		CLERK					
21-21CK001		Open.Gov software	191,870	0	53,870	138,000	0
21-21CK002		Shadow Tax System-SB13 requirement	30,000	0		30,000	0
		CLERK TOTAL	221,870	0	53,870	168,000	0
		ATTORNEY					
19-19AT001	760	Odyssey Software System	280,000	187,412		92,588	
		ATTORNEY TOTAL	280,000	187,412	0	92,588	0

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

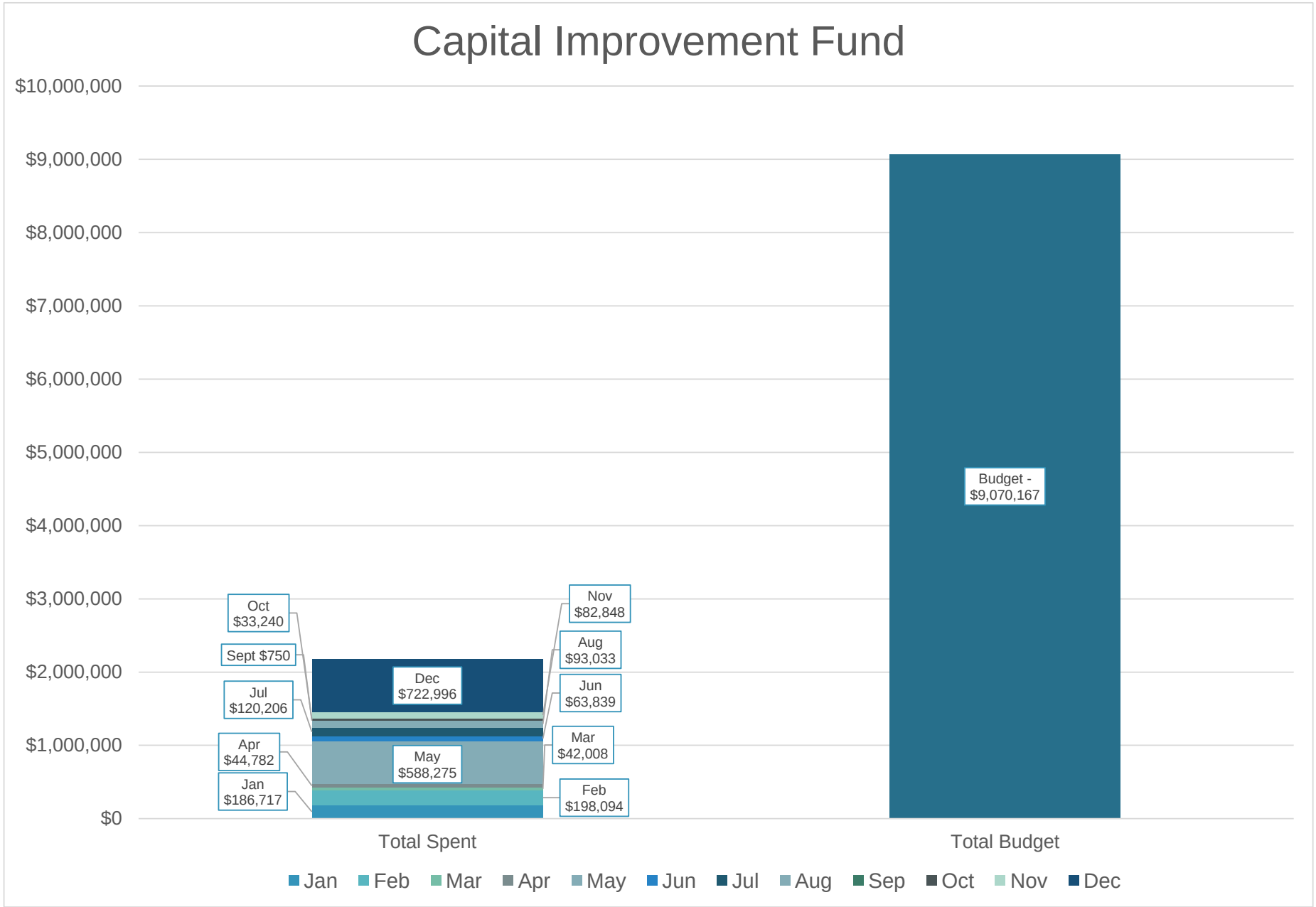
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
		APPRAISER					
21-21AP001		Replacement Vehicle	26,000	0		26,000	
		APPRAISER TOTAL	26,000	0	0	26,000	0
		BOCC					
21-21BOCC001		Repair Boiler in Courthouse Plaza East	40,000	0	34,563	0	5,437
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
		BOCC TOTAL	90,000	0	34,563	50,000	5,437
		PLANNING & DEVELOPMENT					
18-18PD001		MOU-Flood Modeling/Training/Research/Software	62,500	39,857	8,396	0	14,247
21-21PD001		Truck Replacement	30,000	0	30,556	0	(556)
21-21PD002		Electronic Permit System	110,000	0		110,000	
		PLANNING & DEVELOPMENT TOTAL	202,500	39,857	38,952	110,000	13,692
		NOXIOUS WEED					
20-20NW001		1 1/2T 4x4 Spray Truck	40,000	0		40,000	
21-21NW001		10' Pull Behind Mower	28,000	0		28,000	
		NOXIOUS WEED TOTAL	68,000	0	0	68,000	0
		EMERGENCY MANAGEMENT					
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM003		River Gauges	2,985	0	3,045	0	-60
20-20EM004		1/2 SUV 4x4	20,000	0	14,259	5,741	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	8,982	9,978	16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	347,985	8,982	27,282	311,780	-60
		OTHER					
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	440,484	55,060	505,060	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	591,112		591,109	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	853,592	426,796	5,121,550	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	1,921,954	186,392	741,469	
		OTHER TOTAL	11,434,579	3,807,142	668,248	6,959,189	0
		TOTAL	19,219,122	6,800,873	2,176,786	10,066,538	174,926

Remaining Approved Projects less lease/debt payments/hardware refresh 3,107,348

(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

2021 Riley County Building Cash Flow Analysis

% of Year: 100%

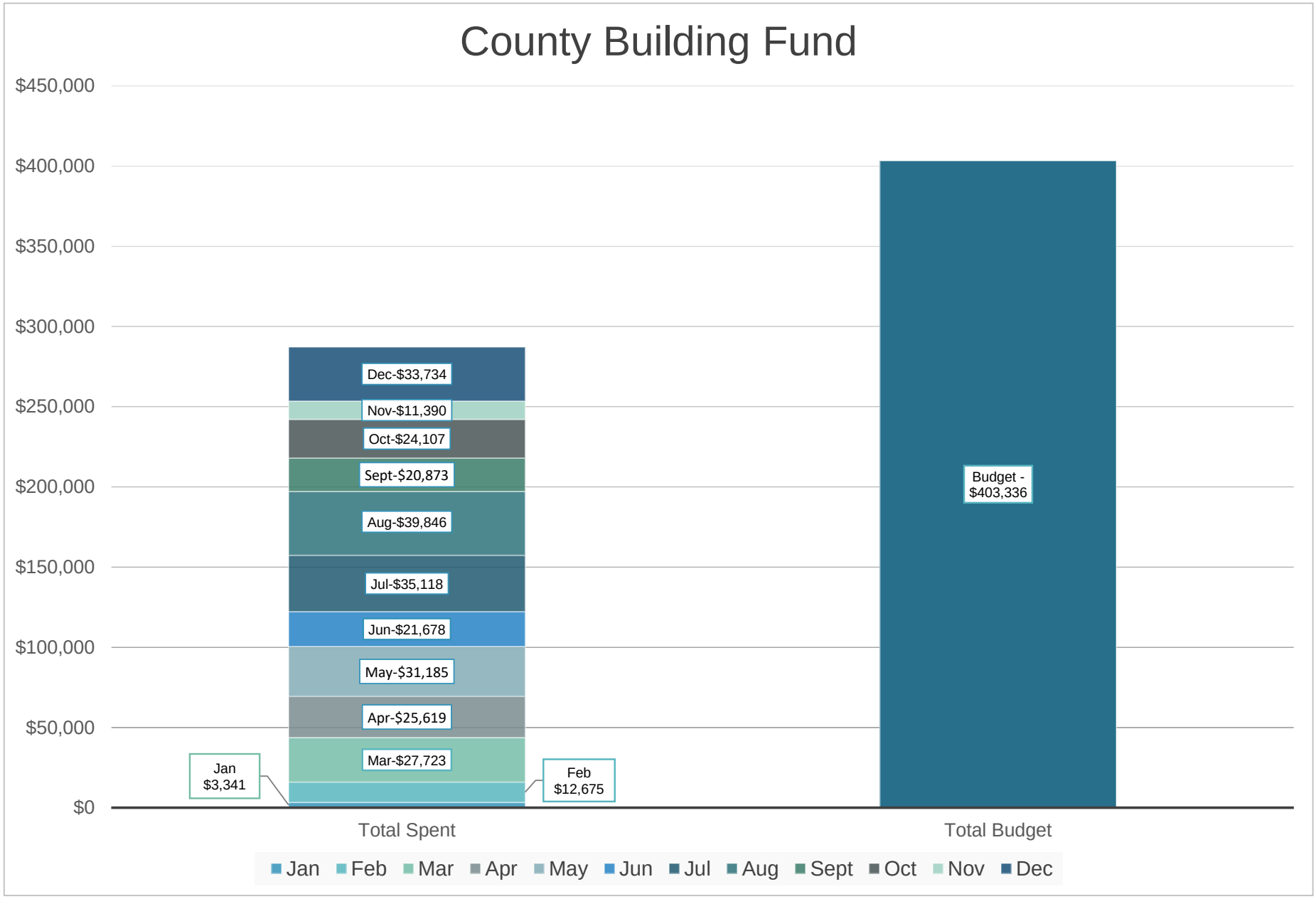
Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	189,844			189,844	3,341			3,341
Feb		110	34	144	12,675			12,675
Mar	16,662	20	1,467	18,149	27,723			27,723
Apr				-	25,619			25,619
May	141,066		34	141,099	31,185			31,185
Jun			44	44	21,678			21,678
Jul		3,742	34	3,775	35,118			35,118
Aug			34	34	39,846			39,846
Sep	21,242		129	21,371	20,873			20,873
Oct	4,663	10		4,673	24,107			24,107
Nov			34	34	11,390			11,390
Dec			34	34	33,734			33,734
Totals	$373,477	$3,882	$1,840	$379,198	$287,290	$0	$0	$287,290

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$24,207
2021 Revenue	$379,198
Less 2021 Expenditures/Encumbrances	$287,290
2021 Ending Unencumbered Cash	$116,115

Riley County 2021 Amended Budget Authority Summary		
2021 Budgeted Expenditures	$403,336	**% Budget Expended**
Expenditures to Date	$287,290	71.23%
2021 Remaining Budget Authority	$116,046	

Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	$374,044	**% Budgeted Revenue**
Revenue to Date	$379,198	101.38%

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

2021 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	93,020			93,020
Feb	-			-	150,675			150,675
Mar	-			-	8,834			8,834
Apr	-			-	-			-
May	-			-	-			-
Jun	-			-	818			818
Jul	-			-	34,012			34,012
Aug	-			-	1,801			1,801
Sep	-			-	14,959			14,959
Oct	-			-	16,865			16,865
Nov	-			-	8,830			8,830
Dec	-			-	4,301			4,301
Totals	$300,000	$0	$0	$300,000	$334,116	$0	$0	$334,116

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$151,834
2021 Revenue	$300,000
Less 2021 Expenditures/Encumbrances	$334,116
2021 Ending Unencumbered Cash	$117,718
Less Est. Project Balance for CY	$0
2021 Projected Unencumbered Cash	$117,718

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	$401,322	**% Budget Expended**
Expenditures to Date	$334,116	83.25%
2021 Remaining Budget Authority	$67,206	

Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	$300,000	**% Budgeted Revenue**
Revenue to Date	$300,000	100.00%

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

2021 Eco Devo Detailed Expenditures per Project and per Dept

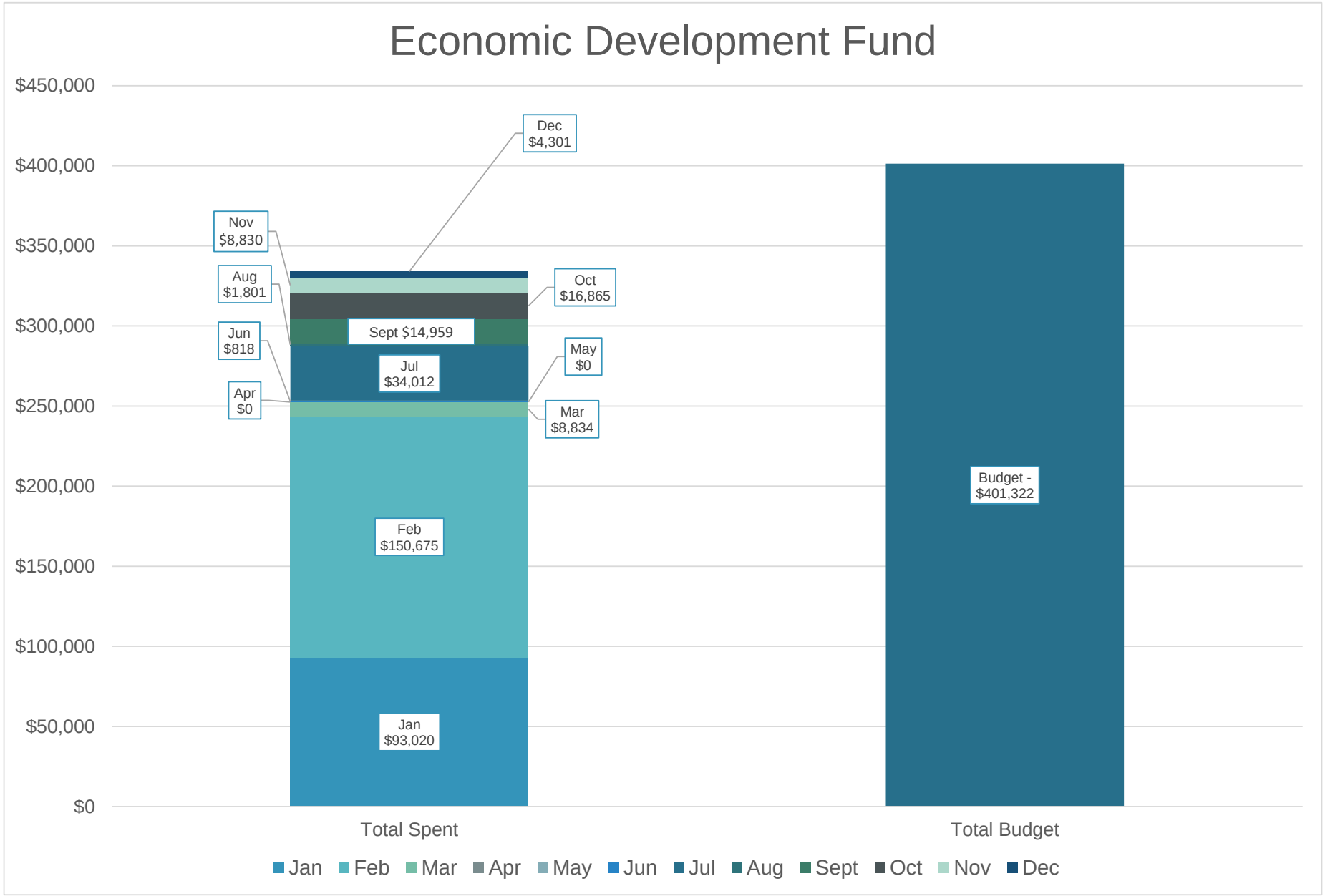
Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	55,000	0	0
Flint Hills Veterans Coalition	1,100	0	1,100	0	0
Downtown Manhattan	5,000	0	5,000	0	0
Riley Co. General Eco Devo	74,190	0	27,941	46,249	
APPROPRIATION TOTALS	$135,290	$0	$89,041	$46,249	$0
MEMBERSHIPS					
FHMPO Contribution	5,000	0	3,648	0	1,352
FHRC Contribution	10,000	0	9,118	0	882
MEMBERSHIP TOTALS	$15,000	$0	$12,765	$0	$2,235
CONTRACTS					
Auto Lane Development (2024)	121,140	96,912	6,057	18,171	
K18 Ramp Contribution (10 pmts)	1,500,000	1,350,000	150,000	0	0
CONTRACT TOTALS	$1,621,140	$1,446,912	$156,057	$18,171	$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	262,377	44,975	351,150	
DEBT OBLIGATION TRANSFER TOTALS	$658,502	$262,377	$44,975	$351,150	$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
Re-write Zoning/Subdivision Regs	150,000	107,403	31,277	11,320	
PROJECT TOTALS	$200,000	$107,403	$31,277	$61,320	$0
TOTALS	$2,629,931	$1,816,691	$334,116	$476,890	$2,235

Remaining Approved Projects less lease/debt payments/reserve $0

(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

2021 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	158,605			158,605	-			-
Feb	166,104			166,104	4,299			4,299
Mar	166,534			166,534	11,617			11,617
Apr	152,296			152,296	3,698			3,698
May	176,603			176,603	1,270			1,270
Jun	176,261			176,261	78,476			78,476
Jul	176,958			176,958	666			666
Aug	166,515			166,515	250,074			250,074
Sep	172,562			172,562	162			162
Oct	184,747			184,747	2,345			2,345
Nov	152,750			152,750	137,241			137,241
Dec	213,313			213,313	158,273	1,718,825		1,877,097
Totals	$2,063,248	$0	$0	$2,063,248	$648,120	$1,718,825	$0	$2,366,944

Cash Reconciliation	
2021 Beginning Unencumbered Cash	$4,500,401
2021 Revenue	$2,063,248
Less 2021 Expenditures/Encumbrances	$2,366,944
2021 Ending Unencumbered Cash	$4,196,704
Remaining 2021 Projected Revenue	-
Less Est. Project Balance for CY	$ -
2021 Projected Unencumbered Cash	$4,196,704

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	$4,320,367	**% Budget Expended**
Expenditures to Date	$2,366,944	54.79%
2021 Remaining Budget Authority	$1,953,423	

Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	$1,500,000	**% Budgeted Revenue**
Revenue to Date	$2,063,248	137.55%

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

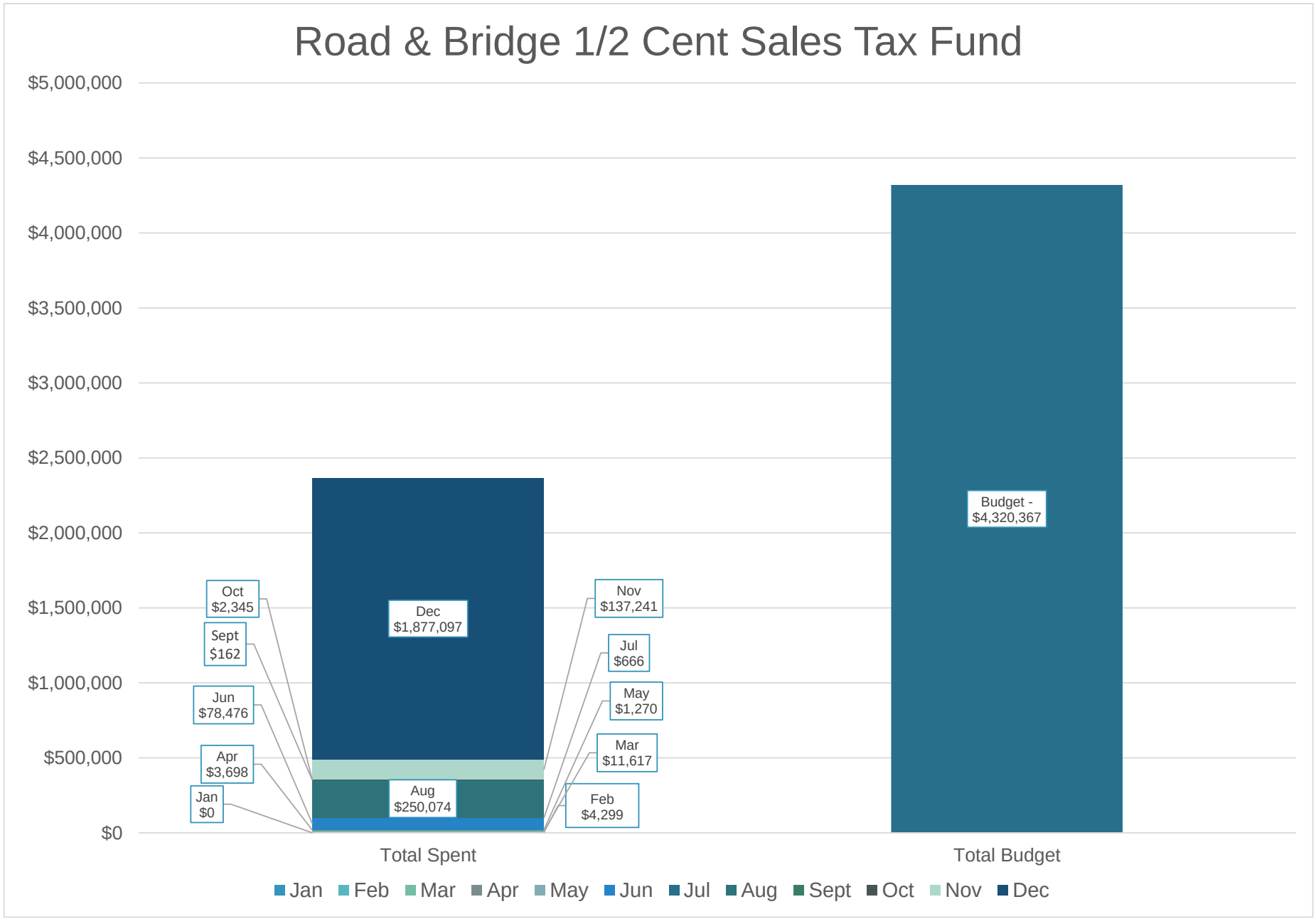
2021 Sales Tax Detailed Expenditures per Project and per Dept

Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 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	75,402
457	Flat Rock Road	113,500	52,707		60,793	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	51,270	170	65,560	
403	Kitten Creek Road	148,000	37,341	17,450	93,209	
404	Peach Grove Road	104,000	229,115	9,235	0	
452	Fancy Creek Road I.2/6.3	93,000	0		0	93,000
459	Union Road	125,000	56,605		68,395	
	CULVERT TOTALS	$1,949,282	$1,646,146	$26,855	$287,957	$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	1,166,683		0	65,117
461	Fancy Creek K.0/6.2	653,800	53,632	218	599,950	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	63,000	80,447	510,753	
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	870,493		0	179,507
449	Stockdale Park	927,400	924,119		0	3,281
456	Senn Rd	454,500	59,650	402,469	0	
454	West 32nd Avenue	1,000,000	108,056	1,286,112	0	
460	Winkler Mills Bridge	1,200,000	102,516	320	1,097,164	
462	South Otter Bridge	75,000	49,080	320,524	0	
	BRIDGE TOTALS	$10,237,178	$6,683,835	$2,090,089	$2,207,868	-$48,223
	RECONSTRUCTION					
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (abandoned)	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
509	Welsh Road	175,000	175,466		0	-466
414	Mill Cove/W. 59th	200,000	200,000		0	0
	Tabor Valley Road	410,928	0		0	0
453	Kansas Ave/Crooked Creek	425,617	0		0	0
	Barton Road	509,418	0		0	0
438	Fancy Creek Road	450,000	450,000		0	0
450	University Park Road	259,910	175,000		0	0
463	Tuttle Cove Road	512,622	0	125,000	50,000	
464	Barnes/Casement Road	386,690	0	125,000	50,000	
	Scenic Drive	151,324	151,324		0	0
	4 Unidentified Overlays	800,000	175,000		625,000	
	OVERLAY TOTALS	$4,751,509	$1,796,790	$250,000	$725,000	-$466
	TOTALS	$23,889,440	$14,500,076	$2,366,944	$3,220,824	$2,652,151

Completed Projects

Project Estimates for 2021	Total	Updated
Culverts-Fancy Creek/Sherman	$ 60,000	$ -
Rosehill Road Bridge	$ 254,200	$ -
Senn Road Bridge	$ 154,500	$ -
Overlay TBD and approved by BOCC	$ 175,000	$ -
TOTAL	$ 643,700	$ -

Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (11812 : Monthly Cash Flow Reports)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Work Session

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

COMMISSION AGENDA REPORT

FROM: **Clancy Holeman, Riley County Counselor**

MEETING: **January 20, 2022**

SUBJECT: **Discuss HCR 5022--Work Session**

PRESENTER: **Clancy Holeman**

BACKGROUND

House Concurrent Resolution 5022 (hereinafter "HCR 5022") is attached. It is a proposed amendment to the Kansas constitution concerning county sheriffs in all Kansas counties. Riley County did not introduce HCR 5022 in the legislature.

The current text of HCR 5022 contains an exemption from its terms for any county which had "abolished the office of sheriff prior to January 11, 2021."

Riley County is within that exemption. Since January, 1974, following a countywide vote, Riley County abolished the office of county sheriff and began operating under the current system of consolidated law enforcement.

Riley County was notified last Friday (January 14th) there would be an initial hearing on HCR 5022 today (January 20th) in the House Federal and State Affairs committee.

There was no opportunity for the BOCC to discuss HCR 5022 until today, because of the intervening Martin Luther King Jr. holiday. So I submitted my own individual "neutral" testimony (attached) to the committee by its deadline. My submitted testimony is neutral and not binding on any decision this Board may make on the merits of HCR 5022. But it explains this Board may take a position on HCR 5022, following your opportunity to discuss it.

The existing statutes which specifically allowed Riley County to consolidate law enforcement after a public vote appear within K.S.A. 19-4424, et seq. (Attached) As you are aware, instead of

a county sheriff, Riley County operates with a "Director" of countywide police department, overseen by what these statutes describe as a "law enforcement agency." Riley County's "law enforcement agency" is a board consisting of both local elected officials and private citizens. And our "law enforcement agency" is referred to locally as the "law board."

DISCUSSION

I will likely have completed my neutral testimony before legislative committee by the time the Board reviews this commission agenda report. If so, I will update you on the hearing.

Today is your first opportunity to discuss HCR 5022 and determine if the Board intends to take a position on it during this legislative session.

If HCR 5022 is "worked" by the committee, that is likely to be next Wednesday or Thursday.

FISCAL IMPACT

N/A provided Riley County remains exempt from any final form of HCR 5022.

RECOMMENDATION(S)

Please review and advise of any position the Board wants to take on HCR 5022.

POSSIBLE MOTION(S)

N/A Work Session Only

Enclosures:

- HCR No 5022 (PDF)
- Clancy Testimony (PDF)
- 2020 Kansas Statutes (PDF)

Session of 2022

House Concurrent Resolution No. 5022

By Committee on Federal and State Affairs

1-13

A PROPOSITION to amend sections 2 and 5 of article 9 of the constitution of the state of Kansas to require that a sheriff be elected in each county for a term of four years.

Be it resolved by the Legislature of the State of Kansas, two-thirds of the members elected (or appointed) and qualified to the House of Representatives and two-thirds of the members elected (or appointed) and qualified to the Senate concurring therein:

Section 1. The following proposition to amend the constitution of the state of Kansas shall be submitted to the qualified electors of the state for their approval or rejection: Sections 2 and 5 of article 9 of the constitution of the state of Kansas are hereby amended to read as follows:

"§ 2. **County and township officers.** *(a) Except as provided in subsection (b), each county shall elect a sheriff for a term of four years by a majority of the qualified electors of the county voting thereon at the time of voting designated for such office pursuant to law in effect on January 11, 2021, and every four years thereafter.*

(b) The provisions of subsection (a) shall not apply to a county that abolished the office of sheriff prior to January 11, 2021. Such county may restore the office of sheriff as provided by law and such restoration shall be irrevocable. A county that restores the office of sheriff shall elect a sheriff by a majority of the qualified electors of the county voting thereon for a term of four years. Such sheriff shall have such qualifications and duties as provided by law. The time of voting for the office of sheriff may be provided for by the legislature pursuant to section 18 of article 2 of this constitution.

(c) The filling of vacancies and the qualifications and duties of the office of sheriff shall be as provided by law.

(d) The legislature shall provide for such *other* county and township officers as may be necessary."

"§ 5. **Removal of officers.** *(a) Except as provided in subsection (b),* all county and township officers may be removed from office, in such manner and for such cause, as shall be prescribed by law.

Attachment: HCR No 5022 (11844 : HCR 5022 Work Session)

(b) A county sheriff only may be involuntarily removed from office by recall election pursuant to section 3 of article 4 of this constitution or a writ of quo warranto initiated by the attorney general."

Sec. 2. The following statement shall be printed on the ballot with the amendment as a whole:

"*Explanatory statement.* This amendment would preserve the right of citizens of each county that elected a county sheriff as of January 11, 2021, to continue electing the county sheriff. The amendment would also provide that a county sheriff only may be involuntarily removed from office pursuant to either a recall election or a writ of quo warranto initiated by the attorney general.

"A vote for this proposition would preserve the right of citizens of each county that elected a county sheriff as of January 11, 2021, to continue electing the county sheriff via popular vote. The amendment would also direct that a county sheriff only may be involuntarily removed from office pursuant to either a recall election or a writ of quo warranto initiated by the attorney general."

"A vote against this proposition would not make any changes to the constitution and would retain current law concerning the election of a sheriff and the procedures for involuntary removal of a sheriff from office."

Sec. 3. This resolution, if approved by two-thirds of the members elected (or appointed) and qualified to the House of Representatives and two-thirds of the members elected (or appointed) and qualified to the Senate, shall be entered on the journals, together with the yeas and nays. The secretary of state shall cause this resolution to be published as provided by law and shall cause the proposed amendment to be submitted to the electors of the state at the general election in November in the year 2022, unless a special election is called at a sooner date by concurrent resolution of the legislature, in which case it shall be submitted to the electors of the state at the special election.

Attachment: HCR No 5022 (11844 : HCR 5022 Work Session)

RILEY COUNTY

COUNSELOR'S OFFICE

115 N. 4th Street, 3rd Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
Email: choleman@rileycountyks.gov

January 20, 2022

The Honorable Chairman John Barker
House Federal & State Affairs
Capitol Building, Room 346-S
Topeka, KS 66612

Re: Neutral Oral Testimony on HCR 5022

Dear Chairman Barker and Members of the Committee:

My client, the Board of Riley County Commissioners, like the legislature, did not meet Monday, January 17, 2022, observing the Martin Luther King, Jr. holiday. Commissioners do not meet again until this morning. This deprives the Riley County Commission of its ability to discuss in a public meeting the policy merits of HCR 5022. So I offer the following as my own neutral oral comments. My testimony will focus on some key legal aspects of HCR 5022. I am confident my client will weigh in on the substance of HCR 5022 in the future, after the Board discusses it publicly.

A critical portion of HCR 5022 which should remain as written is Section 2(b). That section respects the prior decisions of any county which "abolished the office of sheriff prior to January 11, 2021." Riley County has operated successfully without a sheriff and with consolidated law enforcement since January 1, 1974. (K.S.A.19-4424 to 19-4445) During these past 48 years of consolidated law enforcement, the citizens of Riley County have always had the option of ending consolidation at any time. (See K.S.A. 19-4445 and K.S.A. 19-4426). But Riley County citizens have not done so. The two governmental funding partners for this county's consolidated law enforcement are the Board of Riley County Commissioners and the Manhattan City Commission. Those local governmental partners also have an option each June of changing by agreement their assigned proportion of funding for consolidated law enforcement. (K.S.A.19-4443(d)). But like their constituents, these partners see the value of consolidated law enforcement in this county and have left the statutory shared division of their funding in place.

Please respect the fact Riley County taxpayers recognize the value of their local control of Riley County law enforcement through its countywide consolidation.

Respectfully, I ask this committee to leave Section 2(b) in place as written within HCR 5022, along with the accompanying statutes above. The existing statutory framework has allowed Riley County citizens to implement and logically fund consolidated law enforcement for nearly 50 years.

Thank you for allowing me to offer this oral neutral testimony on HCR 5022.
Sincerely,

Clancy Holeman
Riley County Counselor

Attachment: Clancy Testimony (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4424. Purpose of act. It is hereby declared that the purpose of this act shall be to provide for the protection of persons and property and to promote the general welfare of the citizens of the state of Kansas through efficient law enforcement and police protection.

History: L. 1972, ch. 91, § 1; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4425. Definitions. As used in this act, the following words and phrases shall have the meanings respectively ascribed to them herein:
(a) "Agency" means a county law enforcement agency established under the provisions of this act.
(b) "Department" means a county law enforcement department established under the provisions of this act.
(c) "Director" means the superintendent of a county law enforcement department appointed under the provisions of this act.
(d) "Law enforcement officer" or "county law enforcement officer" means a law enforcement officer who is a member of a county law enforcement department appointed under the provisions of this act.
History: L. 1972, ch. 91, § 2; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4426. Application of act; adoption and operation of provisions. The provisions of this act shall apply only to counties of this state having a population of more than thirty-seven thousand (37,000) and not more than forty-eight thousand (48,000) and an assessed tangible valuation of more than seventy-four million dollars ($74,000,000) and not more than one hundred forty million dollars ($140,000,000), in which the question of the adoption of the provisions of this act shall have been submitted to and shall have been approved by the qualified electors of the county in the manner provided herein. The board of county commissioners of any such county, by resolution adopted not less than ninety (90) days preceding the date fixed for the holding of the general election in November of an even-numbered year, may direct the county election officer to place such proposition on the ballot at the next general election, and the board shall direct its placement on the ballot at such election whenever (1) the governing body of any city located within the county, having a population equal to not less than twenty-five percent (25%) of the total population of such county shall request that the proposition be placed on the ballot, by resolution adopted not less than ninety (90) days preceding the date fixed for the holding of the general election in the month of November of an even-numbered year, or (2) the county election officer shall certify that a petition, requesting that the proposition be placed on the ballot and signed by qualified electors of such county equal in number to not less than ten percent (10%) of the electors of the county who voted for the office of the secretary of state at the last preceding general election, has been filed in his or her office not less than ninety (90) days preceding the date fixed for the holding of a general election in the month of November of an even-numbered year. Notice of any election held pursuant to this section shall be given in the manner prescribed by K.S.A. 10-120.

Upon the ballot the proposition shall be stated as follows:

"Shall the county of _____
(name of county)
adopt the provisions of K.S.A. 19-4424 to 19-4445, inclusive, and any amendments thereto, providing for consolidated law enforcement in certain counties?"

If a majority of the votes cast upon such proposition shall be in favor of adopting the act, the provisions thereof shall govern the enforcement of law and the providing of police protection within such county in the manner hereinafter provided.

History: L. 1972, ch. 91, § 3; L. 1975, ch. 172, § 1; L. 1978, ch. 104, § 1; L. 1979, ch. 77, § 1; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4427. County law enforcement agency; membership; appointment; terms; oath; vacancies; compensation and expenses; petition for election of members of agency; election provisions; terms of elected members; abolishment of former member positions. (a) Subject to the provisions of subsection (b), there is hereby established in all counties adopting the provisions of this act a county law enforcement agency which shall be known as the "_____ county law enforcement agency."
(name of county)

(1) Except as provided in paragraph (2), each agency shall have seven members who shall be selected in the following manner:

(A) One member shall be a member of the board of county commissioners of the county, selected by such board of commissioners;

(B) one member shall be a resident of the county, to be selected by the board of county commissioners;

(C) one member shall be a member of the governing body of the largest city located within the county, selected by such governing body;

(D) two members shall be residents of the largest city located within the county, to be selected by the governing body of such city;

(E) one member shall be the mayor of the next largest city located within such county, or a member of the governing body of such city, designated by such mayor; and

(F) one member shall be the county attorney of such county.

(2) The Riley county law enforcement agency shall have seven members who shall be selected in the following manner:

(A) One member shall be a member of the board of county commissioners of the county, selected by such board of commissioners;

(B) one member shall be a resident of the county, to be selected by the board of county commissioners;

(C) one member shall be a member of the governing body of the city of Manhattan, to be selected by such governing body;

(D) two members shall be residents of the city of Manhattan, to be selected by the governing body of such city;

(E) one member shall be the county attorney of such county; and

(F) one member appointed, on alternating terms, by the governing body of the city of Manhattan and the board of county commissioners of Riley county which member shall be a member of the governing body of the appointing authority.

The board of county commissioners of the county and the governing body of the two largest cities located within such county shall each meet on the second Monday in January next following the adoption of the provisions of this act and each two years thereafter and shall select and designate the members of their respective bodies and the other appointive members as members of the agency. Appointive members of the agency shall serve for a term of two years, and other members of the agency who are members by virtue of their county or city office shall remain eligible to serve as such only while holding such county or city office. All members of such agency shall take and subscribe to an oath as other county officials, and all vacancies occurring in the membership of the agency shall be filled for the remainder of the unexpired term of the member creating such vacancy in like manner as that provided for the appointment of such member. Members of the agency shall not receive compensation, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their official duties.

(b) Whenever there shall be presented to the county election officer of any such county a petition, signed by qualified electors of such county equal in number to not less than 10% of the electors of the county who voted for the office of secretary of state at the last preceding general election, requesting a special election on the proposition of electing the members of the law enforcement agency of such county to be held at the time of the next primary election in August of an even-numbered year, such special election shall be held at the next such primary election which occurs not less than 60 days after the date the petition is filed, and the question submitted at

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

such special election shall be as follows:
"Shall the law enforcement agency
of _____
(Name of county)
be composed of seven elected members?"
If a majority of the electors voting at such election vote in favor of such proposition, such county's law enforcement agency shall be elected at a special election which shall be held at the time of the next succeeding general election as follows: One member shall be elected from each of the county commissioner districts in such county and the remaining members shall be elected from the county at large, together with that portion of any city within the county which is located in an adjacent county. Any person seeking election to any such position shall file a declaration of candidacy for the appropriate position with the county election officer within 30 days after the special election at which the proposition for electing members of the county law enforcement agency is adopted. The county election officer shall give notice of the special election to elect members of the agency by publication once in a newspaper having general circulation within the county. Such publication notice shall be made not more than 14 nor less than seven days prior to the date of the special election. If a portion of any city within such county is located in an adjacent county, the county election officer also shall give written notice of such special election to the county election officer of such adjacent county as soon as the results of the special election on the proposition to elect members of the agency are known.
Ballots for the special election to elect members of the agency shall be prepared by the county election officer of the county to which this act applies, including ballots for that portion of any city within such county which is located in an adjacent county which ballots for the portion of such city shall include only the names of the persons having declared themselves to be candidates for the at large positions. All ballots for the at large positions shall be prepared in such manner that each elector is instructed to vote for the same number of candidates as the number of positions to be filled. So far as the same may be made applicable, the laws governing the election of county commissioners shall govern the election of such members to be elected within county commissioner districts, and the laws governing the election of other county officers shall govern the election of the members from the county at large, except that the election of members of the law enforcement agency shall be nonpartisan and in each instance the candidate receiving the greatest number of votes shall be elected. Where electors of an adjacent county residing in a city which is partly in such adjacent county and partly in a county to which this act applies are to vote on candidates for the at large positions, the county election officer of such adjacent county shall conduct the election and the board of canvassers of such adjacent county shall canvass the ballots cast at such special election by electors of such adjacent county who reside in such city. The board of canvassers of such adjacent county shall certify the results of the special election in the adjacent county to the board of canvassers of the county to which this act applies.
On the second Monday in January next following such general election, the member positions of the law enforcement agency established pursuant to subsection (a) shall be abolished and the members elected pursuant to this subsection shall commence upon the duties of their office. Members elected hereunder shall serve for terms of two years and, except for the provisions relating to selection of members, the provisions of subsection (a) shall be applicable to such members.
History: L. 1972, ch. 91, § 4; L. 1974, ch. 132, § 1; L. 1982, ch. 127, § 1; L. 1997, ch. 3, § 1; Mar. 20.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4428. Same; officers; meetings; voting, quorum; records. Members of such agency shall meet in the office of the county attorney upon the call of such officer as soon after their appointment as possible and shall organize by electing a chairman, vice-chairman and secretary. Members of the agency shall meet thereafter at least once each month at a time and place which shall be fixed by resolution. Such resolution shall specify the regular hour of commencement of the meeting, the day of the week and the week of the month, and shall provide that if the regular meeting date occurs on a legal holiday or on a holiday specified by the agency, such regular meeting shall be held on the following day at the same hour. Such resolution also shall specify the regular meeting place of the agency and may specify that any regular meeting may be adjourned to another time and place. Special meetings may be called at any time by the chairman. Written notice, stating the time and place of any special meeting and the purpose for which called, shall be given each member at least two (2) days in advance of said meeting, unless such notice is waived by all other members of the agency, and no business other than that stated in the notice shall be transacted at such meeting. A majority of the qualified members of the agency shall constitute a quorum for the purpose of conducting any business and the vote of a majority of the qualified members of such agency shall be required for the passage of any motion or resolution. No member shall be permitted to pass or to abstain from voting upon any measure properly before the members of such agency at any meeting except upon the basis of a conflict of interest announced by such member and made a part of the record of the meeting. The chairman, and in his absence or disability, the vice-chairman shall preside at all meetings and sign or execute all orders, contracts or documents of any kind required or authorized to be signed or executed by the agency. The agency shall cause a proper record to be kept of its proceedings.

History: L. 1972, ch. 91, § 5; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4429. Same; powers. The agency shall be responsible for the enforcement of law and the providing of police protection throughout the county and for this purpose is hereby authorized to:
(a) Appoint and establish the salary and compensation of a law enforcement director for the county;
(b) Authorize and provide for the appointment of such law enforcement officers and other personnel as the agency shall deem necessary to carry out the intent of this act;
(c) Establish a job classification and merit rating system for law enforcement officers and provide for the administration thereof by county or city personnel;
(d) Establish a schedule of salaries for law enforcement officers and other personnel;
(e) Hear and affirm or revoke orders of the director providing for the suspension or dismissal of law enforcement officers;
(f) Authorize the acquisition and disposition of equipment and supplies necessary for the operation of the agency and department;
(g) Require the keeping of proper law enforcement records and files by the department;
(h) Adopt and certify to the board of county commissioners of the county a budget for the operation of the agency and department;
(i) Enter into contracts for and receive moneys from any private organization or agency, the federal government or the state or any political or taxing subdivision thereof on behalf of the county for the use of the agency and department;
(j) Receive vehicles, equipment and supplies from the county sheriff's department for the use of the law enforcement department;
(k) Sell police vehicles belonging to the law enforcement department and credit the proceeds to a separate fund to be expended for the operation of the county law enforcement agency and department;
(l) Enter into contracts with any political or taxing subdivisions or districts of the state located within such county, empowered to enter into a contract for such purpose, for providing special police protection within the boundaries of such political or taxing subdivision or district;
(m) Enter into contracts with cities located within the county for the enforcement of specified ordinances or the acquisition of city law enforcement equipment and property for the use of the department;
(n) Adopt rules and regulations necessary for the organization and operation of the agency and department; and
(o) Perform such other duties as may be provided by law.
History: L. 1972, ch. 91, § 6; L. 1978, ch. 89, § 2; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4430. County law enforcement department; membership; supervision; duties; county or district attorney, duties. There is hereby established in all counties adopting the provisions of this act a county law enforcement department, which shall be composed of a director, assistant director and such other officers and personnel as the agency shall provide by resolution. Such department shall be under the exclusive supervision and control of the director and no member of the agency shall interfere by individual action with the operation of the department or the conduct of any of the officers or other personnel of such department. The director shall be responsible to the agency for the operation and administration of the department and for the enforcement of law and providing of police protection within the county in conformance with rules and regulations adopted by such agency. The director shall designate and appoint an assistant director who shall serve in such capacity at the pleasure of the director. Upon request of the director of a county law enforcement department, the county or district attorney of the county in which such department is established shall give legal opinions, advice and assistance to such department upon all matters in which the department is interested or which relate to the powers or duties of the department or any officer or employee thereof.
History: L. 1972, ch. 91, § 7; L. 1975, ch. 172, § 2; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4431. Law enforcement director; appointment; qualifications; compensation; oath and bond; duties. On or before the first day of June next following the appointment of the first members of such agency, the agency shall appoint a law enforcement director for such county. Persons appointed to the office of director shall be citizens of the United States, not less than twenty-five (25) years of age, schooled and experienced in law enforcement supervision and shall not have been convicted of felony under the laws of this state, or any other state, or of the United States. The director shall serve at the pleasure of, and shall receive such salary and compensation as shall be fixed by resolution of, the agency. Before entering upon the duties of his office, the director shall take and subscribe to an oath as other county officials and shall give bond in such amount and subject to such conditions as shall be fixed by resolution of the agency. The director shall assist the agency in the preparation of the budget of the department and shall make such reports and provide the agency with such other information as it shall require. The director shall make recommendations to the agency on all matters concerning the operation of the department.

History: L. 1972, ch. 91, § 8; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4432. Law enforcement officers; appointment; qualifications; suspension or removal. The director shall appoint such law enforcement officers as he deems necessary for the proper enforcement of law and the providing of police protection within the county. All officers regularly appointed shall be qualified under the provisions of K.S.A. 74-5601 et seq., but an officer may receive a temporary appointment pending his completion of the requirements for a certificate thereunder. The agency shall determine and fix such additional minimum qualifications to be required of persons appointed as law enforcement officers as they may deem necessary, and may provide for the examination of applicants therefor. Law enforcement officers appointed under the provisions of this act shall be responsible to and may be suspended or removed by the director for cause. The director, within twenty-four (24) hours thereafter, shall report such suspension or removal and the reason therefor to the agency who as soon thereafter as possible, shall fully hear and determine the matter and affirm or revoke such suspension or removal.

History: L. 1972, ch. 91, § 9; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4433. Additional law enforcement department personnel; appointment and removal. The agency by resolution shall authorize the appointment or employment of such personnel other than law enforcement officers as may be necessary for the proper operation of the department in carrying out the intent of this act. The director shall appoint and may remove all such personnel.
History: L. 1972, ch. 91, § 10; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4434. Responsibility for enforcement of certain city ordinances transferred to department; contractual powers to enforce all ordinances, use city jail facilities and acquire city police property; transfer of records and prisoners; eligibility of city police officers for membership in department. On the first day of January next following the appointment in any county of the first members of the agency under the provisions of this act and thereafter, the department shall assume and shall exercise all powers, duties and responsibilities of the city marshal or chief of police and police officers of cities located within such county and cities a majority of the population of which is located within such county, including that portion of any such city which is located in an adjacent county, relating to the enforcement of ordinances prohibiting and prescribing penalties for the commission of acts which have been declared to be crimes under the laws of the state of Kansas. Any such city is hereby authorized to contract with the agency for the enforcement of all or any of the remaining ordinances of such city upon such terms and conditions as shall be agreed upon by the agency and the governing body of such city. The city marshal or chief of police of such cities shall transfer and deliver to the agency upon demand all records of the police department relating to the violation of laws of the state and ordinances of the city, responsibility for the enforcement of which has been transferred to the county department, together with the custody of all prisoners held for violations of such ordinances of the city. Any law enforcement agency may enter into a contract with any city located within the county for the use of jail facilities of such city and for the acquisition of city police vehicles and property upon such terms and conditions as shall be agreed upon by the agency and the governing body of such city. On the date hereinbefore fixed for the transfer of law enforcement authority, all police officers of cities located within the county holding law enforcement training certificates and meeting the minimum qualifications established by the agency may become members of the law enforcement department. Upon application therefor, all officers serving in city departments operating under civil service shall be appointed county law enforcement officers in the department.
History: L. 1972, ch. 91, § 11; L. 1974, ch. 132, § 2; March 26.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4435. Powers, duties and responsibilities of sheriffs, deputies and constables transferred to department; transfer of property and records; eligibility of deputies for membership in department. On the first day of January next following the appointment in any county of the first members of the law enforcement agency under the provisions of this act and thereafter, the law enforcement department shall assume and shall exercise all powers, duties and responsibilities previously exercised by the sheriff, deputies of the sheriff and constables. The sheriff, upon demand, shall transfer and deliver to the agency all vehicles, property and records belonging to the sheriff's department. A record of all property so transferred shall be prepared and copies thereof filed in the office of the county clerk and with the secretary of the agency. On the date fixed for the transfer of such authority, any person serving as a full-time deputy of the sheriff of the county on such date, holding a law enforcement training certificate and meeting the qualifications established by the county law enforcement agency, may become a member of the department.

History: L. 1972, ch. 91, § 12; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4436. Powers and duties of director and officers of department. It shall be the duty of the director and officers to keep and preserve the peace, and, for such purpose such director and officers are hereby vested with the power and authority of peace and police officers in the execution of the duties imposed upon them under the provisions of this act. All powers and duties now or hereafter conferred and imposed upon the sheriff and deputies and constables of any county adopting the provisions of this act are hereby conferred and imposed upon the director and officers appointed under the provisions of this act, and all the powers and duties now or hereafter conferred and imposed upon the city marshal or chief of police and police officers of cities located within such county, including that portion of any such city which is located in an adjacent county, relating to the enforcement of the laws of the state and ordinances of such cities, the authority for the enforcement of which has been transferred to and vested in the county department, are hereby conferred and imposed upon the director and officers appointed under the provisions of this act.

History: L. 1972, ch. 91, § 13; L. 1974, ch. 132, § 3; March 26.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4437. Quarters and facilities to be provided by county. The board of county commissioners of any county adopting the provisions of this act shall provide the agency and department with such quarters and facilities as the agency shall deem necessary. County law enforcement agencies may utilize quarters and facilities previously used by the sheriff of the county and may enter into contracts with cities located within the county for the use by such agency of city jail facilities. The board of county commissioners may construct or may acquire by purchase, condemnation or lease, buildings and facilities for the use of the agency and department in like manner as that provided by law for the construction or acquisition of public buildings for the use of the county.

History: L. 1972, ch. 91, § 14; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4438. Sheriff relieved of all power, authority and responsibility; abolishment of office of sheriff. The sheriff of any county adopting the provisions of this act shall be and is hereby relieved of all power, authority and responsibility now or hereafter prescribed by law from and after the date fixed for the transfer of such authority and responsibility to the law enforcement department under the provisions of this act, including the power, authority and responsibility of such sheriff relating to the enforcement of the laws of this state, the service of process, collection of delinquent taxes, the operation of the county jail and any other duty or authority now or hereafter imposed or conferred by law. On the date fixed for the transfer of such power, authority and responsibility, the office of sheriff in such county shall be and is hereby abolished, and at the general election next following such abolishment, and all general elections thereafter, no sheriff shall be elected in any such county.
History: L. 1972, ch. 91, § 15; L. 1974, ch. 132, § 4; L. 1975, ch. 172, § 3; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4439. Constables relieved of all power, authority and responsibility. All constables elected in townships located within any county adopting the provisions of this act, shall be and are hereby relieved of all power, authority and responsibility now or hereafter prescribed by law for the enforcement of the laws of this state from and after the date fixed for the transfer of such authority and responsibility to the law enforcement department under the provisions of this act.
History: L. 1972, ch. 91, § 16; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4440. Power, authority and responsibility of city marshals, chiefs of police and police officers limited. The city marshal or chief of police and police officers of all cities located within, or a majority of the population of which reside within, any county adopting the provisions of this act shall be and are hereby relieved of all power, authority and responsibility now or hereafter prescribed by law for the enforcement of laws of this state, ordinances of such city, responsibility for the enforcement of which has been transferred to the county department and ordinances of such city the responsibility for the enforcement of which has by contract been placed in the county law enforcement department, from and after the date fixed for the transfer of such authority and responsibility to the law enforcement department under the provisions of this act.

History: L. 1972, ch. 91, § 17; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4441. Death, disability and retirement benefits for agency officers; credited service; officers transferring from police or sheriff's department, rights. (a) County law enforcement agencies established under the provisions of this act are hereby declared to be "eligible employers" as defined by subsection (3) of K.S.A. 74-4952 for the purpose of affiliating with the Kansas police and firemen's retirement system established under the provisions of K.S.A. 74-4951 et seq., and amendments thereto. All such agencies shall make application for affiliation with such system in the manner provided by K.S.A. 74-4954, to be effective on the first day of January next following the appointment of the first members of such agency. Such application shall cover all county law enforcement officers.

(b) Every person who shall be appointed a law enforcement officer on or after the entry date of such agency shall become a member of the Kansas police and firemen's retirement system on the date of such person's appointment.

(c) Law enforcement officers appointed under the provisions of this act are hereby declared to be "policemen" as defined by subsection (12) of K.S.A. 74-4952 for the purpose of participating in the Kansas police and firemen's retirement system.

(d) For the purpose of determining and computing retirement benefits and death and disability benefits computed upon the basis of "credited service" of law enforcement officers appointed under the provisions of this act, the term "credited service," as used in K.S.A. 74-4951 et seq., shall mean and include only "participating service" with the agency, except that continuous prior service of any officer, with the city police department or county sheriff's department from which such officer transferred at the time of the establishment of the department, for officers serving with the department upon the entry date of the agency, shall be considered and included in determining if the death or disability of such officer was "service connected" under the provisions of subsection (10) of K.S.A. 74-4952 and for the purpose of determining the eligibility of such officer for non-service connected death and disability benefits under the provisions of subsection (2) of K.S.A. 74-4959 and subsection (2) of K.S.A. 74-4960.

(e) Notwithstanding the provisions of K.S.A. 74-4957 and 74-4963, all service of any officer with a city police department or county sheriff's department prior to becoming a member of the Kansas police and firemen's retirement system, shall be included and counted together with credited participating service for the meeting of requirements for completion of years of service fixed under the provisions of such sections, except that no such service shall be considered "credited service," for the purpose of computing years of service if such officer shall have withdrawn his or her contributions from any pension or retirement system established under the provisions of K.S.A. 13-14a01 et seq., and amendments thereto, 14-10a01 et seq., and amendments thereto, or 74-4901 et seq., and amendments thereto. If any officer shall elect to leave his or her contributions for credited service, under the provisions of K.S.A. 13-14a01 et seq., and amendments thereto, 14-10a01 et seq., and amendments thereto, or 74-4901 et seq., and amendments thereto, on deposit with such system, he or she shall be granted a vested retirement benefit in such system and all credited participating service in the Kansas police and firemen's retirement system shall be included and counted together with such prior vested service in fulfilling the requirements of years of service for retirement benefits under such pension and retirement systems.

(f) Notwithstanding the provisions of K.S.A. 74-4965 and 74-4966 the employee contribution and the benefits payable to members of the system appointed under the provisions of this act, shall not be reduced by the amount of the contributions to or benefits received by such member from social security.

(g) Any officer transferring from a city police department or sheriff's department of such county and becoming a member of the system on the "entry date" of the agency shall be considered a transferring member and shall have the rights and benefits granted under the provisions of subsection (3) of K.S.A. 74-4957 and subsection (3) of K.S.A. 74-4958.

History: L. 1972, ch. 91, § 18; L. 1975, ch. 173, § 1; L. 1979, ch. 76, § 2; April 20.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4442. Financing of law enforcement agency; no-fund warrants; tax levies. The board of county commissioners of any county adopting the provisions of this act, for the purposes of carrying out the provisions of this act from and after the date of the adoption of the provisions thereof by such county, and prior to the time that moneys are available from the tax levy authorized by K.S.A. 19-4443, and amendments thereto, is hereby authorized for such purpose, whenever deemed necessary and fixed by resolution of the agency, to issue no-fund warrants in an amount not to exceed the amount which would be raised by the levy of a tax of one mill upon all taxable tangible property in the county. Such no-fund warrants shall be issued by the county in the manner and form and shall bear interest and be redeemable in the manner prescribed by K.S.A. 79-2940, and amendments thereto, except that they may be issued without the approval of the state board of tax appeals, and without the notation required by said section. The board of county commissioners shall make a tax levy at the first levying period after such warrants are issued, sufficient to pay such warrants and the interest thereon. All such tax levies shall be in addition to all other levies authorized or limited by law.

History: L. 1972, ch. 91, § 19; L. 1975, ch. 172, § 4; L. 2008, ch. 109, § 50; L. 2014, ch. 141, § 44; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4443. County law enforcement agency and department; cost of operation; budget; reserve fund; hearing; tax levy, use of proceeds. (a) Subject to the provisions of subsection (c) and (d), any county adopting the provisions of this act and each incorporated city within such county shall share in the cost, exclusive of medical expenses of prisoners, of operating the law enforcement agency and department in the same proportion as the budget of each such political subdivision for the operation of the sheriff's department or the police department, as the case may be, in the fiscal year in which this act is adopted bears to the total of all such budgets in said fiscal year.

(b) On or before the first Monday in July of each year the agency shall prepare and submit to the board of county commissioners of the county and to the governing body of each incorporated city within such county a budget of expenditures for the operation of such agency and the department for the next budget year, itemizing the expenses and amounts and the purpose, and shall certify the proportionate liability of each such political subdivision therefor. An amount not to exceed 15% of any annual budget may be allocated to a special accruing emergency reserve fund. In making the budget, any amounts credited to, and the amounts on hand in, such reserve fund and the amounts expended therefrom shall be shown for the information of the taxpayers of the county. Not less than 10 days prior to submitting such budget, the agency shall hold a hearing thereon in accordance with the provisions of K.S.A. 79-2929, and amendments thereto. The annual budget of expenditures of the agency shall not exceed 110% of the annual budget of expenditures for the preceding fiscal year except that all expenditures incurred by the agency or department for motor fuels, lubricants and other transportation-related products shall be exempt from the budgetary limitation to the extent that the cost of such expenditures exceeds 110% of the preceding fiscal year's budget for the same such expenditures. The board of county commissioners of said county shall levy a tax upon all assessed taxable tangible property of such county sufficient to raise the amount of the budget for which said county is liable and to pay a portion of the principal and interest on bonds issued under the authority of K.S.A. 12-1774, and amendments thereto, by cities located in the county, and the governing body of each of the cities shall levy a tax upon all assessed taxable tangible property of such city sufficient to raise the amount of the budget for which the city is liable and to pay a portion of the principal and interest on bonds issued by such city under the authority of K.S.A. 12-1774, and amendments thereto. The moneys derived from all levies, except for amounts to pay a portion of the principal and interest on bonds issued under the authority of K.S.A. 12-1774, and amendments thereto, by cities located in the county, made hereunder shall be deposited in the county treasury and credited to a separate fund to be expended for the operation of the county law enforcement agency and department.

(c) In any county where only two cities and the county levy a tax as provided in subsection (b) and one such city is a city of the first class and the other city is a city of the third class, each such city and the county shall levy a tax for the costs of the law enforcement agency and department commencing with the levy for 1979, in an amount computed as follows:

(1) When the budget for the law enforcement agency and department is established for the next year, the levy for the city of the first class shall be computed in accordance with subsection (a);

(2) the levy for the city of the third class then shall be fixed at a rate higher or lower than its previous mill levy for such purpose, by an amount equal to the net increase or decrease in the mill levy rate that the levy of the city of the first class bears to that of its levy for the previous year;

(3) the county then shall levy a tax at a mill rate sufficient to pay the remaining portion of the budget of the law enforcement agency and department.

(d) When the budget for the Riley county law enforcement agency and department is established for 1998, the city of Manhattan shall levy a tax at a mill rate sufficient to fund 80% of the budget of the law enforcement agency and department and the county shall levy a tax at a mill rate sufficient to fund 20% of the budget of the law enforcement agency and department. Thereafter, the governing body of the city of

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

Manhattan and the board of county commissioners of Riley county shall determine annually, by adoption of a joint resolution, the portion which the city and county shall pay to fund the budget of the law enforcement agency and department. If a joint resolution is not adopted by the second Monday in June each year, the funding formula adopted the previous year shall continue in effect.

History: L. 1972, ch. 91, § 20; L. 1974, ch. 132, § 5; L. 1975, ch. 172, § 5; L. 1978, ch. 104, § 2; L. 1979, ch. 52, § 134; L. 1981, ch. 128, § 1; L. 1990, ch. 66, § 34; L. 1997, ch. 3, § 2; Mar. 20.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4443a. 1982 budget increase; purpose; resolution; protest. For fiscal year 1982 only, in addition to the annual budget increase authorized by K.S.A. 19-4443, the agency shall be authorized, by resolution, to increase its budget by a sum not to exceed $175,250. The increase authorized by this section shall be used for one or more of the following purposes: Salary and associated benefits relating to the employment of additional law enforcement officers for patrol purposes; purchase of additional vehicles and equipment; insurance, fuel and maintenance expenses for any such additional vehicles; training expenses for such additional officers; and other associated costs of hiring such additional officers. The resolution shall be published once each week for three consecutive weeks in the official county newspaper. If within 60 days after the date of the last publication of the resolution, a petition signed by not less than 5% of the qualified electors in the county is filed with the county election officer, no increase shall be made under the provisions of this section without the question of increasing the same having been submitted to and been approved by a majority of the qualified electors in the county voting at the next primary or general election.
History: L. 1981, ch. 128, § 2; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4444. Approval of expenditures and claims; cost of medical care of prisoners paid from county general fund or by the state; reimbursement from prisoner. (a) Except as provided by subsection (b), the agency shall approve all expenditures to be made by and claims to be paid on behalf of such agency and the law enforcement department and shall certify the same to the board of county commissioners of the county to be allowed from the funds provided for the operation of such agency and department.

(b) (1) If a person is stopped by or is in the custody of a law enforcement officer, as defined in K.S.A. 22-2202, and amendments thereto, who is an employee of the state and such person is injured by the officer while acting within the scope of such officer's authority, costs incurred for medical care and treatment of the person shall be paid by the state if such care and treatment is required due to the injury and a determination has been made that the person has no other resources. When such medical expenses have been paid by the state, the state may seek reimbursement of such expenses from the prisoner. If the state determines that the prisoner is covered under a current individual or group accident and health insurance policy, medical service plan contract, hospital service corporation contract, hospital and medical service corporation contract, fraternal benefit society or health maintenance organization contract, then the state may require the prisoner or the provider rendering health care services to the prisoner to submit a claim for such health care services rendered in accordance with the prisoner's policy or contract.

(2) All other costs incurred by the agency or department for medical care and treatment of prisoners held within the county shall be paid from the county general fund when a determination has been made that the prisoner has no other resources. When medical expenses have been paid out of the county general fund of any county in this state adopting the provisions of K.S.A. 19-4424 et seq., and amendments thereto, for a prisoner held within such county, the county may seek reimbursement of such expenses from the prisoner. If the county determines that a prisoner of the county jail is covered under a current individual or group accident and health insurance policy, medical service plan contract, hospital service corporation contract, hospital and medical service corporation contract, fraternal benefit society or health maintenance organization contract, then the county may require the prisoner of such county jail or the provider rendering health care services to the prisoner to submit a claim for such health care services rendered in accordance with the prisoner's policy or contract.

History: L. 1972, ch. 91, § 21; L. 1975, ch. 172, § 6; L. 1986, ch. 112, § 1; L. 2002, ch. 117, § 1; L. 2005, ch. 150, § 3; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

2020 Kansas Statutes

19-4445. Abandonment of operations under act; abolishment of agency and department, when; transfer and disposition of property, moneys and supplies; records; officers of county and cities. Any county operating under the provisions of this act may abandon such operation in the same manner as that provided in K.S.A. 19-4426 for the adoption of the provisions of the act, except that the word "abandon" instead of the word "adopt" shall be used in the petition or resolution and upon the ballot and in the election proclamation. If a majority of the votes cast at the election upon such proposition shall be in favor of abandoning operations under the provisions of this act, the law enforcement agency and department shall be abolished on January 1, next following the date of such election. All equipment and supplies purchased by such agency and department shall be transferred to the county, and all other moneys, equipment and supplies donated or contributed to or acquired by such agency and department shall be disposed of pursuant to an agreement entered into by the board of county commissioners of such county and the governing body of each city within such county. In cities having no city marshal or chief of police such officer shall be appointed in like manner as that now provided by law for the filling of vacancies in such office. A sheriff shall be appointed in such county in the manner prescribed for the filling of vacancies for such office who shall hold his or her office until a successor is elected at the next succeeding general election and is qualified. Such sheriff shall have the power, authority and responsibility prescribed by law for such officer. All records of the agency shall be filed in the office of the county clerk. All records of the department relating to the enforcement of city ordinances of any city within such county shall be transferred to the city marshal or chief of police of such city. All records of the department relating to the enforcement of the laws of the state shall be duplicated, and one (1) copy of all such records shall be furnished to the city marshal or chief of police of each city within such county, and the original records shall be transferred to the county sheriff. All moneys derived from the tax levies made by any city within the county pursuant to K.S.A. 19-4443, and amendments thereto, may be used by the governing body of such city for law enforcement purposes in the budget year following the year in which operations under the act of which this section is amendatory are abandoned, notwithstanding that the same were not included in the city's budget of expenditures for such budget year, and the board of county commissioners of such county may use all moneys derived from the tax levies made by the county pursuant to K.S.A. 19-4443, and amendments thereto, for the office of sheriff of such county in the budget year following the year in which such operations are abandoned, notwithstanding that the same were not included in the county's budget of expenditures for such budget year.

History: L. 1972, ch. 91, § 22; L. 1974, ch. 132, § 6; L. 1975, ch. 172, § 7; July 1.

Attachment: 2020 Kansas Statutes (11844 : HCR 5022 Work Session)

PUBLIC WORKS
Amendment

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 20, 2022**

SUBJECT: **CIP Fund Project Amendment**

PRESENTER: **John Ellermann**

BACKGROUND

As you all know this pandemic has caused issues with material supplies causing delays and increased prices. This material supply issue is steel and is affecting truck causing drawn out delivery dates and surcharges for steel.

We recently received a letter form Rush Truck Centers requesting a surcharge on two of the tandem axle International trucks with snow plows and spreaders we ordered in early 2021. The trucks affected are trucks that were ordered February 18, 2021 and May 20, 2021.

Truck #1 is an approved CIP purchase for $200,000. Bids were approved for $189,863. International is requesting a surcharge of $500. Total price with the surcharge is $190,363. Still below the approved CIP amount.

Truck #2 is an approved CIP purchase for $205,000. Bids were approved for $196,395 and International is requesting a surcharge for $4,300. Total price with surcharge is $200,695. Below the approved CIP amount.

DISCUSSION

Discussion on the surcharge increase to the trucks for the two tandem axle trucks with snow plows and salt spreaders.

FISCAL IMPACT

The overall cost is still within the parameters of the original approved cost.

RECOMMENDATION(S)

NA

POSSIBLE MOTION(S)

No action required.

Enclosures:

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 Driector**

MEETING: **January 20, 2022**

SUBJECT: **University Park Sewer Benefit District - Request for Qualifications**

PRESENTER: **John Ellermann**

BACKGROUND

The University Park Sewer Benefit District has a discharging waste water treatment plant. With it being a discharging plant it falls under the Clean Water Act and the National Pollutant Discharge Elimination System (NPDES) permit. KDHE issued a Kansas Water Pollution Control Permit and authorization to discharge under the NPDES permit.

The treatment plant has had problems meeting the requirements as set forth in the permit. As such, the current permit has set forth certain milestones to meet. One of them is to hire a licensed engineering consultant to develop a facility plan to bring the facility into consistent compliance. The facility plan is required to look at replacing the mechanical plant with a non-discharging lagoon system

Public Works has developed the attached Request for Qualifications for a qualified engineer consultant to develop a facility plan and help meet KDHE and EPA requirement.

DISCUSSION

Discussion on the RFQ for a consultant engineer.

FISCAL IMPACT

Fiscal impact could be quite substantial to the University Park Benefit District.

RECOMMENDATION(S)

Public Works recommends proceeding with the search for a licensed engineer to review the pant and develop a facility plan.

POSSIBLE MOTION(S)

Move to approve advertising for the Request for Qualifications for the University Park Benefit District Treatment Plant facility plan.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Qualifications_University Park WWTF - revised (PDF)

REQUEST FOR QUALIFICATIONS
UNIVERSITY PARK WASTEWATER TREATMENT FACILITY
RILEY COUNTY, KANSAS
January 5, 2022

I. INTRODUCTION:

The Riley County Board of Commission is seeking submittals from well qualified consulting firms who possess knowledge, skills, and experience in design and analysis of wastewater treatment facilities for the investigation and improvement of a wastewater treatment facility located in University Park.

The successful firm will analyze the current water treatment facility and provide engineering expertise required for the plant to meet and maintain effluent limits in accordance with KDHE and EPA requirements.

Any individual(s) or firm(s) proposing to perform the analysis and engineering of the plant must be appropriately licensed/registered in the State of Kansas at the time of submittal of the qualifications.

II. GENERAL PROJECT INFORMATION:

The project will consist of an analysis of the current treatment facility and its current effluent parameters, followed by update and operation recommendations to get the facility performing under current and future expected KDHE/EPA effluent requirements.

The engineer will also be responsible for compiling and submitting a Compliance Plan in accordance with EPA requirements, in addition to supplying Semiannual monitoring reports on facility improvements, operation, maintenance, and adherence to effluent limitations. A more detailed description of these requirements can be found in Section IX of this report.

III. PROBABLE TIMETABLE:

- January 31, 2022 — Receive RFQ Submittals
- February 6, 2022 — Review Submittals
- February 10-11, 2022 — Consultant Interviews
- February 18, 2022 — Consultant Selection

The consultant should commence work on the project as soon as practical after being notified of the contract award.

Attachment: Qualifications_University Park WWTF - revised (11836 : Request for Qualifications - University Park Sewer Benefit District)

IV. SUBMITTAL CONTENT:

In your submittal please provide the following information as a minimum:

- Demonstrated ability to perform projects comparable in design, scope and complexity.
- Show related experience in wastewater treatment facility improvement or replacement.
- 4 references of owners for whom design projects of similar nature have been performed.
- Names, titles, and qualifications of personnel who will manage the improvement assessment and design aspects of the project.
- The names and qualifications of the primary design consultants.
- Consultant will concur with proposed timetable or shall submit an alternate timetable approved by Riley County Public Works.
- Consultant will be responsible for submitting an estimated project timeline, including any expected system updates and project costs associated with bringing the treatment facility into accordance with existing standards.
- Overview of challenges and understanding of the project.
- Provide documentation the firm shall have the necessary staff to perform the referenced work as per the proposed schedule.
- Other information Riley County may find useful.
- Sign and date the proposal.

Compensation will not be provided for RFQ submittal.

V. SELECTION PROCESS:

Riley County Public Works shall evaluate qualifications in accordance with the instructions prescribed in the Notice of RFQ. Firms lacking necessary qualifications to perform the work shall be disqualified and will not be considered in the selection for this project.

The County reserves the right to modify the selection process based on information provided in the RFQ submittals.

VI. CRITERIA FOR RECOMMENDATION:

Qualification based proposals are requested. The Board of County Commissioners will evaluate the firms based on the information submitted.

Criteria utilized will include:

Attachment: Qualifications_University Park WWTF - revised (11836 : Request for Qualifications - University Park Sewer Benefit District)

- Consultant experience and qualifications-25 pts.
- Availability of staff-30 pts
- Overview of challenges and understanding of the project-25 pts.
- References-20 pts.

VII. METHOD OF SOLICITATION:

The RFQ will be placed in the Manhattan Mercury and on the Riley County website.

VIII. SUBMITTING YOUR QUALIFICATIONS:

Four (4) bound copies of each RFQ and one digital copy shall be submitted. The covers should include the title "University Park Wastewater Treatment Facility", date of submission, name of the firm, and the firm's contact person with phone number and address. The contact person shall be an authorized representative of the firm.

A transmittal letter, signed by the contact person, should accompany the proposal.

Each project RFQ and the transmittal letter shall be sealed in an envelope or carton and marked on the outside with the words "University Park Wastewater Treatment Facility". The envelope or carton should be mailed or delivered to:

John Ellermann, Riley County Public Works, 6215 Tuttle Creek Blvd, Manhattan, Kansas 66502.

Proposals are due by 5:00 p.m. on Friday, January 31, 2022. Any proposal received after that time will be marked "Received Late" and returned unopened to the firm.

IX. SCOPE OF WORK:

The Riley County Public Works Department is seeking a well-qualified Environmental Engineering firm to provide engineering expertise, planning, and design. We are seeking a firm with experience in wastewater treatment design and analysis. Firms submitting a Statement of Qualifications must demonstrate comparable project experience.

The current wastewater treatment facility needs assessment to meet existing and future effluent regulations.

Recommended facility modifications should result in reliable effluent levels consistent with KDHE and EPA code. Effort should be made to prepare a plan for plant adaptability, dependent on circumstances including, but not limited to,

Attachment: Qualifications_University Park WWTF - revised (11836 : Request for Qualifications - University Park Sewer Benefit District)

variable intake of waste, changing weather conditions, and updates to KDHE/EPA regulations. Prior experience working with KDHE, EPA, and CWA is preferred.

Per EPA requirements, a compliance plan shall be submitted to the EPA and KDHE by March 28, 2022. The compliance plan will consist of a comprehensive written plan for achieving compliance with the current KDHE Wastewater Permit by no later than September 1, 2025. This plan shall include a proposed sequential schedule of work to be completed, and how such actions will bring the facility into compliance with the required effluent limitations.

The selected engineering firm will also be responsible for submitting semiannual reports, starting August 1, 2022, and on each successive February 1st and August 1st until compliance is attained. These reports will include, at a minimum, all monthly monitoring reports regarding effluent limit compliance, detailed descriptions of all actions taken to inspect, repair, clean, maintain, and improve the system pursuant to the compliance plan, operation and maintenance plans for the system, and a description of all work planned for the next 6-month reporting period pursuant to the Compliance Plan.

Attachment: Qualifications_University Park WWTF - revised (11836 : Request for Qualifications - University Park Sewer Benefit District)