



**Board of Riley County
Commissioners
Regular Meeting
Agenda
February 01, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Out of State Travel Request - ESRI User Conference
4. N. County EMS
5. Certification of Unpaid Fees
6. Bid Recommendation for One (1) 15T Hydraulic Dovetail Trailer
7. Bid Recommendation for one (1) 1 1/2 T 4x4 Regular Cab-Chassis Truck
8. Bid Recommendation for two (2) Stainless-Steel Dump Bodies
9. Sign Tax Roll Corrections
10. Letter to the City of Manhattan to request building permit fee waiver for renovation of 4th floor of Courthouse Plaza East Building
11. Sign Riley County Employee Action Form(s)

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Jan 29, 2024 8:30 AM

Review Tentative Agenda

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

15. Human Resources Monthly Update

9:15 AM

Judge Grant Bannister

16. Courthouse space needs

9:30 AM

Anna Burson, Appraiser

17. Appraiser's Office Staff Report

9:45 AM

Brittany Phillips, Budget and Finance Officer

18. Grant Opportunities

9:55 AM

Julie Gibbs, Health Department Director

19. RCHD Out of State Travel Request

10:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

20. Administrative Work Session

21. Signature of Order in Roger and Penny Nelson Fence View Application

10:20 AM

Shelley Woodard, Deputy County Counselor

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

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.



IT/GIS
Travel Request

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Cory Meyer

MEETING: February 1, 2024

SUBJECT: Out of State Travel Request - ESRI User Conference

PRESENTER: Cory Meyer

BACKGROUND/Discussion

Riley County IT/GIS has annually sent 1 or 2 participants to the National ESRI User Conference. The conference is 5 days long and those participating sign-up for various classes all day long for the 5 days. The conference is July 15-19, in San Diego. This year I would like to send Jacob & Will to the conference.

FISCAL IMPACT

The approximate cost for sending 2 participants is \$5230 which includes airfare, lodging, meals, and other transportation. The amount proposed is within the IT/GIS Budget.

RECOMMENDATION(S)

The IT/GIS Director recommends that the BOCC approve the Out of State travel for 2 GIS staff to the ESRI User Conference.

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Esri UC Conf Request Letter (DOCX)
- 2024 ESRI Travel Request (PDF)

2024 Esri User Conference Justification Letter

To: Riley County BOCC
 From: Cory Meyer, IT/GIS Director
 Re: Approval to Attend the 2024 Esri User Conference

I would like to send two GIS staff members to the Esri User Conference (Esri UC), to be held July 15–19, 2024, in San Diego, California. Registration rates per person are as follows:

- Registration: Complimentary
- Airfare \$850
- Transportation: (round trip taxi from airport to hotel) \$75
- Hotel: Five nights at \$275 per night
- Meals: Five days at \$63 per day
- Total \$2,615 per person
- Total x2= \$5230.00

The 2024 Esri UC will focus on the power of geospatial thinking. Geographic information system (GIS) technology brings together the science of geography with the modern capabilities of data management, analysis, visualization, integration, and collaboration.

Over five full days, I'll have the chance to

- Collaborate and learn in a dynamic environment by attending user presentations and interactive workshops.
- Meet one-on-one with Esri subject matter experts to ask questions, share ideas, and uncover ways to advance my work.
- Explore the conference Expo featuring vendor exhibits demonstrating innovative GIS solutions that will connect me with other GIS users and experts from our region and industry.

As GIS becomes more powerful and user-friendly, I need to know how we can leverage it to make the most of our resources. Here are three projects I think will benefit from my attendance:

1. Creating and maintaining parcels and related land records through ESRI Parcel Fabric Solution
2. Further expand industry standards and best practices for administering and maintaining web GIS Enterprise Environment
3. Automating GIS tasks through scripting languages and leveraging web GIS scripting environments.

GIS Staff that attends plan to submit a post-conference summary, including a set of recommended actions to further our GIS work. I'm also happy to share what I learn with other staff members and departments. This conference has been a major part of our continued success throughout the years.

Thank you for your consideration. I look forward to your reply.

Attachment: 2024 Esri UC Conf Request Letter (14461 : Out of State Travel Request)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Will Habiger **DEPARTMENT:** IT/GIS

POSITION TITLE: GIS Analyst **DATE REQUESTED** 01/26/2024

FUND: 001-0029

Travel From: Kansas **Date:** July 14, 2024

Travel To: San Diego, CA **Date:** July 20, 2024

Purpose of Travel: Travel to and from the ESRI GIS User Conference in San Diego, CA

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging

Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfare Round Trip	\$850
Lodging	Hotel 5 Nights	\$1375
Meals	5 Days	\$315
Registration/Fees	Included	
Other	Taxi/Uber Transportation	\$75

Total Estimated Travel Costs: \$2615.00

Requested by:  **Date:** 1-26-24

Approved by:

Department Head:  **Date:** 1-26-24

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Jacob Galyon **DEPARTMENT:** IT/GIS

POSITION TITLE: Sr GIS Anaylst **DATE REQUESTED** 01/26/2024

FUND: 001-0029

Travel From: Kansas **Date:** July 14, 2024

Travel To: San Diego, CA **Date:** July 20, 2024

Purpose of Travel: Travel to and from the ESRI GIS User Conference in San Diego, CA

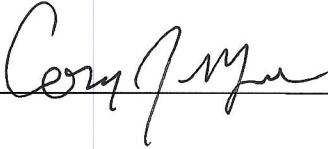
Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of _____

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Registration/Fees	Included	
Other	Taxi/Uber Transportation	\$75

Total Estimated Travel Costs: \$2615.00

Requested by:  **Date:** 1-26-24

Approved by: _____ **Date:** _____

Department Head:  **Date:** 1-26-24

Chair: _____ **Date:** _____

Board of County Commissioners _____

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director
MEETING: February 1, 2024
SUBJECT: N. County EMS
PRESENTER: John Ellermann

BACKGROUND

The North County EMS station is essentially complete and currently in service.

DISCUSSION

Discuss Change Order No. 2 and Certificate of Substantial Completion. The remaining items are the installation of the front door and the emergency generator.

FISCAL IMPACT

Change Order No. 2 is a \$1,304.26 deduct in the project price.

RECOMMENDATION(S)

Staff recommends signing Change Order NO. 2 and the Certificate of Substantial Completion

POSSIBLE MOTION(S)

Move to approve Change Order No. 2 and the Certificate of Substantial Completion.

Move to deny Change Order No. 2 and the Certificate of Substantial Completion.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- G701-2017 - Final - 002 North EMS (PDF)
- G704-2017 - Final - 001 - North Riley Co EMS (PDF)

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
North Riley County EMS Station
506 East Barton Street
Leonardville, KS 66449

CONTRACT INFORMATION:
Contract For: General Construction
Date:

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: December 7, 2023

OWNER: *(Name and address)*
Board of Riley County Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

ARCHITECT: *(Name and address)*
Anderson Knight Architects
2505 Anderson Ave., Suite 201
Manhattan, KS 66502

CONTRACTOR: *(Name and address)*
Schultz Construction, Inc.
4345 Rory Circle
Manhattan, KS 66502

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Item No. 1: Change ceiling fan in ambulance bay. DEDUCT.....<\$1,522.50>
Item No. 2: Materials for appliance connections. ADD.....\$ 340.04
Item No. 3: Credit fo Owner supplied hardware cores. DEDUCT.....<\$ 121.80>
TOTAL DEDUCT.....<\$1,304.26>

The original Contract Sum was	\$ 799,000.00
The net change by previously authorized Change Orders	\$ 2,567.61
The Contract Sum prior to this Change Order was	\$ 801,567.61
The Contract Sum will be decreased by this Change Order in the amount of	\$ 1,304.26
The new Contract Sum including this Change Order will be	\$ 800,263.35

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be December 9, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Anderson Knight Architects

ARCHITECT *(Firm name)*


SIGNATURE

Dan Knight, Senior Principal
PRINTED NAME AND TITLE

12-7-23
DATE

Schultz Construction

CONTRACTOR *(Firm name)*

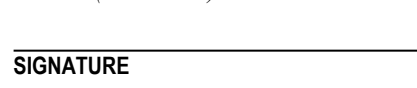

SIGNATURE

Brett Ballou, President
PRINTED NAME AND TITLE

12/07/23
DATE

Board of Riley County Commissioners

OWNER *(Firm name)*


SIGNATURE

PRINTED NAME AND TITLE

DATE



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
North Riley County EMS Station

506 East Barton Street
Leonardville, KS 66449

CONTRACT INFORMATION:
Contract For: Combined construction per
the AIA A101-2017
Date: April 3, 2023

CERTIFICATE INFORMATION:
Certificate Number: 001
Date: October 9, 2023

OWNER: *(name and address)*
Board of Riley County Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

ARCHITECT: *(name and address)*
Anderson Knight Architects
2505 Anderson Avenue, Suite 201
Manhattan, KS 66502

CONTRACTOR: *(name and address)*
Schultz Construction, Inc.
4345 Rory Circle
Manhattan, KS 66502

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Entire Project

Anderson Knight
Architects

ARCHITECT *(Firm Name)*


SIGNATURE

Dan Knight, Senior
Principal

PRINTED NAME AND TITLE

October 9, 2023

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

Warranty date for back-up generator will be the date of installation.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See attached.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within one hundred eighty (180) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$35,000 (includes the generator)

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

Owner is responsible for the above items.

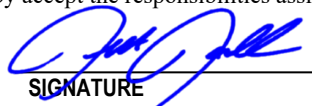
The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Schultz Construction, inc.

CONTRACTOR *(Firm Name)*

Board of Riley County
Commissioners

OWNER *(Firm Name)*


SIGNATURE

Brett Ballou, President
PRINTED NAME AND TITLE

12/07/23
DATE

SIGNATURE

PRINTED NAME AND TITLE

DATE

Substantial Completion Report

Date:	October 9, 2023	Time: 9:00 AM
Project:	Riley County EMS North Station	
Project No.:	22-028	

Item 1: General Items:

- ✓ Final clean (windows, siding, etc.) SCI Completed
- ✓ Remove window shipping tabs SCI Completed
- ✓ Finish installing all door hardware and adjust doors as required to function properly Isom Const. Completed 10/13

Item 2: Bay 101:

- ✓ Adjust O.H Door speeds to meet specs Completed 10/18 by Heartland Door
- ✓ Trench drain – grind perimeter of concrete and apply sealant SCI Completed 10/13

Item 3: Living 102:

- ✗ Door 102- install permanent door when received
- ✓ Screw at cover plate on west wall is not sitting correctly Completed 10/13

Item 4: Kitchen 103:

- ✓ Adjust upper corner cabinet body (tops do not align) Isom Const. Completed 10/13
- ✓ Touch up paint on north wall between door frame and light switch SCI Completed 10/13

Item 5: Laundry 107:

- ✓ Install beauty ring at dryer vent Completed 10/12
- ✓ Top left cabinet door missing rubber stop/silencer Isom Const Completed 10/13

Item 6: Bedroom 108:

- ✓ Clean rubber base behind door SCI Completed 10/12

Item 7: Bathroom 109:

- ✗ Install additional towel bars (2 each of the 8" and 24") Dave requested not to be installed. Additional hardware left on site for future install if needed.

Item 8: Med/Supply/Storm 111:

- ✓ Door 111 should have 2 dead bolts in addition to handle. Verify door and frame is tornado resistant per specs. Door was rubbing on frame. Complete by Topeka Foundry 10/18

Item 9: Exterior:

- ✓ Front porch, east soffit, south side return – gap between fascia trim and soffit panel SCI Completed 10/12
- ✓ South gable (off of porch) – two spots where roof edge flashing bows out (one on each side of peak) SCI Completed 10/12
- ✓ Install concrete splash blocks at all downspout locations (section 07 6200) SCI Completed 10/12
- ✓ South gable – roof edge flashing bows out in several spots SCI Completed 10/12
- ✓ Install downspout on northwest corner of Bay SCI Completed 10/12

Mechanical/Electrical/Plumbing list attached.

Civil list to be forwarded upon completion.

Flagpole - SCI Completed 10/20
Hydroseeding - Blueville Completed 10/20

2505 Anderson Avenue, Suite 201
Manhattan, Kansas 66502
785.539.0806

Attachment: G704-2017 - Final - 001 - North Riley Co EMS (14458 : North County EMS)



MEP Punch List

October 9, 2023

PKMR – 22.548

PROJECT: Riley County EMS North Station

DATE OBSERVED: October 9, 2023

ATTENDED BY: Alexis Nevarez Cervantes & Curtis Miller

Representatives of PKMR performed a site observation to generally review the project for compliance with the contract documents. Not all systems, equipment, installations, etc. may have been observed due to inaccessibility or other otherwise hidden conditions. The following list includes items of non-compliance observed on the date above. Failure to note any items of non-compliance herein does not relieve the Contractor of responsibility to comply with the Contract Documents. Contractor shall provide the Engineer with written notice of the completion of these items.

MECHANICAL

General Items

The following items are applicable in all areas. Where no comment is made, the general items shall still apply.

1. Provide O&M Manuals to Architect/Engineer for review.
2. Provide Balance Report to Architect/Engineer for review.
3. Provide As-Built Drawings to Architect/Engineer for review.
4. Complete general clean-up of equipment.

Attachment: G704-2017 - Final - 001 - North Riley Co EMS (14458 : North County EMS)

Bay 101

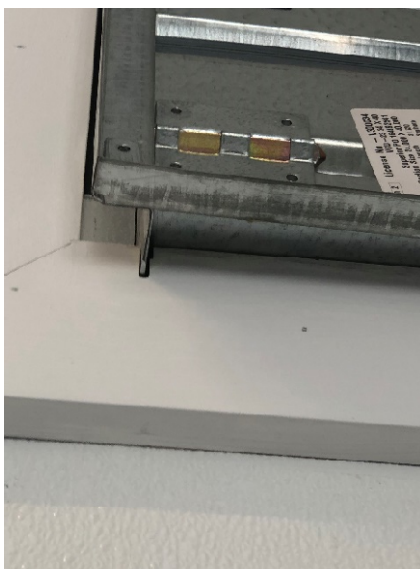
1. Complete installation of HVLS fan and controller.



2. Seal exhaust fan penetration. ✓ Carlson Completed 10/13



3. Seal outside air louver penetration. ✓ Carlson completed 10/13



Hall 112

1. Install return air grille in hallway. ✓ Carlson Completed 10/13



PLUMBING

General Items

The following items are applicable in all areas. Where no comment is made, the general items shall still apply.

1. Provide O&M Manuals to Architect/Engineer for review.
2. Provide As-Built Drawings to Architect/Engineer for review.
3. Complete general clean-up of plumbing fixtures.

Bay 101

1. Clean the trench drain of all debris. ✓ SCI Completed 10/13
2. Grind, re-grout, and re-seal around trench drain. ✓ SCI Completed 10/13



Living 102

1. Complete installation of dishwasher. ✓

SCI Completed 10/12
Leak fixed 11/3

Mech. 106

1. Ensure water heater is dialed in to produce hot water at plumbing fixtures. ✓ Completed 10/13

Bath 109

1. Install p-trap trap covers and escutcheon at drain penetration. ✓ Completed 10/13



2. Clean escutcheon at water closet. ✓ Completed 10/12



Exterior

1. Cut down and cap cleanouts and vent lines. ✓ Completed 10/13
2. Vent line to sand/oil interceptor shall be fitted with downward elbow and bird screen. ✓ Completed 10/13
3. Ensure sand/oil interceptor grates are cleaned and flush with grade when grading is completed. ✓ Completed 10/20



ELECTRICAL

General Items

The following items are applicable in all areas. Where no comment is made, the general items shall still apply.

1. Provide O&M Manuals to Architect/Engineer for review.
2. Provide generator test reports.
3. Provide As-Built Drawings to Architect/Engineer for review.
4. Complete general clean-up. Wipe clean all equipment and devices.



Exterior

1. Complete installation of automatic transfer switch and generator.



END OF PUNCH LIST

**PUBLIC WORKS***Certification of Unpaid Fees and/or Utility Srvs***John Ellermann**

Public Works

Director/County Engineer

6215 Tuttle Creek Blvd

Manhattan, KS 66503

Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Andrea Rose Administrative Assistant II**MEETING: February 1, 2024****SUBJECT: Certification of Unpaid Fees****PRESENTER: John Ellermann**

LaTasha Yvette Sims has failed to make payments on their sewer bill. Currently the total amount due is \$401.36. As a result of non-payment, we request a Special Assessment be placed against LaTasha Yvette Sims.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Unpaid fees Lakeside Hgts Sewer District (PDF)



To The Riley County Clerk

Certification of Unpaid Fees and/or Charges for Utility Services on Property Located in Riley County, Kansas

Tax Roll Year 2024

Benefit District Lakeside Heights Sewer District

Parcel ID# 1111204001034000

Name of Landowner LaTasha Yvette Sims

Landowner Address 7008 Summit Ridge Dr., Manhattan, Kansas 66503

Legal Description: Lot 1, Lakeside Heights Unit 6 located in Riley County, KS

Charges and Fees assessed from October 2023 to January 2024

Utility Charges: Sewer	\$ 306.00
Late Fees	\$ 74.36
Lien Filing Fee	\$ <u>21.00</u>
Assessment Total	\$ <u>401.36</u>

The Board of County Commissioners, acting as the governing body for the Lakeside Heights Benefit District, hereby certifies the above unpaid fees and/or charges are payable, and a Special Assessment shall be placed against LaTasha Yvette Sims, in accordance with the laws of the State of Kansas, as stated in K.S.A. 12-808(c).

Governing Body – Chair

Date

Attachment: Unpaid fees Lakeside Hgts Sewer District (14449 : Certification of Unpaid Fees and/or Utility Services)

Lakeside Heights
LaTasha Yvette Sims
Account #0002
Tax Roll 2024

Date	Monthly Charges	Lien Filing Fee	Late Charges	Running Total
10/03/23	\$76.50			\$76.50
11/01/23	\$76.50			\$153.00
11/21/23			\$15.30	\$168.30
12/04/23	\$76.50			\$244.80
12/19/23			\$24.48	\$269.28
01/02/24	\$76.50			\$345.78
01/19/24			\$34.58	\$380.36
01/22/24		\$21.00		\$401.36
	\$306.00	\$21.00	\$74.36	

Attachment: Unpaid fees Lakeside Hgts Sewer District (14449 : Certification of Unpaid Fees and/or Utility Services)



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose Administrative Assistant II.

MEETING: February 1, 2024

SUBJECT: Bid Recommendation for One (1) 15T Hydraulic Dovetail Trailer

PRESENTER: John Ellermann, County Engineer

Riley County Public Works staff has reviewed the bids submitted for the purchase of one (1) Hydraulic Dovetail Trailer.

D&L Trailer Sales provided the best bid in the amount of \$39,701 plus \$500 freight charges for delivery, for the total amount of \$40,201.00

Staff recommends awarding the contract to D&L Trailer Sales of 1934 NW Topeka Blvd, Topeka, KS in the amount of \$39,701.00 plus \$500.00 for delivery for a total of \$40,201.00.

The vendor did not provide a date for delivery. This purchase will be paid from the CIP Fund.

POSSIBLE MOTION(S)

Move to approve the bid from D&L Trailer Sales for 40,201.00

Move to deny

Move to table for further discussion

Enclosures:

- Trailer - Bidders Summary List 15T Hydraulic Dovetail Trailer (XLSX)

One 15T Hydraulic Dovetail Trailer

01/10/2024

10:45a m

Company	One 15T Hydraulic Dovetail Trailer	Total	Est. Delivery Date	Notes
Blue Valley Trailers Attn:Luke Roepke 225 S East St Waterville, KS 66548	\$39,000.00	\$39,000.00	04.12.24	Not to specs
D&L Trailer Sales 1934 NW Topeka Blvd Topeka, KS 66608	\$39,701+\$500 freight	\$40,201.00	no date	Riley County Public Works recommends
Hoyt's Trailer Center 2613 NW Stina Crt Topeka, KS 66618	\$44,800.00	\$44,800.00	4.1.24	Not to specs

Attachment: Trailer - Bidders Summary List 15T Hydraulic Dovetail Trailer (14460 : Bid Recommendation



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose Administrative Assistant II.

MEETING: February 1, 2024

SUBJECT: Bid Recommendation for one (1) 1 1/2 T 4x4 Regular Cab-Chassis Truck

PRESENTER: John Ellermann, County Engineer

Riley County Public Works staff has reviewed the bids for the above referenced item. Rush Truck Center of 7700 NE 38th St Kansas City, MO, submitted the best bid in the amount of \$101,732.00. Upon reviewing the bid Public Works Staff recommends removing the option for the 120V/400W outlet, reducing the bid by \$4,872.00. Removing the 120V/400W outlet option from the bid proposal will bring the purchase price to \$96,860.00.

Staff recommends awarding the contract to Rush Truck Center for \$96,860.00.

The vendor anticipates delivery in 210-300 days after acceptance. This purchase will be paid from the CIP Fund.

POSSIBLE MOTION(S)

Move to approve the bid from rush Truck Center for \$96,860.00.

Move to deny

Move to table for further discussion

Enclosures:

- Truck - Bidders List Summary For 4x4(XLSX)

1 1/2 T 4x4 Regular cab-Chassis Truck Summary				
Bid opening 01/10/2024 9:50am				
Company	4X4	Total	Est. Delivery Date	Notes
Laird Noller Ford 2245 SW Topeka Blvd Topeka, KS 66601	\$68,967+\$1995 no bed or hydraulics	\$70,962.00	6.30.24	Not quoted bed or hydraulics, required in invitation to bid specifications
Rush Truck Center 7700NE 38th St Kansas City, MO 64161	\$101,732-\$4872.00 (less 1 120v/400w outlet not needed)	\$96,860.00	210-300days	Riley County Public Works Recommends
Shawnee Mission Ford Attn: Jay Cooper 11501 Shawnee Mission Parkway Shawnee, KS 66203	\$66,243 no bed or Hydraulics	\$66,243.00	90-180days	Not quoted bed or hydraulics, required in invitation to bid specifications



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose Administrative Assistant II.

MEETING: February 1, 2024

SUBJECT: Bid Recommendation for two (2) Stainless-Steel Dump Bodies

PRESENTER: John Ellermann, County Engineer

Riley County Public Works staff has reviewed the bids for the above referenced items. American Equipment Co. of 3250 Harvester Road Kansas City, KS provided the lowest bid in the amount of \$60,250 for each stainless steel dump body, for a total amount of \$120,504.00 for two.

Staff recommends awarding the contract to American Equipment Co. for \$120,504.00

The vendor will deliver goods between 130-170 days after acceptance. This purchase will be paid from the CIP Fund.

POSSIBLE MOTION(S)

Move to approve the bid from American Equipment Co.

Move to deny.

Move to table

Enclosures:

- Dump Body - Bidders Summary List (XLSX)

Two (2) Dump Body				
Bid opening 1/10/2024 10:40am				
Company	Dump Bodyx2	Total	Est. Delivery Date	Notes
American Equipment Co Attn: John Blogin 3250 Harvester Kansas City KS 66115	Steel 56,633 Stainless 60,352	Steel 113,266 Stainless 120,504	130-170 days	Low Bid- Riley Cuntty Public Works Staff Recommendation
Master Tech Truck & Equipment Attn David Williams 5115 N Broadway Wichita KS 67219	Steel 86,742 Stainless 92,377	Steel 173,484 Stainless 184,754	Avg 34	Not Low Bid
Reed & Co Attn: Don Ebert 4455 KS-99 Wamego, KS 66547	Steel 45,800 Satinless 60,675	Steel 91,600 Stainless 121,350	03.13.2024	Not Low Bid

Attachment: Dump Body - Bidders Summary List (14463 : Bid Recommendation - Two (2) Stainless Steel



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: February 1, 2024

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image30928 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/29 14:33:00

Taxpayer ID ROUS0011
Owner ID ROUS0011

Control # 2024000033

Tax Year 2023
Tract # MA00537

ROUSSER, ROBERT ET UX

CAMA # 204-20-1-10-05-009-00-0-01

20-10-8 PT TR 20T IN
NE4 .20A

831 STADEL RD

TU 130 Manhattan Township
Parcel 4580

MANHATTAN, KS 66502-7010

USD 383

Property Address 831 STADEL RD

APPRAISER SECTION (Value)

2024/01/29 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	13410	113090	126500

Appraised After Correction:

CL	Land	Imp	Total
RR	13410	79060	92470

Net Change
34030-

Total	13410	113090	126500
-------	-------	--------	--------

Total	13410	79060	92470
-------	-------	-------	-------

34030-

Assessed Prior to Correction:

RR	1542	13005	14547
----	------	-------	-------

Assessed After Correction:

RR	1542	9092	10634
----	------	------	-------

Net Change
3913-

Total	1542	13005	14547
SB41	4836		

Total	1542	9092	10634
SB41	4836		

Total	3913-
SB41	

CLERK SECTION (Tax)

2024/01/29 LMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 116.13200	Gen Tax	1689.38
	SB41 \$	96.72
SB41 Tax Dollars		1592.66

Tax After Correction:		
Levy 116.13200	Gen Tax	1234.96
	SB41 \$	96.72
SB41 Tax Dollars		1138.24

Net Change
454.42-
454.42-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

3913-

Applicable Mill Levy

116.13200

Net Change in Levied Tax Dollars

454.42-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 26218

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

454.42-

Owner ROUS0011

ROUSSER, ROBERT ET UX

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image30928 (14466 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2024/01/29 14:33:00

Taxpayer ID BANK0138
Owner ID SWAR0026Control # 2024000034Tax Year 2023
Tract # 338015SWART, WILLIAM EUGENE
DEBRA SWART
2026 BROWNING AVE
MANHATTAN, KS 66502-1928CAMA # 211-01-0-30-02-017-00-0-011-10-7 TR 3 IN S 3/4
OF SW4 OF SW4 .34A
LESS TRACTTU 2 Manhattan City
Parcel 83210
USD 383Property Address 2026 BROWNING AVE

APPRAISER SECTION (Value)

2024/01/29 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	31550	167450	199000
—	—	—	—
—	—	—	—
—	—	—	—
Total	31550	167450	199000

Assessed Prior to Correction:

RU			
RU	3628	19257	22885
—	—	—	—
—	—	—	—
—	—	—	—
Total	3628	19257	22885
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	31550	156350	187900
—	—	—	—
—	—	—	—
—	—	—	—
Total	31550	156350	187900

Assessed After Correction:

RU			
RU	3628	17980	21608
—	—	—	—
—	—	—	—
—	—	—	—
Total	3628	17980	21608
SB41	4836		

Net Change
11100-Net Change
1277-Total
SB41 1277-

CLERK SECTION (Tax)

2024/01/29 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	3441.34
	SB41 \$	96.72
SB41 Tax Dollars		3344.62

Tax After Correction:

Levy 150.37500	Gen Tax	3249.30
	SB41 \$	96.72
SB41 Tax Dollars		3152.58

Net Change
192.04-

192.04-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

1277-

150.37500

192.04-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 4.00%

Tax Statement # 2371

Comments PUP adjustment per Appraiser

Owner SWAR0026

SWART, WILLIAM EUGENE

Net Change in Total Tax Dollars

192.04-

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image30928 (14466 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Letter

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: February 1, 2024

SUBJECT: Letter to the City of Manhattan to request building permit fee waiver for renovation of 4th floor of Courthouse Plaza East Building

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign the letter to the City of Manhattan to request a building permit fee waiver for the renovation project at 115 N. 4th Street, 4th floor of the Courthouse Plaza East Building.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 02-01-24 request fee waiver letter (PDF)



BOARD OF COMMISSIONERS

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

February 1, 2024

To: Mayor Wynn Butler and the Manhattan City Commission
 CC: City Manager Ron Fehr
 From: Riley County Board of County Commissioners

Re: Request Fee Waiver for Renovations of County Building to Enhance Election Security and Integrity
 Commissioners and Mr. Fehr:

Riley County is requesting a building permit fee waiver from the City of Manhattan for the renovation project at 115 North 4th Street, 4th Floor West.

The Riley County Clerk is tasked with supervising and conducting elections within Riley County, including the City of Manhattan. It is imperative for the security and integrity of elections that the Riley County Clerk have adequate staff and space for the purposes of conducting elections.

Recently, there has been an effort by the State Legislature and the Secretary of State to further enhance election security. As part of that effort, Riley County is renovating space to contain the elections staff in their own secure location. This renovation will provide upgraded security regarding access to the space and will allow the elections staff to work in a single space as a cohesive team.

The Riley County Clerk always strives to conduct elections that run smoothly and utilize the most current security and integrity measures. This renovated facility will allow us to continue to provide services for the citizens of Manhattan and Riley County while maintaining the trust the Clerk's office has earned. We thank you for considering our request to waive fees and we look forward to continuing to work with the City of Manhattan and providing election services for its residents.

Riley County is requesting consideration of a building permit fee waiver from the City of Manhattan for our renovation project at 115 North 4th Street, 4th Floor West estimated to be \$2,400 but could change depending on the final bid for the entirety of the project.

Sincerely,

Board of Commissioners of Riley County, Kansas

 John Ford, Chairman

 Greg McKinley, Vice-Chair

 Kathryn Focke, Commissioner

Attachment: 02-01-24 request fee waiver letter (14467 : fee waiver for reno request)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: February 1, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-01 Museum SWolcast EAF (DOCX)
- 2024-01 IT-GIS JBridgers EAF (DOCX)
- 2024-01 EMT KKolzow EAF (DOCX)
- 2024-01 Temp Election SKhmous EAF (DOCX)
- 2024-01 EMT KSmith EAF(DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sydney Wolgast**Status Change Date:** 02/06/2024**Status Change:** New Hire**Date of Hire:** 02/06/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** As Needed Museum Asst**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-County General, 17-Museum**Supervisor:** Katharine Hensler**Department Head:** Katharine Hensler

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Museum SWolgast EAF (14473 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: James Bridgers**Status Change Date:** 02/05/2024**Status Change:** New Hire**Date of Hire:** 02/05/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Info Tech Specialist**Position Type:** Full-Time**Pay Range:** 12**Pay Type:** Hourly**Base Rate:** \$32.95**Annualized Pay:** \$68,536**Funds Codes:** County General [1], Information Tech/GIS [29]**Supervisor:** Cory Meyer**Department Head:** Cory Meyer

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 IT-GIS JBridgers EAF (14473 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kerry Kolzow**Status Change Date:** 02/05/2024**Status Change:** New Hire**Date of Hire:** 02/05/2024**Seniority:** 0 Year, 0 Month(s)**Position:** EMT**Position Type:** Full-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$20.42**Annualized Pay:** \$75,554.00**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 EMT KKolzow EAF (14473 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sufian Khmous**Status Change Date:** 02/05/2024**Status Change:** New Hire**Date of Hire:** 02/05/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Worker**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 Temp Election SKhmous EAF (14473 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kodi Smith**Status Change Date:** 02/19/2024**Status Change:** Separation**Date of Hire:** 09/03/2022**Seniority:** 1 Year, 4 Month(s)**Position:** EMT**Position Type:** Full-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$18.69**Annualized Pay:** \$69,153.00**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-01 EMT KSmith EAF (14473 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 05, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Good Morning Manhattan

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Julie Gibbs, Health Department Director

3. Contract for the MCH Program

9:25 AM

Greg Steere, RCPD

4. Extension letter for grant for Evidence/HERT Truck

9:30 AM

Press Conference

5. RCPD Update - Greg Steere (3-5 minutes)

9:45 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update

10:00 AM

Russel Stukey, Emergency Management Director

7. Staff update

Adjournment

Attachment: 02-05-24 tentative agenda (14174 : Tentative Agenda)

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

Attachment: 02-05-24 tentative agenda (14174 : Tentative Agenda)



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Michael Boller, Noxious Weed/HHW Director

4. Staff update

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

7. Staff update
8. Out of State Travel Request

10:30 AM

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

Attachment: 02-08-24 tentative agenda (14174 : Tentative Agenda)

9. Monthly Cash Flow Reports

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.



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resources Director

MEETING: February 1, 2024

SUBJECT: Human Resources Monthly Update

PRESENTER: Elizabeth Ward

Enclosures:

- HR Monthly Report - February 2024 (PPTX)



Human Resources

February 2024

Presented by Elizabeth Ward, HRD

HR Objective

Riley County Human Resources

Talent Management	Training & Development	Compliance Matters	Compensation & Employee Benefits	Workplace Safety
				

We work to provide organizational structure, balance the needs of the employees and the needs of Riley County and effectively manage the employee lifecycle.

Recruitment and Retention

	Regular Employees	Seasonal/Stipend EE/Intern
Current headcount	288	330
Hires-current month	8	8
Hires – current year	8	8
Separations – current month	3	0
Separations - current year	3	0
Turnover Rate-annual	15.6%	
Average tenure	9 years	
Current openings	6	
-Attorney, Elections, Fire, Public Works and Treasurer(2)		



HUMAN RESOURCES

Succession Planning

Continued focus on:

- those eligible to retire
- those eligible to replace them
- the knowledge, skills and ability gap for training

39 employees eligible to retire (14%)

69 employees will be eligible within 5 years (24%)

Performance and Development-Upcoming

RCFD# 1 Supervisor and Harassment Training

- Jan 9 with County Counselor
- Focus on
 - All kinds of Harassment/Discrimination
 - Supervisor responsibility within personnel laws
- RCFD leaders attended

Quarterly CPR training for employees

- Approved by Dept Heads
- **Schedule set for**

Comprehensive onboarding for new employees

- Includes REACH welcome kits, IT, HR, software and more
- Michele setting up workgroup

Tackling Toxicity & Promoting Positivity

- Jan 30 at MHK Library
- Conflict Resolution, Crucial Conversations, Positive Workplace
- 25 employees from 8 departments attended

Performance and Development-Current

Focus Group evaluating best training program for Riley County

- Kansas Leadership Center
- Highly Effective Managers program
 - Researching most effective options for Riley County

Individual Dept 'High Performance Team' building

Employee Day Committee planning

- Location approved by Insurance
- Possible topics include:
 - Personality management at work,
 - Inclusion,
 - Building a high performing team

Compliance

- Personnel Manual
 - Draft presented to Dept Heads January 31
- 2023 Workers Compensation Audit
- Risk Management Audit
- No updates to FLSA regulation
 - DOL salary threshold increase for exemption from overtime pay
 - New minimum would be \$1059/week (\$55,068/year)
- Employment Law/Benefits legal updates seminar
 - Feb 21-22

Budget Updates

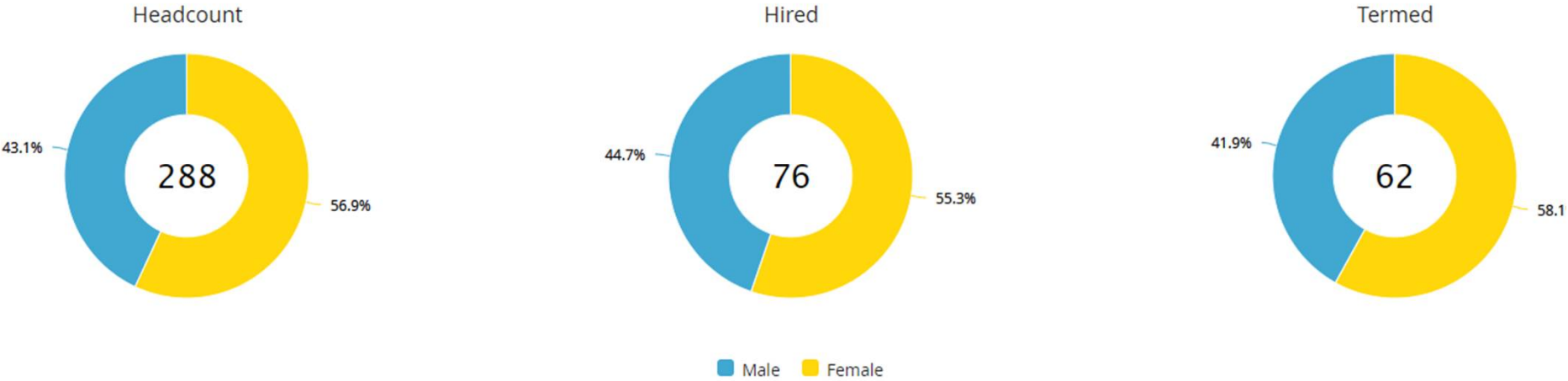
Budgeting for Community Corrections staffing transition

Planning for advertising for County Counselor transition

Working with Attorney's office to fill Assistant County Attorney

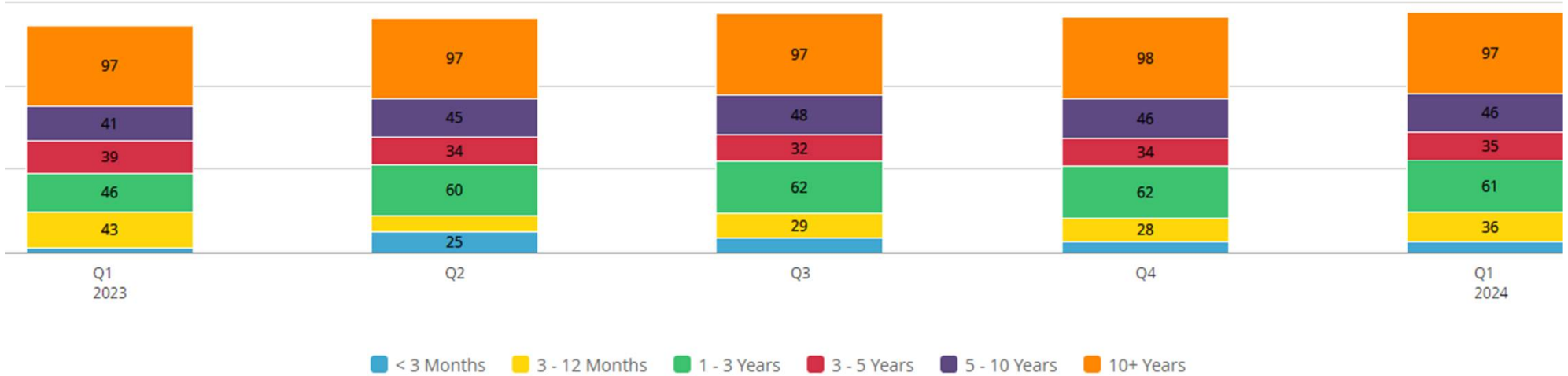
Demographics

Gender (Legal) at a Glance



Employee Demographics

Tenure Over Time



Current and upcoming month's focus

January focus was kicking off the new year

- W2 distribution
- Policy updates
- Realigning departments/supervisors
- Holiday Pay
- Emergency call-out Pay
- Supervisor training – Fire, HD, Mixed Departments
- Annual Audits

Current and upcoming month's focus

February's focus will be

- Working with United Way
- Title VI policy/process
- Personnel policy/procedure review with Department Heads

Health Insurance Committee

- Convening employee committee
- Will get insurance quotes in March



COUNTY APPRAISER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: February 1, 2024

SUBJECT: Appraiser's Office Staff Report

PRESENTER: Anna Burson

Enclosures:

- 2-1-24 Appraiser's Office Commission Meeting update (DOCX)
- 2-1-24 BOTA Update (PDF)

Appraiser's Office Staff Report

BOCC February 1st, 2023

• Personal Property

- We are processing renditions as they are returned to our office and updating 2024 values on Personal Property. As a reminder per K.S.A. 79-306 the renditions need to be signed and returned to the Appraiser's office prior to March 15th, 2024, to avoid penalties outlined in K.S.A. 79-1422. A postage paid envelope was included for convenience. It is important for property owners to sign the form, update it with any changes, and return them to our office by the deadline.

• Agricultural

- The review of canopy cover will be wrapped up this week.
- As a reminder AG use maps will be mailed to property owners this May.

• Residential

- Final review is approximately 85% done and will be completed in the next week.
- The team is currently finalizing outstanding building permits and finishing up PUP's.
- 2023 ended with 1,237 total sales of which 1,078 were residential properties. Our median ratio was approximately 95% with a median sale price of \$238,400. There was a total of 484 building permits, 60 of which are new dwellings.
- For 2024 there have been 16 sales recorded to date. Of these sales 13 include residential properties. We have 2,922 parcels due for annual review this year and hope to begin that process soon.
- The residential trend for 2024 is reflecting approximately 4%-10% valuation increase. This figure represents the typical residential valuation increase. *Some property values will change at different rates depending on their individual market area.*
- The residential vacant land trend is approximately 1%-11% depending on the market area.

• Commercial

- I have attached the Commercial BOTA case spreadsheet. Several hearings have been scheduled in Topeka. Specifically Sunflower Bank, Genesis, and Icon Investments in June. The hearing for Parkwood Inn and Suites was held in Topeka on January 16th and I believe it went well. We hope to have a BOTA decision soon. We received the transcripts from Home Depot hearing and our attorney is working on the briefs.
- We are wrapping up commercial valuation and will be completed next week.
- The commercial valuation trend for 2024 is approximately 1%-5% depending on the type of property and the individual market areas. This figure represents the typical commercial valuation increase. *Some commercial property values will change at different rates depending on their individual market area and property type.*
- The commercial vacant land trend is approximately 0-2% depending on the market area.

• Additional Information

- I attended the KCAA legislative reception held in Topeka on January 23rd for members of the Delegation.
- I attended the intergovernmental luncheon where the City of Manhattan provided an update on their comprehensive plan.
- I have been monitoring activities during the legislative session and responding to members of the delegation when they need additional information.
- We have interviews scheduled for our open position to begin February 12th and hope to have the positions filled soon.
- 2024 valuation notices.

BOTA - OPEN									
1/26/2024									
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2023-2524-EQ	081-189-31-0-00-00-007.00-0	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900		?	TBA
2023-2523-EQ	081-189-31-0-00-00-010.00-0	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630		\$8,327,504	TBA
2023-2525-EQ	081-189-31-0-00-00-017.01-0	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		?	TBA
2023-2526-EQ	081-203-06-2-70-18-001.00-0	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320		\$3,825,000	TBA
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910		\$2,313,455	TUESDAY, JUNE 18, 2024 @ 3:30 FOR ONE HOUR IN TOPEKA
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	BJS, INC	IHOP	\$1,974,000		\$1,000,000	CONTINUED
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	BJS, INC	IHOP	\$1,974,000		\$1,482,207	CONTINUED
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	BJS, INC	IHOP	\$1,974,000		\$1,300,000	CONTINUED
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000		\$1,365,000	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000		\$1,150,500	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000		1463240	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000		\$1,402,794	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660		?	CONTINUED
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910		prior year value	CONTINUED
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040		?	CONTINUED
2023-1916-EQ	081-204-18-2-10-18-001.01-0	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920		?	TBA
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740		?	CONTINUED
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940		prior year value	CONTINUED
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660		?	CONTINUED
2023-1914-EQ	081-204-18-2-10-18-002.00-0	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080		?	TBA
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500		?	CONTINUED
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850		prior year value	CONTINUED
2022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000		?	CONTINUED
2023-1915-EQ	081-204-18-2-10-18-011.00-0	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850		?	TBA
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,350,000	\$6,699,500	STIPULATED
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,350,000	\$6,280,700	STIPULATED
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	HY-VEE INC	HY-VEE-STORE	\$7,000,000	\$6,500,000	\$6,280,700	STIPULATED
2023-2431-EQ	081-204-18-2-10-20-001.00-0	R9850	2023	HY-VEE INC	HY-VEE-STORE	\$7,605,800		\$3,802,900	STIPULATED
	081-204-18-2-10-20-011.00-0	R9863	2023	HY-VEE INC	HY-VEE GAS STATION	\$1,114,600		\$557,300	TBA
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000		\$1,114,370	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		\$1,114,370	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000		\$984,227	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000		?	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000		\$3,415,016	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000		\$3,415,016	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000		\$3,278,465	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000		\$484,250	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		\$478,968	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000		\$190,000	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000		?	JULY 2ND 1:30 1/2 DAY IN TOPEKA
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300		?	STIPULATED
2023-1237-EQ	081-204-18-2-20-19-001.00-0	R10250	2023	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$15,874,740		?	STIPULATED
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400		\$2,060,000	JULY 2ND 11:00 1 HOUR IN TOPEKA
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420		\$3,630,000	JULY 2ND 11:00 1 HOUR IN TOPEKA
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000		\$700,000	DECISION PENDING HEARD JAN 16TH
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790		prior year value	DECISION PENDING HEARD JAN 16TH

Attachment: 2-1-24 BOTA Update (14471 : Appraiser's Office Staff Report)

BOTA - OPEN									
1/26/2024									
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700		\$17,790,000	JULY 2ND 9:00 2 HOURS IN TOPEKA
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000		\$21,160,000	JULY 2ND 9:00 2 HOURS IN TOPEKA
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,550,000	JULY 2ND 9:00 2 HOURS IN TOPEKA
2023-1157-EQ	081-211-11-0-40-13-003.00-0	R15610	2023	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,070,000	JULY 2ND 9:00 2 HOURS IN TOPEKA
2023-2450-EQ	081-211-12-0-020-01-027.02-0	R15648	2023	MERCY REGIONAL HEALTH CNTR INC	VIA CHRISTI HOPSITAL	\$8,644,170		\$4,322,085	TBA-EXEMPT PARCEL
	081-211-12-0-20-01-001.00-0	R15620	2023	MERCY REGIONAL HEALTH CNTR INC	VACANT LOT NEXT TO HOSPITAL	\$779,150		\$389,575	TBA (CANCELLED INFORMAL)-EXEMPT PARCEL
2023-2451-EQ	081-211-12-0-20-01-027.01-0	R15647	2023	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,176,700		\$3,089,350	TBA
2023-2352-EQ	081-211-12-0-30-01-008.01-0	R16064	2023	FOUNDERS HILL APARTMETNS LLC	FOUNDERS HILL APARTMETNS LLC	\$15,086,080		\$13,500,000	TBA
2020-915-EQ	081-211-12-0-30-11-004.01.0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	CONTINUED
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value		CONTINUED
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	CONTINUED
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400			TBA
2023-2351-EQ	081-211-12-0-40-08-004.00-0	R16397	2023	CHASE MANHATTAN APARTMENTS LLC	CHASE MANHATTAN APARTMENTS LLC	\$12,473,850		\$11,400,000	TBA
PENDING	081-212-03-0-10-05-015.00-0	R16689	2023	OPAT, STEVEN I & MARIA E		\$385,570		\$345,000	TBA
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060		\$272,021	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA
2023-1869-EQ	081-216-14-0-10-03-006.02-0	R19739	2023	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,270,180		\$200,000	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200		\$3,873,100	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA
2022-1277-EQ	081-216-23-0-10-08-001.00-0	R20575	2022	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300		\$4,000,000	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300		\$4,076,150	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000		\$4,070,000	DECISION PENDING briefs must be filed by March 1st
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000		\$4,070,000	DECISION PENDING briefs must be filed by March 1st
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000		\$4,070,000	DECISION PENDING briefs must be filed by March 1st
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	CONTINUED
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000	prior year value		CONTINUED
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	CONTINUED
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	TBA

Total County Value in Question \$373,297,470



COUNTY CLERK & ELECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: February 1, 2024

SUBJECT: Grant Opportunities

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

Riley County has partnered with Witt O'Brian's for grant opportunities. In the past, Keats and University Park have been the main focus. At our latest meeting, other opportunities were presented for small communities and firefighters.

DISCUSSION

There is a Community Facilities Direct Loan & Grant Program through USDA RD. This would be an opportunity for Riley, Ogden, Randolph, or Leonardville. This grant is open year round. Funds can be used to purchase, construct, and/or improve essential community facilities, purchase equipment, and pay related project expenses. We will forward this information to those communities.

Another grant opportunity is the Assistance to Firefighters Grant through Department of Homeland Security - FEMA. There is a total of \$324,000,000 to be awarded and the max award is \$9,000,000.00. There is a cost share amount up to 10% of the grant, in-kind share is not allowable. Funding can be used for PPE, modification to facilities, vehicles, and state fire training. There are workshops available through February 9th to help develop an application. Staff believes this could be an opportunity for the renovation of the EMS/Ambulance facility for the Emergency Management/Fire District #1 facility.

FISCAL IMPACT

Would require up to a 10% match if approved.

RECOMMENDATION(S)

Staff recommends applying for the Assistance to Firefighters Grant.

POSSIBLE MOTION(S)

Move to approve staff move forward with preparing an application for the Assistance to Firefighters Grant.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Grant Opportunities (PDF)

Community Facilities Direct Loan & Grant

What does this program do?

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial, or business undertakings.

Who may apply for this program?

Eligible borrowers include:

- **Public bodies**
- **Community-based nonprofit corporations**
- **Federally recognized Tribes**

What is an eligible area?

Rural areas including cities, villages, townships, and towns including Federally recognized Tribal lands with no more than 20,000 residents according to the latest U.S. Census Data are eligible for this program.

How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, to purchase equipment, and to pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes, or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars, or street improvements
- Community support services such as child care centers, community centers, fairgrounds, or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles, or equipment
- Educational services such as museums, libraries, or private schools
- Utility services such as telemedicine or distance learning equipment

- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs, or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; 7 CFR, Part 3570.62 for grants.

What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our loan guarantee program. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

What are the funding priorities?

- Priority point system based on population, median household income
- Small communities with a population of 5,500 or less
 - Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

Community Facilities Direct Loan & Grant

What are the terms?

Funding is provided through a competitive process.

Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.
- Interest rates are set by Rural Development, contact us for details and current rates.
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area.
- There are no pre-payment penalties.
- Contact us for details and current interest rates applicable for your project.

Grant Approval:

Grant funds must be available. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community having a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community having a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

Maximum of 15 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

How do we get started?

Contact your local RD office to discuss your specific project. Applications are accepted year round.

Who can answer questions?

Contact your local RD office.

What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled *"What Governs This Program?"* You may also contact your local office for assistance. You will find additional forms, resources, and program information at rd.usda.gov. *USDA is an equal opportunity provider, employer, and lender.*

FEMA - AFG Application Checklist

Assistance to Firefighters Grants Application Checklist

Completing this checklist will help you prepare your Assistance to Firefighters Grant (AFG) application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.

AFG Program Application Checklist Table 1: SAM.gov Profile

SAM.gov Profile		
☐ Is your System for Award Management (SAM) registration current?	☐ Yes	☐ No
☐ What is the expiration date for your SAM registration?		
☐ Do you know your Unique Entity Identifier (UEI) number issued by SAM?		
☐ Has your E-Business point of contact in SAM established your organization in the FEMA Grants Outcomes (FEMA GO) System?		
☐ Have you registered in the FEMA GO System?		
Search the SAM.gov website to confirm you UEI number matches your SAM.gov registration. You will also find your expiration date through this search. Click here for help with FEMA GO registration.		

AFG Program Application Checklist Table 2: Applicant Characteristics

Applicant Characteristics	
☐ Applicant type?	☐ Fire Department ☐ Nonaffiliated Emergency Medical Service (EMS) ☐ State Fire Training Academy (SFTA)
☐ Is this grant application a Regional request? If yes, please list all eligible participating partners POC name(s), POC phone number(s), Employer Identification Number for each partner. Do you have a Memorandum of Understanding (MOU) with the participating partners? If yes, please upload the MOU with your application. <i>Note: Community identification characteristic (e.g., Rural, Urban, Suburban) and the organizational status of the host applicant (e.g., Career, Combination, Volunteer) will be entered and used for the Regional application,</i>	

Attachment: Grant Opportunities (14472 : Grant Opportunities)



FEMA

Applicant Characteristics	
<i>regardless of the composition of the participating partners. For additional information on Regional applications and MOU requirements, please refer to the AFG Program Notice of Funding Opportunity.</i>	
☐ What kind of organization do you represent?	☐ All Paid/Career ☐ Volunteer ☐ Combination (Majority Career) ☐ Combination (Majority Volunteer)
☐ How many active firefighters does your department have who perform firefighting duties?	
☐ How many of your active firefighters are trained to the level of Firefighter I or equivalent?	
☐ Are you requesting training funds in this application to bring 100% of your firefighters into compliance with National Fire Protection Association (NFPA) 1001?	
☐ Which of the following standards does your organization meet regarding physicals? If physicals are not required, do not select any option.	☐ Meets NFPA or 1582 Standard ☐ Meets National Transportation Safety Board (NSTB) or U.S. Department of Transportation (DOT) standard
☐ How many members in your department are trained to the level of Emergency Medical Responder or Emergency Medical Technician (EMT), Advanced EMT, or Paramedic?	
☐ Does your department have a Community Paramedic program?	
☐ How many stations are operated by your department?	
☐ Does your organization protect critical infrastructure of the state?	
☐ Do you currently report to the National Fire Incident Reporting System (NFIRS)? You will be required to report to NFIRS for the entire period of the grant. If yes, make note of your Fire Department Identifier (FDID) number.	
☐ Do you offer live fire training?	

AFG Program Application Checklist Table 3: Operating Budget

Operating Budget			
☐ What is your operating budget for the current and two previous fiscal years?			
☐ What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?			
☐ Does your department have any rainy-day reserves, emergency funds, or capital outlay? If yes, what is that			
☐ The percentage of your budget derived from: (whole percentage)			
Taxes	%	%	%

Operating Budget			
Bond issues	%	%	%
EMS billing	%	%	%
Grants	%	%	%
Donations	%	%	%
Fund drives	%	%	%
Fee for service	%	%	%
Other (please explain 'Other' portion of the budget)	%	%	%
Total percentage must equal 100% Use the information above in your financial narrative. It is important that your application remain consistent throughout. When breaking down the budget, be sure to account for all funding received. (Budget breakdown should account for 100% of the budget.)			
Financial Need Narrative Describe your financial need and how consistent it is with AFG's intent. Include details describing your organization's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of your control. <i>This section must be no more than 4,000 characters.</i> <u>Click here for additional guidance in developing your narrative.</u>			
☐ Does your organization intend to apply for an Economic Hardship Waiver? Please attach your request for a waiver to your application.		☐ Cost Share ☐ Maintenance of effort	
Guidance for requesting waivers can be found here: https://www.fema.gov/sites/default/files/2020-04/Eco_Hardship_Waiver_FPS_SAFER_AFG_IB_FINAL.pdf			
Other Funding Sources			
☐ This fiscal year, are you receiving federal funding from any other grant program for the same purpose for which you are applying for this grant?		☐ Yes	☐ No
☐ This fiscal year, are you receiving federal funding from any other grant program regardless of purpose?		☐ Yes	☐ No

AFG Program Application Checklist Table 4: Applicant and Community Trends

Applicant and Community Trends			
Injuries and fatalities	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
☐ What is the total number of fire-related civilian fatalities in your jurisdiction over the past three calendar years?			
☐ What is the total number of fire-related civilian injuries in your jurisdiction over the past three calendar years?			
☐ What is the total number of line-of-duty member injuries in your jurisdiction over the past three calendar years?			
☐ What is the total number of members with self-inflicted fatalities over the past three calendar years?			

AFG Program Application Checklist Table 5: Vehicle Inventory

Vehicle Inventory			
How many vehicles does your organization have in each of the type or class of vehicle listed below?			
You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.			
<i>Front Line Vehicle: a vehicle that is fully equipped and ready to respond to emergency calls (first due, second due, ready-reserve vehicle). Reserve Vehicle: a vehicle that is not fully equipped and not ready to respond. Do not list vehicles that are permanently out of service.</i>			
Vehicle Inventory	Front Line	Reserve	Seated Positions
<i>List the number of:</i>			
Engines or Pumpers			
Ambulances			
Tankers or Tenders			
Aerial Apparatus			
Brush/Quick Attack			
Rescue Vehicles			
Additional vehicles			

How many Advanced Life Support response vehicles are in your fleet?			
☐ Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume? If yes, please explain.			

AFG Program Application Checklist Table 6: Community Description

Community Description	
☐ Type of jurisdiction served	
☐ What type of community does your organization serve?	☐ Urban ☐ Suburban ☐ Rural
☐ What is the square mileage of your first due response zone/jurisdiction served?	
☐ What percentage of your primary response area is protected by hydrants?	%
☐ What percentage of your primary response area is for the following:	
Agriculture, wild land, open space, or undeveloped properties	%
Commercial/industrial	%
Residential	%
☐ What is the permanent resident population of first-due response area?	
☐ Do you have a seasonal increase in population?	
If yes, what is your seasonal increase in population (number of people)?	
Community Description Narrative Please describe your organization and/or community that you serve. <i>This section must be no more than 4,000 characters.</i> <u>Click here for additional guidance in developing your narrative.</u>	

Attachment: Grant Opportunities (14472 : Grant Opportunities)

AFG Program Application Checklist Table 7: Call Volume

Call Volume
Please provide the total number of incidents that your organization responded to for each year of the previous three calendar year period. Include only those alarms which your organization was a primary responder and not second due or giving mutual aid.

Call Volume			
Note: Each incident must be counted only once regardless of the number of units or agencies that responded to that incident (e.g., a vehicle fire with entrapment and injuries may be counted as a vehicle fire or a rescue call or an EMS call, but not all three).			
Summary			
*How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, enter 0)	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
NFIRS Series 100: Fire			
NFIRS Series 200: Overpressure Rupture, Explosion, Overheat (No Fire)			
NFIRS Series 300: Rescue & Emergency Medical Service Incident			
NFIRS Series 400: Hazardous Condition (No Fire)			
NFIRS Series 500: Service Call			
NFIRS Series 600: Good Intent Call			
NFIRS Series 700: False Alarm & False Call			
NFIRS Series 800: Severe Weather & Natural Disaster			
NFIRS Series 900: Special Incident Type			
Fire			
* How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, Enter 0)	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111- 123)?			
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)?			
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140- 143)?			
What is the total acreage of all vegetation fires? Enter whole numbers only. If you have no vegetation fires, enter 0.			
Rescue and Emergency Medical Service Incidents			
* How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, Enter 0)	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)?			
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)?			
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)?			

FEMA-AFG Application Checklist

Call Volume			
How many EMS-BLS Response Calls?			
How many EMS-ALS Response Calls?			
How many EMS-BLS Scheduled Transports?			
How many EMS-ALS Scheduled Transports?			
How many Community Paramedic Response Calls?			
Mutual and Automatic Aid			
<i>* How many responses per year by category? (Enter whole number(s) only. If you have no calls for any of the categories, enter 0)</i>	Most recent full calendar year e.g., 2023	Previous calendar year e.g., 2022	A year before the previous calendar year e.g., 2021
How many times did your organization receive mutual aid?			
How many times did your organization receive automatic aid?			
How many times did your organization provide mutual aid?			
How many times did your organization provide automatic aid?			
Of the Mutual and Automatic Aid responses, how many were structure fires?			

AFG Program Application Checklist Table 8: Grant Request Details

Grant Request Details		
☐ Are you requesting a Micro Grant? A Micro Grant is limited to \$50,000 in federal resources.	☐ Yes	☐ No
☐ Add Activity to Request Details	☐ Equipment ☐ Modify Facilities ☐ Personal Protective Equipment (PPE) ☐ Training ☐ Wellness and Fitness ☐ Grant Writer Fee ☐ Vehicle Acquisition	
Please note that Fire Department and nonaffiliated EMS applicants applying for Operations and Safety Activities (Equipment, PPE, Modify Facilities, Wellness and Fitness, and Training) and that wish to apply for a vehicle must start a separate application. The number of applications that can be submitted in the same application cycle is limited based on the type of applicant/application selected. Please refer to the AFG funding notice for details.		

Grant Request Details	
☐ Add Narratives to the Selected Activity <i>Note: each narrative section must be no more than 4,000 characters.</i> Click here for additional guidance in developing your narrative.	☐ Project Description and Budget Narrative ☐ Cost Benefit Narrative ☐ Statement of Effect on Operations Narrative
☐ Add Item(s) to Selected Activity	Select items based on Activity (add quantity, unit price, budget class and description of item requested). Please see examples of questions below.
☐ Answer additional questions based on Activity/item selected	Additional questions vary based on the item and activity selected. Please see examples of questions below.

AFG Program Application Checklist: Examples of Additional Questions Based on Selected Activity

Additional Questions Table 1: Equipment Activity

Equipment Activity		
1. Add Item to Equipment Activity Add quantity, unit price, budget category and description of the item.		
What is the purpose of this request?	☐ Obtain equipment to achieve minimum operational and deployment standards for existing missions ☐ Replace noncompliant equipment to current standard ☐ Obtain equipment for new mission ☐ Upgrade technology to current standard	
☐ Will the equipment being requested bring the organization into voluntary compliance with a national standard? In your narrative statement, please explain how this equipment will bring the organization into voluntary compliance.	☐ Yes	☐ No
☐ At what level of service will this equipment be used if awarded this grant?	Select appropriate option	
☐ Is your department trained in the proper use of the equipment being requested?	☐ Yes	☐ No
☐ Are you requesting funding to be trained for this item(s)? (Funding for requested training should be requested as additional funding.)	☐ Yes	☐ No
☐ If you are not requesting training funds through this application, will you obtain training for this equipment through other sources?	☐ Yes	☐ No

Additional Questions Table 2: Modify Facilities Activity

Modify Facilities Activity		
1. Add Project to Modify Facilities Activity <i>Note: Additional Funding project must complement the Facility project. Do not select Additional Funding only.</i>		☐ Facility ☐ Additional Funding
Facility Identification		
Does this facility have a fire alarm system?	☐ Yes	☐ No
Does this facility have a fire sprinkler system?	☐ Yes	☐ No
Does this facility have a diesel/smoke removal system?	☐ Yes	☐ No
☐ When did the last major renovation to this facility occur? Please enter date built if no renovations have occurred.		MM/DD/YYYY
2. Add Item to the selected Project	☐ Air Quality System(s) ☐ Generator(s) (fixed/primary/backup) ☐ Source Capture Exhaust System(s) ☐ Sprinkler System(s) ☐ Smoke/Carbon Monoxide/Alarm System(s)	
☐ What is the square footage of the area that your modification will directly affect?		
☐ Does the facility you wish to modify have a drive-through bay?	☐ Yes	☐ No
☐ What is the age of the facility that is being modified?		
☐ What type of facility will be modified?	☐ Station with sleeping quarters (to include marine fire facilities) ☐ Station without sleeping quarters ☐ Training facilities ☐ Dispatch, administrative, maintenance, storage	
☐ What is the level of occupancy for the facility you wish to modify? <i>Note: The occupancy is defined by the number of hours the facility is used within a single 24-hour time period.</i>	☐ Full-Time (24/7) ☐ Part-Time (daily, but not 24/7) ☐ Occasional	
If requesting Source Capture Exhaust System: ☐ Will the installation of this unit upgrade, replace, or refurbish an existing system in place?	☐ Yes	☐ No

Additional Questions Table 3: PPE Activity

PPE Activity		
1. Add Item to PPE		
Add quantity, unit price, budget category, and description of the item		
☐ What is the purpose of this request?	☐ Increase supply for new hires and/or existing firefighters that do not have one set of turnout gear (PPE) or allocated seated positions (Self-Contained Breathing Apparatus [SCBA]). This includes replacing out of service PPE-Turnout Gear and SCBA. ☐ Replace in-service or in-use damaged/unsafe/unrepairable PPE/SCBA to meet current standard. ☐ Replace in-service/in-use/expired/noncompliant PPE/SCBA to current standard. ☐ Replace PPE and SCBA to upgrade technology	
Are you requesting for members that currently do not have above-mentioned item? (for PPE only)	☐ Yes	☐ No
Is your department trained in the proper use of the PPE/SCBA being requested?	☐ Yes	☐ No
Are you requesting funding for training for this PPE/SCBA?	☐ Yes	☐ No
If you are not requesting training funds through this application, will you obtain training for this PPE/SCBA through other sources?	☐ Yes	☐ No
How many of your on-duty active members currently have PPE that meets applicable NFPA and Occupational Safety and Health Administration (OSHA) standards? Or how many of your seated riding positions currently have compliant SCBA assigned to it?		
☐ When requesting PPE (any PPE other than SCBA), what are the ages of your PPE in years?	Years Old	# of items
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	

PPE Activity				
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
25 or older				
When requesting SCBA, to which edition(s) of the NFPA standard are your SCBA compliant?				
Year	Current Inventory		Being Replaced	
	SCBA	Cylinder	SCBA	Cylinder
2018 Edition				
2013 Edition				
2007 Edition and older				
Obsolete/non-compliant				

Additional Questions Table 4: Training Activity

Training Activity	
1. Add Project to the Training Activity	
Provide a detailed description of the training program you selected.	
Generally, this program can best be categorized as:	☐ Training that is evaluated using national or state standards ☐ Training that does not result in certification
How many personnel will be trained by this program?	
Generally, the training program provided under this grant will:	☐ Bring your department into compliance with recommended NFPA or other national standards ☐ Bring your department into compliance with mandates from national, state, or local training requirements ☐ Address an identified risk for your department or community

Training Activity		
Will this training enhance your ability to perform mutual aid?	☐ Yes	☐ No
Will this training include members from other fire departments and/or nonaffiliated EMS organizations?	☐ Yes	☐ No
Will this training be:	☐ Instructor-led ☐ Self-directed/test-validated ☐ None of the above	
2. Add Item to the selected Training Project Enter quantity, unit price, budget category, and description		

Additional Questions Table 5: Wellness and Fitness Activity

Wellness and Fitness Activity			
1. Add Project to Wellness and Fitness Activity <i>Note: Applicants that have some of the Priority 1 programs in place must apply for funds to implement the missing Priority 1 programs before applying for funds for any additional program or equipment within this activity. Please refer to the AFG funding notice for additional information.</i>			
	Does your organization currently offer this activity?	Will this program be mandatory?	Will this program be offered to all?
Initial Physical Exam	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Job-Related Immunization Program	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Periodic Physical Exam/Health Screening	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Behavioral Health NFPA 1500 or equivalent	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Cancer Screening Program/Equipment	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2. Add Item to the selected Project Enter quantity, unit price, budget class, and description			

Additional Questions Table 6: Vehicle Acquisition Activity

Vehicle Acquisition Activity			
1. Add Item to Vehicle Acquisition Enter quantity, unit price, budget class, and description <i>If applying for more than one vehicle, please select 'Add item to vehicle acquisition' again for separate narrative sections and questions.</i> <i>If Additional Funding for the vehicle acquisition is needed, please use '+Add cost' link located above vehicle description.</i>			
Please provide the model year, pumping capacity, and carrying capacity for each vehicle within your organization's inventory. The list of vehicles will be prepopulated based on your inputs to the Applicant and Community trends section of the application.			
Vehicle Type or Class	Model Year (e.g., 2002)	Pumping Capacity (GPM)	Carrying Capacity (gallons)
Add Item to Vehicle Acquisition Activity			
Is the vehicle you propose to buy:		☐ Replacement of an existing apparatus ☐ New purchase	
Do you have a driver-training program equivalent to national or NFPA standards?		☐ Yes	☐ No
Are you requesting funding for training specific to the vehicle acquisition?		☐ Yes	☐ No
If awarded, will you develop and/or enforce standard operating policies/procedures that require: 1) all occupants to use seatbelts, 2) all drivers of the recipient's apparatus must adhere to all traffic signs, signals, and state traffic regulations?		☐ Yes	☐ No
Will this vehicle be used on Automatic and/or Mutual Aid?		☐ Automatic Aid ☐ Mutual Aid ☐ Both ☐ None	
☐ How many vehicles of this type or class in your fleet were manufactured prior to 2002?			
If applying for fire apparatus, was the vehicle you are requesting to replace built before the applicable NFPA vehicle standard from 1992?			☐ Yes ☐ No



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Kaylyn Speth
MEETING: February 1, 2024
SUBJECT: RCHD Out of State Travel Request
PRESENTER: Julie Gibbs

FISCAL IMPACT

No fiscal impact as the travel to the National WIC Association Annual Education and Training Conference is in the WIC budget. Therefore, the entire cost for the supervisor, clerk and dietitian to travel to Chicago in April for this conference is covered by the WIC grant.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- JM_outofstate (PDF)
- KS_outofstate (PDF)

- [KL_outofstate](#) (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Jennifer McCowan DEPARTMENT: HD - WIC

POSITION TITLE: WIC Clerk DATE REQUESTED 01/24/2024

FUND: WIC Funds

Travel From: Manhattan, KS Date: 04/06/2024

Travel To: Chicago, IL Date: 04/11/2024

Purpose of Travel: **National WIC Association Annual Education and Training Conference in Chicago, IL April 7-10, 2024.**

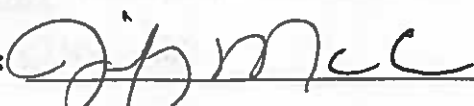
Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County
☒ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flights from MHK or MCI (Cheapest) Shuttle airport/hotel roundtrip	\$500
Lodging	5 nights x \$229 + fees	\$1200
Meals	Breakfast, lunch, dinner x6 days	\$378
Registration/Fees	Conference Registration	\$549
Other		0.00

Total Estimated Travel Costs: \$2627

Requested by:  Date: 1/24/24

Approved by: _____

Department Head:  Date: 1-26-24

Chairman: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Kaylyn Speth DEPARTMENT: HD - WIC

POSITION TITLE: WIC Supervisor DATE REQUESTED 01/24/2024

FUND: WIC Funds

Travel From: Manhattan, KS Date: 04/06/2024

Travel To: Chicago, IL Date: 04/11/2024

Purpose of Travel: **National WIC Association Annual Education and Training Conference in Chicago, IL April 7-10, 2024.**

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County
☒ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flights from MHK or MCI (Cheapest) Shuttle airport/hotel roundtrip	\$500
Lodging	5 nights x \$229 + fees	\$1200
Meals	Breakfast, lunch, dinner x6 days	\$378
Registration/Fees	Conference Registration	\$549
Other		0.00

Total Estimated Travel Costs: \$2627

Requested by: Kaylyn Speth Date: 01/24/2024

Approved by: _____

Department Head: [Signature] Date: 1-20-24

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

Attachment: KS_outofstate (14459 : Out of State Travel Request)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Kristi Legarreta DEPARTMENT: HD - WIC

POSITION TITLE: WIC Dietitian DATE REQUESTED 01/24/2024

FUND: WIC Funds

Travel From: Manhattan, KS Date: 04/06/2024

Travel To: Chicago, IL Date: 04/11/2024

Purpose of Travel: **National WIC Association Annual Education and Training Conference in Chicago, IL April 7-10, 2024.**

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County
☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flights from MHK or MCI (Cheapest) Shuttle airport/hotel roundtrip	\$500
Lodging	5 nights x \$229 + fees	\$1200
Meals	Breakfast, lunch, dinner x6 days	\$378
Registration/Fees	Conference Registration	\$549
Other		0.00

Total Estimated Travel Costs: \$2627

Requested by: Kristi Legarreta Date: 01/24/24

Approved by: _____

Department Head: [Signature] Date: 1-24-24

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant