



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign a Tax Roll Correction
4. Discuss topics for Joint City/County/County Meeting Agenda
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Feb 6, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:20 AM

Amanda Webb, Planning/Special Projects Director

10. Public Meeting to Consider Naming a Private Road Rosebud Trail and Addressing/Re-addressing Affected Properties

9:30 AM

John Ellermann, Public Works Director/County Engineer

11. Bala City - Vacation Request of Certain Roads

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

12. Economic development update

10:00 AM

Amanda Webb, Planning/Special Projects Director

13. Planning & Development - Staff Update

10:15 AM

Barry Wilkerson, County Attorney

14. Request for Temporary Attorney Assistance

10:30 AM

Shelly Williams, Community Corrections Director

15. Monthly Staff Update Adult Services Line-Item Adjustments
16. Monthly Staff Update Juvenile Services Line-Item Adjustments

Adjournment

Announcement

County Day at the Capitol will be held today 8:00 a.m. - 2:00 p.m. at the Kansas State Capitol, 300 W 10th Street, Topeka, Kansas.

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



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 9, 2023
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image29391 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/02/06

3.a

Taxpayer ID DKWM0001
Owner ID DKWM0001

Control # 2023000063

Tax Year 2022
Tract # 790001

DKWM LLC

CAMA # 216-24-0-20-02-001-04-0-01

SETH CHILD COMMONS
#2 LOT 1A

2326 INDIAN MOUND LN

TU 2 Manhattan City
Parcel 114570

MANHATTAN, KS 66502-2915

USD 383

Property Address 910 COMMONS PL

APPRAISER SECTION (Value)

2023/02/06 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	683620	842080	1525700

Total	683620	842080	1525700
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Assessed Prior to Correction:

CU	170905	210520	381425
----	--------	--------	--------

Total	170905	210520	381425
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	683620	216380	900000

Total	683620	216380	900000
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Assessed After Correction:

CU	170905	54095	225000
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Total	170905	54095	225000
SB41			

Net Change
625700-

625700-

Net Change

156425-

Total	156425-
SB41	

CLERK SECTION (Tax)

2023/02/06 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	59681.20
	SB41 \$	
SB41 Tax Dollars		59681.20

Tax After Correction:

Levy 156.46900	Gen Tax	35205.54
	SB41 \$	
SB41 Tax Dollars		35205.54

Net Change

24475.66-

24475.66-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	156425-
Applicable Mill Levy	156.46900
Net Change in Levied Tax Dollars	24475.66-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 13245

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars	24475.66-
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Owner DKWM0001
DKWM LLC

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29391 (13163 : Tax Roll Corrections)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 13, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

1. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

3. Staff update

11:15 AM

Amanda Webb, Planning/Special Projects Director

4. Planning and Development fee schedule review, land use

Adjournment

Announcements

A commissioner will be on In Focus live at 9:05 a.m. Tuesday,

Attachment: 02-13-23 tentative agenda (12812 : Tentative Agenda)

February 14, 2023 (GM).

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: 02-13-23 tentative agenda (12812 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 16, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

Shilo Heger, Treasurer

3. Monthly revenue reports

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Amanda Webb, Planning/Special Projects Director

6. Planning and Development fee schedule review Environmental Health

10:50 AM

Darell Edie, Budget and Finance Officer

7. Bid opening for High Plains Ranch

11:00 AM

Julie Gibbs, Health Department Director

Attachment: 02-16-23 tentative agenda (12812 : Tentative Agenda)

8. Staff update
9. Grant

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

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

Riley County Offices will be closed on Monday, February 20th due to the observance of the Presidents' Day holiday.

The Board of County Commissioners will not be in session Monday, February 20th.

The Law Enforcement Agency Meeting will be held Tuesday, February 21st at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz Avenue.

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

Attachment: 02-16-23 tentative agenda (12812 : Tentative Agenda)



PLANNING & DEVELOPMENT
Public Meeting

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

RESOLUTION

FROM: Lisa Daily, Administrative Asst II

MEETING: February 9, 2023

SUBJECT: Public Meeting to Consider Naming a Private Road Rosebud Trail and Addressing/Re-addressing Affected Properties

PRESENTER: Amanda Webb

BACKGROUND

Property owner, Mary Sutterlin has been in contact with several departments within the county concerning an ongoing addressing issue. The tract of land has multiple zonings and several road entrances. She has been using 980 Dawn Avenue since the 1980's and was the address used by Sutterlin Trucking which is no longer in business. The GIS Department doesn't have a record assigning 980 Dawn Avenue. In 2003 a building permit was issued for a house and an address of 1040 Sedam Avenue was assigned at that time.

Craig Cox, Deputy County Counselor, Lisa Daily and I met with Mrs. Sutterlin on December 2, 2022. Staff explained north of the intersection of Dawn Avenue and Sedam Avenue becomes a 30-foot road easement. The property owners to north, Ron and Chris Wilson applied for a building permit 2014 and an address of 1042 Sedam Avenue was assigned at that time for an agricultural structure.

The NG911 Committee reviewed the situation. Emergency medical services and emergency management determined this was a priority. Mrs. Sutterlin was given the option of picking a name and she choose Rosebud Trail. The Wilson's agreed on the name and was approved by the NG911 Committee. Both property owners have waived the public hearing requirement.

DISCUSSION

A copy of the proposed resolution naming this private road Rosebud Trail and assigning new addresses to the affected properties is attached for your consideration. This is not an advertised

public hearing and attached are the notarized waivers.

FISCAL IMPACT

The Emergency Management fund will cover the cost of publication, filing fee and new signage. Exact costs will vary for each instance and are unknown at this time.

RECOMMENDATION(S)

Staff recommends proceeding with the private road naming and re-addressing as presented in the resolution.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

Enclosures:

- Resolution (PDF)
- Exhibit A (PDF)
- Waiver 1600 Rosebud Trail (PDF)
- Waiver 1680 Rosebud Trail (PDF)

RESOLUTION NO. 020923-**RESOLUTION NAMING A PRIVATE ROAD
AND THE NUMBERING OR RENUMBERING OF EXISTING
BUSINESS AND RESIDENCE ADDRESSES
IN THE UNINCORPORATED AREA OF RILEY COUNTY, KANSAS**

WHEREAS, the Board of Riley County Commissioners is authorized by K.S.A. 19-101a(a) and (b) to name any road or street and to number or renumber business and residence addresses outside the corporate limits of any city within Riley County, Kansas; because that power is not contrary to any act of the legislature; and

WHEREAS, a number of private roads exist in Riley County, private roads being defined as “A non-dedicated way which forms the principal vehicular access to two or more properties”; and

WHEREAS, the implementation of NG911 requires the naming or renaming of private roads and the numbering or renumbering of business and residence addresses; and

WHEREAS, the Board of Riley County Commissioners has determined it would be in the best interest of the public to improve the ability of emergency responders to locate existing businesses and residences on existing private roads in the unincorporated area of Riley County by implementing NG911 recommendations.

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

1. That a private road in Sections 27 and 34, Township 10 South, Range 8 East, Manhattan Township, in Riley County, Kansas exists and is shown in attached Exhibit A (incorporated herein by reference).
2. That such private road shall be named Rosebud Trail (see Exhibit A).
3. That the private road, Rosebud Trail, as described above, shall be added to the official Riley County Road Identification and Locator Map.
4. The following properties (see Exhibit A) shall be assigned the following road names

and addresses:

<u>OWNER</u>	<u>“OLD” ADDRESS</u>	<u>“NEW” ADDRESS</u>
George M & Mary B Sutterlin Trust	1040 Sedam Avenue aka 980 Dawn Avenue	1680 Rosebud Trail
Ronald & Christina Wilson	1042 Sedam Avenue	1600 Rosebud Trail

NOW THEREFORE, BE IT RESOLVED that the foregoing findings are made, the final order of this Board and the “new” addresses assigned are effective with passage of this resolution and publication once in the official county newspaper.

ADOPTED this 9th day of February, 2023.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Kathryn Focke, Chair

John Ford, Vice Chair

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

(Seal)

Attachment: Resolution (13142 : Naming a Private Road Rosebud Trail)

EXHIBIT A



Attachment: Exhibit A (13142 : Naming a Private Road Rosebud Trail)



PLANNING & DEVELOPMENT
110 Courthouse Plaza, Manhattan, KS 66502

WAIVER OF PUBLIC HEARING FOR NAMING OF A PRIVATE ROAD

DATE: 1-23-23

CURRENT ADDRESS: 1042 Sedam Avenue, Manhattan, KS 66502

PROPOSED NEW ADDRESS: 1600 Rosebud Trail, Manhattan, KS 66502

I understand that by signing this document, I forever waive my right to a public hearing before the Board of Riley County Commissioners regarding the renaming and possible renumbering of my address.

I understand that this is a legal document. I have read and understand this waiver and I have executed it voluntarily and with full knowledge of its terms.

PRINTED OR TYPED NAME

SIGNATURE

Christina Wilson

Christina Wilson

DATE: 1-23-2023

STATE OF KANSAS)

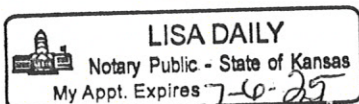
) SS:

COUNTY OF RILEY)

Before me, the undersigned, a Notary Public in and for said County and State, and on this 23rd day of January, 2023, personally appeared Christina Wilson, known to be the identical person who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth. Witness my hand and official seal the day and year above set forth.

Lisa Daily
Notary Public

7-6-2025
Date Commission Expires



Attachment: Waiver 1600 Rosebud Trail (13142 : Naming a Private Road Rosebud Trail)



PLANNING & DEVELOPMENT
110 Courthouse Plaza, Manhattan, KS 66502

WAIVER OF PUBLIC HEARING FOR NAMING OF A PRIVATE ROAD

DATE: Jan 6, 2023

CURRENT ADDRESS: 980 Dawn Avenue, Manhattan, KS and 1040 Sedam Avenue, Manhattan, KS 66502

PROPOSED NEW ADDRESS: 1680 Rosebud Trail, Manhattan, KS 66502

I understand that by signing this document, I forever waive my right to a public hearing before the Board of Riley County Commissioners regarding the renaming and possible renumbering of my address.

I understand that this is a legal document. I have read and understand this waiver and I have executed it voluntarily and with full knowledge of its terms.

PRINTED OR TYPED NAME

SIGNATURE

Mary B. Sutterlin

Mary B. Sutterlin

DATE: 01/06/23

STATE OF KANSAS)

) SS:

COUNTY OF RILEY)

Before me, the undersigned, a Notary Public in and for said County and State, and on this 6th day of January, 2023, personally appeared Mary B. Sutterlin, known to be the identical person who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth. Witness my hand and official seal the day and year above set forth.

Lisa Daily
Notary Public

7-6-2025
Date Commission Expires



Attachment: Waiver 1680 Rosebud Trail (13142 : Naming a Private Road Rosebud Trail)



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, P.E., Public Works Director

MEETING: February 9, 2023

SUBJECT: Bala City - Vacation Request of Certain Roads

PRESENTER: John Ellermann, P.E., Public Works Director

BACKGROUND

Bala City was originally platted in 1887 and is located in the SW1/4 of the SE1/4 of Section 35, Township 8, Range 4. Since its inception many of the roads have either never been built or have disappeared from non use. Many of the landowners now own multiple lots or even entire blocks.

Nicholas Porter owns the tract of land to the East of 3rd St. and has submitted the attached petition requesting the vacation of 3rd St, a portion of Garfield St and 4th St. A map is attached for reference.

The roads requested are not currently being used and no longer of use as a public utility.

DISCUSSION

The Commission is being asked to accept the petition proposing to vacate road right-of-way from the old town site of Bala City, as shown on the enclosed map.

If the Board approves the petition, the next step, before any road is vacated, is to hold a public hearing. As per KSA 68-102a notice shall be given by publication in the official county newspaper and by certified mail to landowners adjoining the road proposed to be vacated. At the public hearing the Board of County Commissioners will decide whether or not to vacate the roads petitioned to be closed.

Considering the above criteria, the earliest a public hearing can held is February 23, 2023.

FISCAL IMPACT

There is very little expense to the County for the vacation, however, once the right-of-way is vacated and turned over to the adjacent landowner the property will be added to the tax roll.

RECOMMENDATION(S)

Staff does not see any negative impact in proceeding with a formal petition to vacate the proposed roads.

POSSIBLE MOTION(S)

I move to accept the petition and approve the Notice of Public Hearing as proposed.

I move to accept the petition and approve the Notice of Public Hearing with the following changes...

I move to deny the petition and approve the Notice of Public Hearing as proposed.

The Board agreed by consensus to

Enclosures:

- 02-01-23 Road Petition for Nicholas Porter (PDF)
- Bala_ProposedVacatedRoads (PDF)
- Public Notice w signatures (PDF)

FILED

2023 FEB -1 PM 3:27
 COUNTY CLERK
 RILEY COUNTY, KANSAS



ROAD PETITION

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

The undersigned landowner of said county, being an owner of land adjacent to the road described below, respectfully petitions your honorable body to cause a view to be held for the Vacation of a road in said county, as follows:

From Bala Road:

South on 3rd Street to the South Side Garfield Street

From 3rd street:

East on Garfield street to 4th street

From 4th Street:

South to the North side of Railroad Avenue

I, THE UNDERSIGNED, Nicholas E Porter and being of lawful age, do solemnly swear that he/she is a landowner of this county. I do hereby further solemnly swear that I own land adjacent to the road proposed to be viewed, and that I have signed this petition. So help me God.

Nicholas E Porter, Petitioner
 Signature

For County use only:

THIS PETITION filed in my office the 1st day of February, 2023.



[Signature]
 County Clerk

Attachment: 02-01-23 Road Petition for Nicholas Porter (13160 : Bala City - Vacation of Certain Roads)

ROAD PETITION

OF

_____ and others, of
_____ Township.

Filed _____, 20__

Riley County Clerk.

ORDER OF BOARD

Finding the within petition legal, it is ordered by the Board of County Commissioners, that the prayer of the petitioner or view be granted; that _____ be and are hereby appointed Viewers, and are directed to meet at the point of beginning of said road within described, on the _____ day of _____, 20__, make the view, and agree upon their report, which shall be made in writing and delivered to the County Clerk by one of said Viewers on or before the _____ day of _____, 20__.

The Viewers will also receive applications in writing for damages from the landowners claiming same, which original applications will be filed with their report of damages allowed.

Proposed Vacated Roads
Bala
35 - 8 - 4



Jenkins Rd

Bala Rd

Washington St

3rd St

Garfield St

Railroad Ave

4th St

Attachment: Bala_ProposedVacatedRoads (13160 : Bala City - Vacation of Certain Roads)

**NOTICE OF PUBLIC HEARING FOR ROAD VACATION
BALA CITY – SW1/4 OF SE1/4 OF SECTION 35, TOWNSHIP 8, RANGE 4**

TO WHOM IT MAY CONCERN:

Public notice is hereby given pursuant to K.S.A. 68-102a to consider whether the following described road right-of-way should be vacated, as it is not used and the necessity for the road right-of-way does not justify the expenditure of public funds, such road described as follows, to wit:

A tract of land located in the Southwest One-Quarter (SW ¼) of the Southeast One-Quarter (SE ¼) of Section 35, Township 8 South, Range 4 East of the Sixth Principal Meridian, Riley County, Kansas, more particularly described as follows:

Roads in the Bala City plat generally described as follows: 3rd St, from Bala Rd South to Garfield St., Garfield St. from the West edge of 3rd St. East to, and including 4th St., and 4th St., from Garfield St South to the North edge of Railroad Ave.

Public notice is given that the Board of County Commissioners of Riley County will meet on the day of February 23, 2023, at 11:10 o'clock a.m. to give all parties a hearing.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this ____ day of February 2023.

BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

By: _____
Katherine Focke, Chair

ATTEST:

Rich Vargo, County Clerk (seal)

Attachment: Public Notice w signatures (13160 : Bala City - Vacation of Certain Roads)



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: February 9, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- 2 - February Staff Update (PDF)
- January PD Update (PDF)

Planning and Development
Staff Update
February 6, 2023

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update.	Kick off public participation and engaging stakeholders.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites.	11/1/2014		1/31/2023
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	Met with property owner, Mary Sutterlin concering an ongoing addressing issues and that emergency services considers to be a priority. Mrs. Sutterlin chose the name Rosebud Trail. NG911 Committee and other property owner approved the name. Sent waiver to public hearing to both property owners. Waivers received and BOCC meeting scheduled. NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address.	Conduct BOCC meeting	8/1/2015		2/9/2023
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2022
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites.	TBD		1/31/2023
Current Planning						
Murphy - Conditional Use	Bob Isaac	NOPH published and 1000' letters mailed.	Conduct BZA public hearing.	11/16/2022		1/9/2023
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome.	3/28/2022		3/31/2023
Briggs/Emley - Boundary Line Adjustment	Bob Isaac	Application received.	Property owner to apply for building permit with the City.	10/6/2022		1/31/2023
Foltz - Replat and Final Dev. Plan update	Bob Isaac	Application received.	Waiting for application materials (plat, PUD, Cert. of Title)	1/3/2023		4/10/2023
Evergy - Special Use for a substation	Bob Isaac	Application received.	Process application	1/30/2023		4/10/2023
Permits						
22-0220-MRWW Swiercinsky	Perry Piper	Requesting a variance for a holding tank. BOCC approved. Property owner applied for repair permit.	Holding tanks installed, high water float alarm installed, use permit issued.	5/27/2021		1/4/2023
22-007-MRWW Baxter	Perry Piper	Install new risers/lids, effluent filter and new rubber grament on outlet side of septic tank.	Await installer to make repairs. Wating on warmer weather.	10/6/022		2/28/2023
21-0146-MRWW Worrel	Perry Piper & Craig Cox	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Legal counsel to send letter to property owner.	7/8/2021		2/28/2023
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		3/31/2023
21-0228-MRWW Parker	Perry Piper	Application received and processed. Site visit has been completed.	Applicant to complete repair. Waiting on warmer weather.	10/5/2021		4/30/2023
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23.	8/18/2016		2/28/2023
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	4/27/2021		1/31/2023
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation. Possible new property owner. Under new ownership and improvements have been made.	Monitor progress and new owner has applied for license. Major improvements have been happening and clean is going well.	12/9/2021		5/31/2023
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied.	12/17/2010	4/17/2012	2/28/2023
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Schedule a site visit.	4/15/2013	5/1/2014	2/28/2023
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	2/17/2023

Attachment: 2 - February Staff Update (13164 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23.	8/18/2016		2/28/2023
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Monitor progress.	9/27/2021		3/31/2023
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles.	Await for property owner to schedule site inspection.	12/8/2020		3/31/2023
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send violation notice.	7/14/2021		3/31/2023
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/8/2020		3/31/2023
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation.	12/21/2020		3/31/2023
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter.	12/22/2020		3/31/2023
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	11/20/2020		2/28/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		12/31/2022
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		3/31/2023
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	4/7/2020		2/28/2023
21-0022 Moriarty/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation cited, homeowner did not comply, referred to legal for enforcement.	Counsel to send letter.	4/14/2021		3/3/2023
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options.	6/23/2021		3/15/2023
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Legal counsel to determine next course of action.	7/9/2021		3/9/2023
22-0016 Doyle - sewage on ground	Perry Piper	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so that it is legal to be used.	7/22/2022		4/30/2023
23-CES-002 Lane - Failed alternative disposal system.	Perry Piper	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23.	Wait for compliance deadline.	12/14/2022		2/6/2023
23-CES-003 SKR Investments (Shane Rhoton) - Failed ATU blower motor. & tanks need pumped.	Perry Piper	Friendly email sent 12-19-22, no reply. Notice of Violation sent 1-20-23.	Wait for compliance deadline.	12/14/2022		2/6/2023
23-CES-004 Innes - Alternative system pump and alarm float not working.	Perry Piper	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23.	Wait for compliance deadline.	12/14/2022		2/6/2023
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Perry Piper	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23.	Wait for compliance deadline.	12/14/2022		2/6/2023

Attachment: 2 - February Staff Update (13164 : Staff Update)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: February 9, 2023
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning & Special Projects Director
Re: Planning & Development January 2023 Staff Report

Short Term Rentals (STR) licenses:

We received another application in January, bringing the total received to 16. We also issued one license in January, and two in early February. There are six remaining that have not applied. We are working with the County Counselor's office to get the remaining known owners to comply.

Code Enforcement process:

Both Darrin Hobbs, Planning Compliance Specialist, and Perry Piper, Environmental Health Specialist, will attend the March 6, 2023 meeting to present their respective code enforcement procedures and typical cases.

Floodplain Administration:

- We have submitted the required documentation for Riley County's Community Rating System (CRS) recertification. The county is currently a Class 9 community. We await response to the submittal and will update the BOCC should the classification change.
- There are several properties within Riley County that have had multiple flood losses and insurance claims over the years. If there are two or more claims exceeding \$1,000 within any 10-year period, these are considered "Repetitive Loss" properties. We send letters to these property owners annually to provide tips and information for flood protection.

Current Planning:

- At their regular meeting on January 9, 2023, the Riley County Board of Zoning Appeals (BZA) approved a request from Claudia Murphy for a Conditional Use permit in the AG (agriculture) zone to allow a secondary dwelling. Conditional Use permits are reviewed and decided upon by the BZA.
- There will be no February Planning Board meeting due to lack of petitions.
- Three pre application meetings held:
 - Proposed substation Special Use for Evergy
 - Two separate replats for private citizens
- One preliminary approval was issued for an agricultural exemption to subdivide property and construct a home. Bona fide agricultural operations are exempt from subdivision and zoning regulations.

Attachment: January PD Update (13164 : Staff Update)

Personnel:

The BOCC approved the refilling of the as-needed Clerical Assistant, and the job has been posted on Riley County's career portal. We continue to review applications and hold interviews to fill the position.

New permit software implementation:

- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.
- We have had several folks apply online for their permits and licenses.

City/County coordination:

- The BOCC held a public hearing on January 14, 2023, and subsequently adopted a resolution indicating the MCM request to be annexed into the City of Manhattan will not hinder growth or development in the area nor in any of the incorporated communities within the county.
- City and county staff met to have initial discussions regarding housing development and neighborhood revitalization programs.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>
- I will be before you at the February 27 meeting to discuss preferred processes for public outreach and engagement.

Keats sewer benefit district:

We have created a handout summarizing the Keats project intended for public distribution. No appropriate location has yet been identified for a community lagoon. The group continues to research funding opportunities; consultants from Witt O'Briens should have more information soon.

Fee schedule review:

We have had two workshops to discuss Planning & Development's fee schedule. There are several more work sessions scheduled for February to review each of the other categories and the overall layout of the document itself. Once each section is reviewed, I will bring the document back for a final work session to ensure the BOCC is comfortable before I request formal action.

NG911 road renaming/readdressing:

- A resolution renaming Dawn/Sedam Avenue and readdressing two adjacent properties will be before the BOCC on February 9, 2023. Both property owners were amenable to the change and agreed upon a new road name. They have both signed waivers, so no public hearing is required.
- The committee is meeting next week to review priorities and goals for 2023 as well as choose the next road renaming to work through.

Battery recycling educational program:

- Justin Brenner and I presented to the Konza Club. There were many questions on Household Hazardous Waste.
- We are presenting next week to the Optimist Club
- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

Also attended/participated in:

FHMPO TAC meeting

Bi-state APA conference planning committee meeting

Budget & Planning committee meetings

Legal roundtable

Flint Hills Leaders Retreat

Serving as interim treasurer for Kansas Association of County Planning & Zoning Officials (KACPZO)

January 2023 permits issued:	
Building/Sign permits:	7
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	8
Environmental Health Permits (Final/Use)	8

License Type	November 2022	December 2022	January 2023
Mobile Home Parks	1	1	2
Excavation		3	2
Septage hauler		1	2
Wastewater installer			16

Attachment: January PD Update (13164 : Staff Update)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Barry Wilkerson, County Attorney

MEETING: February 9, 2023

SUBJECT: Request for Temporary Attorney Assistance

PRESENTER: Barry Wilkerson & Elizabeth Ward

BACKGROUND

Our office has discussed the concern regarding a backlog of criminal cases in our court systems because of the effects of the COVID pandemic over several occasions throughout the past 2.5 years.

Furthermore, the complexity of the evidence and the technology, Body Worn Camera's and the Data mining, computers downloads, social media downloads and phone downloads have greatly increased the amount of evidence and time spent on major cases especially in the last 10 years. The growing complexity of issues has proven to be a burden for many younger professionals entering the public service. Since 2017, our County Attorney's office has experienced 13 changes in the Assistant County Attorney positions. This level of turnover and transition shows the burden and expense of the position. Riley County has a substantial cost to this rate of turnover. Even at the lowest rate currently paid an Assistant County Attorney, the estimate cost of losing just one person is \$54,467.58.

As a recap, in 2020, because of COVID, the Riley County courts were closed for several months. There were no trials from February of 2020 until late May or early June of 2021. Finally, in 2022 the courts were fully operational once more. Unfortunately, the rate of crime was not diminished during this time, which has caused a serious issue with the entire system's ability to process cases in a timely manner as required by law. To help prevent congestion in the courts, the Riley County Attorney's office triaged cases and held off on charging lower-level felonies and misdemeanors until the backlog of old cases passed. This wasn't ideal for victims or defendant's

but necessary at the time. It is our goal to get these cases reviewed, charged, and through the court system to avoid further delays and disruptions in the lives of all involved.

DISCUSSION

In 2022, I asked this Board to fund another attorney position to assist with the backlog and again, in early 2023, I shared my Attorneys' need to for assistance to process the backlog of cases produced as a result of COVID.

We have identified a qualified attorney who is willing to work under the purview of our office for an average of 24 hours per week to move these cases forward.

This contracted position will assist in filing new cases that need to be filed but have been held until we were able to clear some of the previous cases that were set for trial.

The deadline for these cases is statutorily 5 years, however give the mobility of our community, a college and military base, it is imperative that we file cases in a timely manner while the victim and witnesses remain within the community. While witnesses may be subpoenaed from out of state, the Riley County Attorney's Office must pay for all meals, lodging, and travel expenses. These expenses may be avoidable if we can clear the cases more quickly. It is also preferable to file cases as close to the time of the crime, the viability of the case is stronger the sooner the cases are filed.

We would like to move forward to create a contracted relationship with the identified candidate and begin working on these cases by March 1, 2023.

FISCAL IMPACT

The proposed contract would be for \$90 per hour for no more than 700 hours beginning March 1, 2023 and continuing through the end of December 2023.

The total cost, if all hours are used, would be \$63,000 for 2023. We are hopeful the goal of clearing out the backlog that exists can be accomplished from March 1, 2023 to September 1, 2023, which would reduce the cost to the County to around \$52,000.

The cost of this assistance, we believe, will significantly offset the potential cost of turnover with our current staff, which creates a much bigger financial burden for the county.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the request to contract attorney services to assist the County Attorney's office.

POSSIBLE MOTION(S)

Move to approve I move to approve the request to contract attorney services to assist the County Attorney's office.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COMMUNITY CORRECTIONS
Budget

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: February 9, 2023

SUBJECT: Monthly Staff Update Adult Services Line-Item Adjustments

PRESENTER: Jessie Hubbard, AAIL, Riley County Community Corrections

BACKGROUND

Each year we generate a budget with estimations of expenses within each line-item. While we do our best to make accurate estimations sometimes our needs exceed the estimation. The Kansas Department of Corrections Financial Rules, Guidelines & Reporting Instructions state, "Quarterly Grant Budget Amendment Report," requires that any budget adjustments totaling \$5,000 or more, or one percent of the budget, whichever is higher, requires signatory approval by the Joint Corrections Advisory Board as well as the Board of County Commission. It also states that the Grantee must use the Justification Section to explain budget adjustments and any unusual expenditures.

The Joint Corrections Advisory Board met on July 19th and reviewed and approved the line-item adjustments included herein.

DISCUSSION

Due to your commitment to take care of all Riley County employees, Community Corrections was included in the two-part salary increase for all departments. The first increase was applied July 1, 2022, (the first day of our fiscal year), and the second was applied January 1, 2023. To help off-set the additional costs, adjustments had to be made to move money from client services to salary and operations. Client services needs will have to be met through outside funding sources.

Attached is a line-item adjustment totaling \$10,750.00 for Adult Services.

The Joint Corrections Advisory Board met on January 26th at 12pm and approved the attached.

FISCAL IMPACT

Moving the \$10,750.00 allows us to meet payroll expenses through June 30, 2023.

RECOMMENDATION(S)

Recommending to approve the line-item transfers to be able to cover payroll expenses.

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:

- FY23 2nd Qtr Line-Item Adjustments - Adult Services (PDF)



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency:

Fiscal Year:

Grant Type:

Reporting Period:

Total Amendment:

<u>FROM</u>			<u>TO</u>		
<u>Category</u>	<u>Line Item</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item</u>	<u>Amount</u>

Justification:

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

_____ Printed Name	_____ Signature	_____ Date
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Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

_____ Printed Name	_____ Signature	_____ Date
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Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

_____ Printed Name	_____ Signature	_____ Date
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COMMUNITY CORRECTIONS
Budget

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: February 9, 2023

SUBJECT: Monthly Staff Update Juvenile Services Line-Item Adjustments

PRESENTER: Jessie Hubbard, AAIL, Riley County Community Corrections

BACKGROUND

Each year we generate a budget with estimations of expenses within each line-item. While we do our best to make accurate estimations sometimes our needs exceed the estimation. The Kansas Department of Corrections Financial Rules, Guidelines & Reporting Instructions state, "Quarterly Grant Budget Amendment Report," requires that any budget adjustments totaling \$5,000 or more, or one percent of the budget, whichever is higher, requires signatory approval by the Joint Corrections Advisory Board as well as the Board of County Commission. It also states that the Grantee must use the Justification Section to explain budget adjustments and any unusual expenditures.

DISCUSSION

Due to your commitment to take care of all Riley County employees, Community Corrections was included in the two-part salary increase for all departments. The first increase was applied July 1, 2022, (the first day of our fiscal year), and the second was applied January 1, 2023. To help off-set the additional costs, adjustments had to be made to move money from client services to salary and operations. Client services needs will have to be met through outside funding sources.

Also attached is a line-item adjustment totaling \$5,510.00 for Juvenile Services.

The Joint Corrections Advisory Board met on January 26th at 12pm and approved the attached.

FISCAL IMPACT

Moving the \$5,510.00 allows us to meet payroll expenses through June 30, 2023.

RECOMMENDATION(S)

Recommending to approve the line-item transfers to be able to cover payroll expenses and not go in the red in the DOC financial reporting database.

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:

- FY23 2nd Qtr Line-Item Adjustments - Juvenile Services (PDF)
- FY23 KDOC and County Funding Explanation (PDF)



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency:

Fiscal Year:

Grant Type:

Reporting Period:

Total Amendment:

<u>FROM</u>			<u>TO</u>		
<u>Category</u>	<u>Line Item</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item</u>	<u>Amount</u>

Justification:

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

_____ Printed Name	_____ Signature	_____ Date
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Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

_____ Printed Name	_____ Signature	_____ Date
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Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

_____ Printed Name	_____ Signature	_____ Date
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AISP Salary & Benefits

<u>As submitted in Amplifund</u>			
AISP Admin Salary	\$	99,594.32	= \$ 124,055.19
AISP Admin Benefits	\$	24,460.87	
AISP Non-Admin Salary	\$	179,272.60	= \$ 240,563.21
AISP Non-Admin Benefits	\$	61,290.61	
Total	\$	364,618.40	

With 10.5% and January Increases

AISP Admin Salary	\$	153,197.81	
AISP Admin Benefits			
AISP Non-Admin Salary	\$	249,390.31	
AISP Non-Admin Benefits			
Total	\$	402,588.12	

Difference between payroll numbers:

\$402,588.12 - \$364,618.40 \$ **37,969.72**

We will have to come up with \$37,969.72 more to cover the additional payroll we will be paying out in FY23.

The county is giving us \$12,472.37 and \$13,392.86 in FY23 to help cover these expenses, for a total of \$25,865.23 in additional funds

Needed	\$	37,969.72
County pmt #1	\$	12,472.37
County pmt #2	\$	13,392.86
Remaining amount needed:	\$	12,104.49

So adjustments need to be done on the budget moving:

\$12,104.49 in agency operations/client services to cover payroll; and move \$25,865.23 in payroll expenses to another tab so it is not figured in with KDOC funding

Then a JE will need to be done in December 2022 for \$12,472.37 in payroll expenses for AISP, in January 2023 for \$13,392.86 for payroll expenses in AISP, and in July 2023 for \$13,392.86 for payroll expenses in AISP.

Juvenile Services Salary & Benefits

<u>As submitted in Amplifund</u>			
JIA Admin Salary	\$	42,447.11	
JIA Non-Admin Benefits	\$	11,267.59	
JIA Non-Admin Salary	\$	100,012.50	= \$ 178,425.90
JIA Non-Admin Benefits	\$	24,698.70	
JISP Admin Salary	\$	42,446.62	
JISP Non-Admin Benefits	\$	11,267.50	= \$ 97,112.06
JISP Non-Admin Salary	\$	31,041.23	
JISP Non-Admin Benefits	\$	12,356.71	
JCM Admin Salary	\$	21,584.59	
JCM Non-Admin Benefits	\$	4,223.64	= \$ 50,662.63
JCM Non-Admin Salary	\$	17,122.52	
JCM Non-Admin Benefits	\$	7,731.88	
Total	\$	326,200.59	

With 10.5% and January Increases

Juvenile Services - Admin	\$	176,324.24	
Juvenile Services - Non-Admin	\$	176,995.19	
Total	\$	353,319.43	

Difference between payroll numbers:

\$353,319.43 - \$326,200.59 = \$ **27,118.84**

We will have to come up with \$27,118.84 more to cover the additional payroll we will be paying out in FY23.

The county is giving us \$11,983.25 and \$12,867.65 in FY23 to help cover these expenses, for a total of \$24,850.90 in additional funds.

Needed	\$	27,118.84
County pmt #1	\$	11,983.25
County pmt #2	\$	12,867.65
Remaining amount needed:	\$	2,267.94

So adjustments need to be done on the budget moving:

\$2,267.94 in agency operations/client services to cover payroll; and move \$24,850.90 in payroll expenses to another tab so it is not figured in with KDOC funding

Then a JE will need to be done in December 2022 for \$11,983.25 in payroll expenses for Juve. Serv., in January 2023 for \$12,867.65 for payroll expenses in Juve. Serv., and in July 2023 for \$12,867.65 for payroll expenses in Juvenile Serv.