



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 06, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Written Testimony in Support of County Home Rule Amendment to the Kansas Constitution (2025 Senate Concurrent Resolution No. 1605)
4. Advisory Board appointment letter and Resolution
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Mar 3, 2025 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Cory Meyer, IT/GIS Director

9. IT/GIS Staff Update - March 2025

9:15 AM

Gavin Schmidt, BHS Director of Business Development

10. A Specific RHID Project

9:30 AM

Anna Burson, Appraiser

11. Appraiser's Office March Staff Update
12. Request for out of State Travel to 2025 IAAO Conference.

- 9:45 AM Brittany Phillips, Budget and Finance Officer**
13. 2026 Budget Calendar and Baseline
- 10:00 AM Amanda Webb, Planning/Special Projects Director**
14. Planning & Development - Staff Update
- 10:15 AM Bryant Parker, Counselor/Director of Administrative Services**
15. Administrative Work Session
- 10:30 AM Danielle Dulin, Manhattan City Manager**
16. Manhattan City General Update
- 11:00 AM Brittany Phillips, Budget and Finance Officer**
17. KDHE FY26 Aid to Local Grant Application
- 11:20 AM Pat Collins, Bala Township Clerk**
18. Township discussion about County Unit
- 11:30 AM John Ellermann, Public Works Director/County Engineer**
19. Marlatt Reconstruction Project
- 11:40 AM Jan Scheideman, Child Care Supervisor**
20. Request to Fill Raising Riley Clerk Position
- 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
COUNSELOR/ADMINISTRATIVE SERVICES**
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Bryant Parker, County Counselor

MEETING: March 6, 2025

SUBJECT: Written Testimony in Support of County Home Rule Amendment to the Kansas Constitution (2025 Senate Concurrent Resolution No. 1605)

PRESENTER: Bryant Parker, County Counselor

BACKGROUND

Constitutional home rule for Kansas counties has long been a legislative priority of Riley County. Multiple attempts at introducing a constitutional amendment for voter consideration have stalled, primarily because of a misunderstanding about the purposes behind County home rule.

The attached written testimony clarifies what county home rule is, and even more importantly is not, about. It dispels that counties are seeking (or even able) to control or regulate farming, the property tax system, or anything else that affects business operation or hinders our state. Instead, Kansas counties are only interested in dealing with very specific local issues that, quite frankly, are unable to be properly considered by a busy Kansas Legislature that only meets less than 4 months every year.

The government that governs closest governs best, and this written testimony highlights how and why.

2025 Senate Concurrent Resolution No. 1605 is currently sponsored by the Kansas Senate Committee on Federal and State Affairs, and is awaiting a hearing. The attached testimony requests that this hearing be heard, and that the Kansas Legislature adopt this resolution to place the issue of Kansas county home rule before the voters of Kansas.

FISCAL IMPACT

There is no fiscal impact with the signing of this written testimony.

RECOMMENDATION

Staff recommend the Board approve, or modify and approve, the attached written testimony and endorse it by signature.

POSSIBLE MOTION

- A. "I move the Board approve the attached written testimony in support of a County Home Rule Amendment to the Kansas Constitution, as presented in 2025 Senate Concurrent Resolution 1605, and that each Board member endorse the written testimony and submit the same for submission by the County to the Senate Committee on Federal and State Affairs."
- B. "I move the Board modify and approve the attached written testimony in support of a County Home Rule Amendment to the Kansas Constitution, as presented in 2025 Senate Concurrent Resolution 1605, and that each Board member endorse the written testimony and submit the same for submission by the County to the Senate Committee on Federal and State Affairs."
- C. Take no further action.

Enclosures:

- SCR1605Letter.Final (PDF)



BOARD OF COMMISSIONERS

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

March 6, 2025

Sen. Mike Thompson, Chair
 Kansas Senate Committee on Federal and State Affairs
 Room 136-E — Capitol Building
 300 SW 10th Avenue
 Topeka KS 66612

Sen. Brad Starnes, Member
 Kansas Senate Committee on Federal and State Affairs
 Room 124-E — Capitol Building
 300 SW 10th Avenue
 Topeka KS 66612

Re: 2025 Kansas Senate Concurrent Resolution No. 1605 Proposing Constitutional Home Rule for Kansas Counties – Written Testimony in Support

Senators Thompson, Starnes and Distinguished Committee Members:

The Riley County Board of County Commissioners strongly supports 2025 Kansas Senate Concurrent Resolution No. 1605. Constitutional home rule for Kansas counties is an idea whose time has come for many reasons.

Before explaining the need for county home rule, some popular myths should be dispelled. Home rule does not confer on counties the authority to control property taxation. As with cities, uniformly applicable state laws already prescribe how we tax property in this state. Home rule also isn't a license for Kansas counties to make up rules that hurt farmers, or manufacturers, or businesses, or anyone else for that matter. There is already a uniformly applicable "right to farm" statute in Kansas law (K.S.A. 2-3201 et seq.), and much of the laws that govern how businesses operate are prescribed by federal and state uniformly applicable laws.

Opponents of county home rule frequently cite fears of government overreach, and imposition of costly regulations on farming operations. Not only would such regulations likely be against other uniformly applicable laws governing agriculture in this state, but has anyone ever even provided an example of what types of local laws these would be? What interest would Kansas counties have in making it harder on themselves to exist? Riley County is unaware of any local county resolutions that have been proposed which substantially affect the conduct of business.

Anyone whom has had the privilege of serving on a County Commission would affirm that any resolution which could possibly have a negative effect on even a small group of citizens within a county is much more thoroughly debated at the County level than would be possible at a statewide level.

While it is difficult to point to examples of controversial county resolutions, we can draw some parallels to countywide zoning. The importance of protecting farmland through countywide zoning seems unquestionable at this point. The problem with zoning is not in the broad strokes of the idea, but when it is applied to individual properties. The beauty of countywide zoning is that county planning commissions and Boards of County Commissioners are so accessible, and not overwhelmed by other pressing items like the Kansas Legislature or statewide administrative bodies, that they can actually take the time to learn where both sides are coming from and make a rational decision. In this way, many issues that are seemingly too insignificant to afford time to at a statewide level are paid close attention to by the people they affect the most – residents of the county.

Government that governs closest governs best. More local control means more local accountability. If voters don't like what their county commissioners are doing, they tell them about it – in the grocery store, at the school basketball game, at church, and in open governing body meetings.

County Commissioners are frequently the face of government in Kansas. We are who citizens tell their specific needs to, and complain that more is not being done about them. We can't solve all of the problems they bring up – many are out of our hands as matters of statewide concern, or issues that the state has already adopted applicable uniform legislation.

What counties can do is come up with local solutions to local problems. They have no mandate, and would actually be acting outside of home rule authority, if they actually engaged in any of the practices that opponents of home rule so frequently state as reasons why counties should not be granted the power to enact local resolutions that deal with local problems.

Some might ask why, since cities in Kansas already have home rule, it is necessary for counties to have it too? Can't cities just enact the kinds of local legislation needed to address local problems (such as animal control, nuisance abatement, setting speed limits, etc.)? In many cases the answer is no, as Kansas counties are littered with townsites that were never incorporated. Kansas counties need home rule that mirrors city home rule so the citizens of these unincorporated settlements enjoy similar rights and protections to residents of cities.

Counties are on the front lines of government, and encounter situations that are as unique to their own county as the topography of this state is to each of its areas (the Flint Hills, the western high plains, etc.). No two counties are alike, and County Commissioners need the freedom to develop local solutions that work best for their own citizens.

Kansas voters are smart, and so are our elected officials. Everyone knows that running opposite of the public's will inevitably results in a change of leadership. This is a naturally

safeguarding system, and works best when decisionmakers must report to the smallest electorate possible to maximize everyone's voice in the process of government.

Riley County strongly endorses 2025 Senate Conc. Res. No. 1605. We also asks what realistic concerns others might have with decentralized government and greater public input into government decision making that affects the everyday lives of our citizens.

Cities obtained home rule in 1961 under the Kansas Constitution (Art. 12, Sec. 5). There were vocal opponents of city home rule prior to 1961, offering similar arguments against city home rule that are being advanced against county home rule today. Did many of those fears turn out to be justified, especially regarding rural cities encountering the same issues that Kansas counties would be addressing.

Most importantly, county home rule would free the Kansas Legislature from dealing with problems unique to one or only a handful of counties throughout the state. Perhaps a county is confronted with a particularly aggressive form of noxious weed that must be dealt with swiftly to prevent its spread. Instead of restructuring the operations of noxious weed departments across all counties in Kansas at the Kansas Legislature level, the handful of counties affected could simply come up with a practical solution to their inherently local problem.

Riley County thanks Chair Peterson and the distinguished members of the Senate Committee on Federal and State Affairs for their pragmatic consideration of county government and the opportunity to submit this written testimony in favor of 2025 Senate Conc. Res. No. 1605. The Riley County Commission enthusiastically supports the Committee recommending adoption of this Resolution to empower Kansas voters to make their choice regarding County home rule.

Very Truly Yours,

Greg McKinley, Chairman

Kathryn Focke, Vice Chair

John Ford, Member

cc: Vivienne Leyva, Public Information Officer—For Immediate Press Release



**COUNTY CLERK &
ELECTIONS**
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: March 6, 2025

SUBJECT: Advisory Board appointment letter and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to appoint Savannah Lee to the Solid Waste Management Committee and approve “Resolution No. 030625- , A Resolution appointing a representative to the Solid Waste Management Committee.”

Enclosures:

- Savannah Lee SWMC (PDF)

Cindy Kabriel

From: Amanda Webb
Sent: Friday, February 21, 2025 8:03 AM
To: Cindy Kabriel
Cc: Lisa Daily
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

Hi, Cindy.

I would like to recommend Savannah Lee be appointed to the Solid Waste Management Committee. She will fill a position in the "other" category.

Thank you!

-Amanda

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Wednesday, January 22, 2025 4:23 PM
To: Amanda Webb <awebb@rileycountyks.gov>; Lisa Daily <ldaily@rileycountyks.gov>
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

Cindy Kabriel
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, October 10, 2024 9:00 AM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

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

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Attachment: Savannah Lee SWMC (15526 : Advisory Board Appointment Solid Waste Management Committee)

Select the Board,
Commission, or
Committee applying for

Solid Waste Management Committee

PERSONAL INFORMATION

First Name	Savannah
Last Name	Lee
Address1	418 Poyntz Ave
Address2	#508
City	Manhattan
State	KS
Zip	66502
Phone Number	8327843296
Business Address	<i>Field not completed.</i>
Business Phone Number	<i>Field not completed.</i>
Occupation	Military Treatment Coordinator
Email Address	slee26@uccs.edu
Statement of Interest	I am writing to express my interest in serving on the Solid Waste Management Committee. With a background in community engagement and environmental initiatives, I am eager to serve in order to advance sustainable waste management practices in our community. In my hometown of Seabrook, Texas, I created several projects focusing on preservation of natural spaces, environmental education, and sustainable practices. For example, my Girl Scout Gold Award project focused on partnering with city officials, local businesses, and citizens to provide benches made of eco-friendly materials in our city parks capable of withstanding hurricane storm surge and winds. I hosted a fundraising event after working with the Parks Board and successfully raised over \$3,000 for purchasing 10 of these benches from a local vendor. I have experience with participating in, and leading, trash clean up days for communities in which I have resided (including Colorado Springs and Big Sky, Montana). I am interested in bringing my

ideas, as well as my passion for sustainability, to this committee.

I am particularly drawn to the Solid Waste Committee to enhance local awareness and engagement in reducing landfill waste and providing eco-friendly (and budget-friendly) alternatives. I have several ideas pertaining to composting, water preservation, community engagement, and education that I could bring to the table. I hope to be considered for a position for this committee, and I look forward to hearing back from you.

Sincerely,
Savannah Lee

References

REFERENCES

Please submit at least one reference.

Reference Name	Melissa Coronel
Reference Phone Number	5104177397
Reference Email Address	<i>Field not completed.</i>
Relationship	Colleague
Reference Name	Caroline Collins-Pisano
Reference Phone Number	781-690-7511
Reference Email Address	<i>Field not completed.</i>
Relationship	Colleague
Reference Name	<i>Field not completed.</i>
Reference Phone Number	<i>Field not completed.</i>

Reference Email Address *Field not completed.*

Relationship *Field not completed.*

Sign and Submit

Type Your Name Savannah Lee

Thank you for your interest in serving Riley County

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

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6202

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 E-mail: bocc@rileycountyks.gov

March 6, 2025

Savannah Lee
 418 Poyntz Avenue
 Manhattan, KS 66502

Dear Savannah:

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

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: Savannah Lee SWMC (15526 : Advisory Board Appointment Solid Waste Management Committee)

RESOLUTION NO. 030625-**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE SOLID
WASTE MANAGEMENT COMMITTEE**

WHEREAS, Riley County has representatives on the Solid Waste Management Committee, as authorized by K.S.A. 65-3405, and

WHEREAS, one position is open and Savannah Lee is eligible to be appointed and has indicated her willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint her to this advisory board.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Savannah Lee is hereby appointed to the Solid Waste Management Committee.

ADOPTED this 6th day of March, 2025.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: Savannah Lee SWMC (15526 : Advisory Board Appointment Solid Waste Management Committee)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 10, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

[District 3 – Kathryn Focke, 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

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Megan Lewis, Community Corrections Director

2. KDOC Comprehensive Plan for Adult Services, Juvenile Services, and the Reinvestment Grant

9:30 AM

Press Conference

3. Presentation of retirement plaque to Danny Williams - Greg McKinley (3-5 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

4. Short Term Rental Regulations

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update
6. Rural Water District Water Tower Agreement and Easement

10:40 AM

Bryant Parker, Counselor/Director of Administrative Services

7. Administrative Work Session

11:00 AM Katharine Hensler, Museum Director

8. Staff update

12:00 PM County Officials Luncheon

Adjournment

Announcements

The 2025 Annual Township Officials Meeting will be held Wednesday, March 12th from 8:30 a.m. - 1:00 p.m. at Pottorf Hall, CiCo Park, 1710 Avery Avenue, Manhattan, Kansas.

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

Attachment: 03-10-25 tentative agenda (15458 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 13, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Bid recommendation for corrugated metal pipe
2. Discuss Policy Breakfast
3. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Alvin Perez, Operations and Fleet Manager

5. Bid opening for a 2025 tandem axle dump truck

9:30 AM

Shilo Heger, Treasurer

6. Staff update

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:00 AM

Diane Creek, Health Department Director and Kaylyn Speth, WIC Supervisor

8. Staff update

10:50 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance

Officer

9. Cash Flow Reports

11:00 AM**Michael Boller, Noxious Weed/HHW Director**

10. Staff update

11:15 AM**Elizabeth Ward, Human Resources Director**

11. Executive session to discuss a performance matter involving non-elected personnel

11:35 AM**Jacob Hansen, Deputy County Counselor**

12. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

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

Attachment: 03-13-25 tentative agenda (15458 : Tentative Agenda)



IT/GIS
Staff Update

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

STAFF REPORT

FROM: Cory Meyer

MEETING: March 6, 2025

SUBJECT: IT/GIS Staff Update - March 2025

PRESENTER: Cory Meyer, IT/GIS Director

Information Technology (IT)

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Budget Update: Review, Pricing, Quotes - 8 year projections
- Internal and External Security - Email & Internet Filter
- New EMS HQ Building - Server Built, Setup, Data Migration
- ATABus Remodel
- House Bill 2842 - Courts
- Fax Line Migration
- Planning Phone System Upgrade for 2025
- MinuteTraq replacement to CivicClerk
- Inventory for 2025
- Monitor Upgrades for 2025
- Laptop Replacements for 2025
- Desktop Replacements for 2025
- Health EMR Replacement
- Commission AV Upgrade
- FCRC Conference Room AV Upgrade

Geographic Information Systems (GIS)

- Eagleview Imagery Flight
- ESRI User Conference
- Historical Imagery Application
- Damage Assessment Application for Field Collection
- Participated in NG911 road renaming committee meeting.
- Working with Avineon on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- ImageNow System Replacement
- ESRI Major Version Upgrade Testing
- City/County Layer Breakdown
- Riley County UC Presentation

Enclosures:



OUTSIDE AGENCY
Presentation

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

MEMORANDUM

FROM: Gavin Schmidt
MEETING: March 6, 2025
SUBJECT: A Specific RHID Project
PRESENTER: Gavin Schmidt, BHS

Enclosures:

- 03-06-25 RHID Presentation - Riley Co BHS (PDF)

Manhattan Infill Housing Project

Project Overview

Develop 44 new homes in Riley County

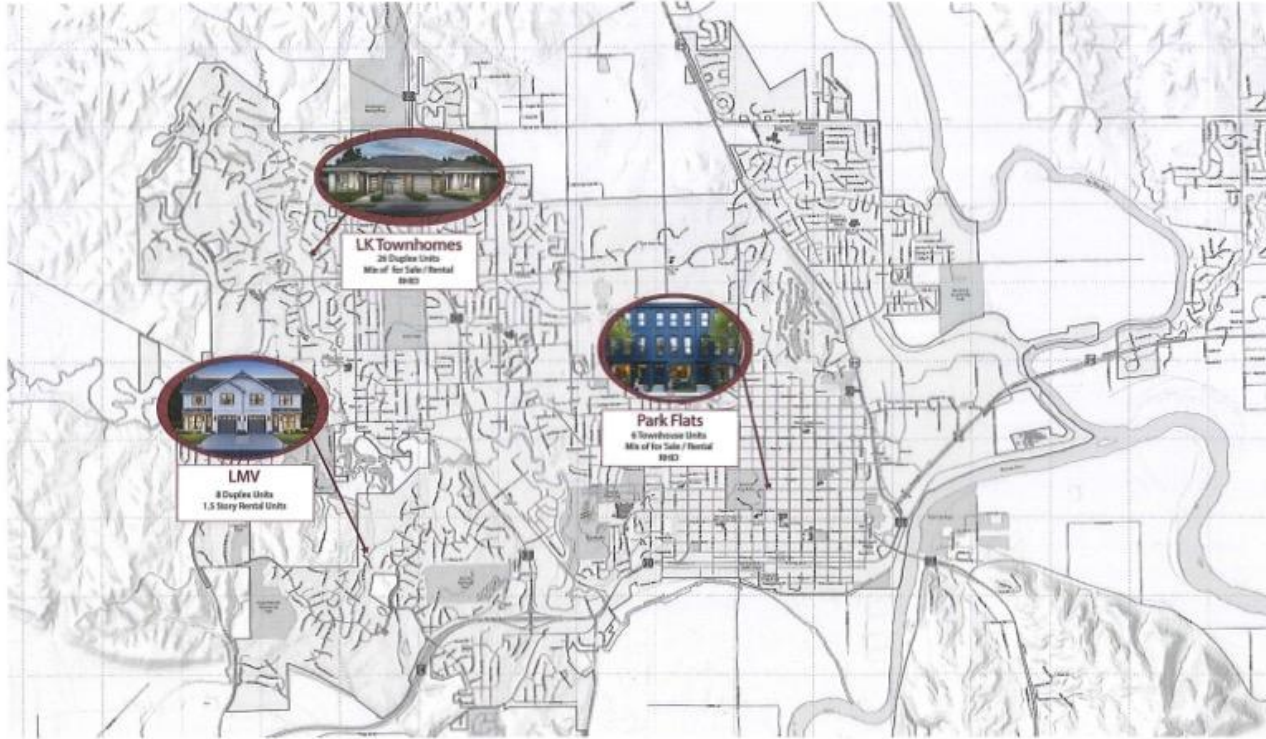
- 40 workforce housing units
- 4 market rate homes

32 homes will be RHID eligible

12 homes will be taxable immediately (currently city owned)

Project will be funded with private investment along with state funding

Construction will start in 2025 and is expected to be completed in 2026



Site Map:
3 Infill Locations,
all in Riley County

All-Or-Nothing Development

We cannot partially develop these homes. State of Kansas mandates we complete all 40 to receive funding

Scenario 1:

- RHID is approved at City level, and no negative action is taken by County or USD 383.
- Riley County received 40 workforce homes and 4 market houses.
- Tax base increases immediately due to 12 homes hitting rolls, with 32 additional homes hitting tax rolls when RHID concludes.

Scenario 2:

- RHID is denied by either City or County.
- Riley County received no new housing inventory.
- Missed economic impact from no sales tax revenue.
- No new property tax revenue.

Two Separate RHIDs

The 32 RHID eligible homes will be broken up into 2 RHIDs due to separate locations.

Little Kitten Flats

- Located on Little Kitten Ave.
- 26 Duplexes
- Total project budget: ~\$8.8mm
- Total RHID requested: ~\$1.95mm
 - (\$130,000/year)

Park Townhomes

- Located on 11th St.
- 6 Townhomes
- Total project budget: ~\$2.1mm
- Total RHID requested: \$498,600
 - (\$27,700/year)

Kansas Housing Resources Corp. Approval

State Funding Secured

- \$650,000 Moderate Income Housing Grant Awarded
- \$1,200,000 Kansas Housing Investor Tax Credits Received

Economic Impact

- These funds will be imported and spent in Riley County

Benefit

- This state funding ensures project feasibility, maintains housing affordability
- Land Use Restriction Agreement will be executed with State of Kansas. State of Kansas will monitor to ensure compliance.

Target Market

- Young Families seeking home ownership
- Married couples who qualify for workforce housing
- Empty nesters seeking to downsize from their larger, older homes

Housing Specifications

- Home Price: ~\$315,000
- Home Size: ~1,500 square feet
- 3 bed / 2 bath
- Attached 2 car garage

Target Market & Housing Specifications

Affordability Analysis

Assumptions:

Purchase Price: \$315,000

Down Payment: 10%

30 year fixed rate mortgage

Rate: 6.60%

Monthly Housing Costs

Mortgage Payment: \$1,810

Taxes and Insurance: \$583

Total Housing Costs: \$2,393

Debt-to-Income Goal: <30%

Annual Income Needed: \$95,720

Who can afford this home?

Examples:

Scenario 1: RCPD Officer + USD 383 Teacher

- **Police Officer Salary:** \$57,364/year (\$4,780/month gross)
- **Teacher Salary:** \$46,580/year (\$3,882/month gross)
- **Combined Income:** \$103,944/year (\$8,662/month gross)

DTI Calculation:

- Total Housing Costs: \$2,393/month
- $DTI = \$2,393 / \$8,863 = 27.6\%$

Result: The DTI is well below 30%, making the home affordable for this household.

Scenario 2: Registered Nurse + Airport Maintenance Tech I

- **RN Salary:** \$72,600/year (\$6,050/month gross)
- **Airport Maintenance Tech I Salary:** \$52,696/year (\$4,391/month gross)
- **Combined Income:** \$125,296/year (\$10,441/month gross)

DTI Calculation:

- Total Housing Costs: \$2,393/month
- $DTI = \$2,393 / \$10,441 = 22.9\%$

Result: The DTI is significantly below 30%, ensuring affordability.

Who can afford this home?

Dual income, workforce in Manhattan, KS = Our Target Market

Scenario	Combined Income	Monthly Gross Income	DTI (%)
RCPD Officer + USD 383 Teacher	\$103,944	\$8,662	27.6%
RN + Airport Maintenance Tech I	\$125,292	\$10,441	22.9%
LPN + Building Inspector	\$113,914	\$9,493	23.9%
Two RCPD Officers	\$114,728	\$9,560	23.7%
Teacher + Airport Maintenance Tech I	\$101,696	\$8,474	26.8%

Cost - Benefit Analysis to Riley County

Per 2024 Riley County Budget, the cost to provide ambulance service to all citizens: \$5,854,658

Per 2024 Riley County Budget, the cost to provide RCPD service to all citizens: \$5,745,592

There are 30,884 households in Riley County. (2023 census data)

The incremental cost of each new home to Riley County is approximately \$375.67

Adding 44 new infill homes to Riley County will “cost” \$16,529.48/yr.

12 new infill homes to tax rolls immediately will provide \$17,340.59 directly to Riley County.

Net surplus of \$811.11 to Riley County.

Cost - Benefit Analysis to Riley County continued...

This analysis doesn't consider:

- The addition of 40 workforces housing units to Riley County
- Long-term tax revenue when all 44 units are on the tax rolls
- Estimated sales tax revenue to Riley County exceeding \$50,000 for the purchase of construction materials.

Importance of RHID

1. No Additional Public Infrastructure Costs

These homes will be built where roads, sewer lines, and water lines already exist. This project doesn't require any new tax-funded infrastructure. By using underutilized sites, we avoid additional public expense, bonding, or risk. We're improving our community without stretching its resources.

2. No Tax Loss—Only Delayed Tax Gains

There's no loss of current tax dollars or revenue to the taxing district. Both locations' tax values have been declining steadily; without this project, we'd continue to see underperformance. By not vetoing our RHID, Riley County is essentially capturing future value that wouldn't exist otherwise. An RHID is not a giveaway—these are new dollars that only materialize because the project moves forward.

3. This is Not a Subsidy—It's a Self-Funded Tool

The term 'subsidy' suggests giving away existing funds. Here, the project creates its own value stream. Without the RHID, no tax revenues would be generated. With it, we're simply directing some of the project's future revenue back into making it possible. By allowing the RHID to proceed Riley County gets immediate workforce housing and a small tax revenue surplus and, down the road, a significant boost in tax revenue. By vetoing this project, the county gets neither housing nor additional tax revenue.

4. Ensuring No Windfall for Anyone—Just Market-Rate, Workforce Homes

Some may state we need to "protect a public subsidy" to ensure the next seller doesn't make a huge profit on their home when they sell. The reality is there is a gap between what it costs to build a starter, market rate home and what they can sell for. The RHID brings that back in balance. This program doesn't push prices below market, it simply allows the builder to deliver product at market.

5. Investing in the Future

This project adds much needed housing to our county. Many large employers are asking for this product. By supporting this project, we are ensuring future growth in Riley County. If this project doesn't move forward, the trend will continue or accelerate the migration to Pottawatomie County.

Community Support



Where this project is today...

Current status: We are working with the City of Manhattan on a detailed development plan and developer agreement which will be reviewed and approved by City Commission (Expected May 2025).

Next steps: Notice is sent to Riley County and USD 383 acknowledging the RHID approval and notifying each entity of a public hearing (Expected July 2025).

Assuming no negative action taken by Riley County within their 30 day review period, copy of Ordinance, legal description of the land within the district and a map indicating the boundaries of the district will be mailed to the County Clerk/Treasurer/Assessor, BoCC and USD 383. (Expected August 2025).

Questions / Feedback



**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: March 6, 2025
SUBJECT: Appraiser's Office March Staff Update
PRESENTER: Anna Burson

Enclosures:

- 3-6-25 Appraiser's Office Staff Update (PDF)



March 6th, 2025

BOCC Staff Update

Anna Burson
RES, RMA
Riley County Appraiser



Personal Property/ Appraisal Support & AG use

- Processing changes and setting values from the Renditions returned by property owners.
 - Setting values for all other Personal property with no changes.
 - Assisting with updating and managing Digital processes for the various residential phases. Preparing for hearings and managing the workflow for requests.
 - Addressing taxpayer concerns related to the most recent letters that went out regarding delinquent taxes and the motion for Revivor.
 - Beginning preparations for Personal Property Notice of Values.
- 273 Ag properties are due for annual reinspection this year.
 - Our Ag appraiser is working through sales of ag land as they are received.
 - Verifying agricultural use on properties who failed to return the Ag questionnaire that went out last year.

Residential

- 2,161 residential properties and 196 vacant properties are due for annual reinspection this year.
- 64 residential sales to date. Median Sale price is \$245,000 and Average sale price is \$266,321.
- Currently the sales ratio for unvalidated sales is 98%. Sales will remain unvalidated until after certification in June.
- There are 22 new permits for 2025 and 286 permit rechecks from 2024.
- Staff are wrapping up inspections of properties that sold towards the end of last year and beginning preparations for the annual review inspections.

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Commercial

- There are 353 Commercial and Exempt properties due for annual reinspection this year. Staff have begun these inspections.
- 5 Commercial sales to date.
- The commercial team assisted our residential with various phases as we ended 2024.
- Preparations for the upcoming informal appeals and BOTA hearings.

2/28/2025

DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2024-2422-EQ	081-177-25-0-10-01-004.00-0	R5674	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$5,310,090		\$4,183,683	PENDING
2024-2423-EQ	081-177-25-0-10-01-007.00-0	R5678	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$20,710		\$16,317	PENDING
2024-2424-EQ	081-189-31-0-00-00-007.00-0	R6092	2024	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$396,700		\$332,339	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2425-EQ	081-189-31-0-00-00-010.00-0	R6096	2024	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$9,317,830		\$7,791,037	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2426-EQ	081-189-31-0-00-00-017.01-0	R6104	2024	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		\$1,564	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2427-EQ	081-203-06-2-70-18-001.00-0	R7912	2024	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,433,750		\$3,800,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-5727-EQ	081-203-07-2-80-01-001.02-0	R9273	2023	IHOP VALLEY MHC LLC	IHOP RESTAURANT	\$1,974,000		\$1,275,570	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 08/07/2024
PENDING	081-203-07-2-80-01-001.02-0	R9273	2024	BJS INC	IHOP RESTAURANT	\$1,667,880		\$1,200,000	PENDING
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$2,100,000		\$1,365,000	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,770,000		\$1,150,500	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,670,000		1463240	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,570,000		\$1,402,794	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2774-EQ	081-204-18-2-10-18-001.00-0	R9845	2024	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,610,000		?	REINSTATED - PENDING
2024-1202-EQ	081-204-18-2-10-20-004.01-0	R9854	2024	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,460,000			WEDNESDAY, SEPTEMBER 3, 2025 @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2777-EQ	081-204-18-2-10-20-004.02-0	R9855	2024	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,070,000		?	REINSTATED - PENDING
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		?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2776-EQ	081-204-18-2-10-20-005.00-0	R9857	2024	MANHATTAN MARKETPLACE SC LLC	BURLINGTON / CRUMBL	\$3,890,000		?	REINSTATED - PENDING
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
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		?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2775-EQ	081-204-18-2-10-20-013.00-0	R302812	2024	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$580,000		?	REINSTATED - PENDING
2024-2781-EQ	081-211-11-0-40-13-003.00-0	R15610	2024	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$24,216,200		?	PENDING
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
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	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400			THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2024-1201-EQ	081-211-12-0-30-11-004.01-0	R16204	2024	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000			THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2024-1501-PR	081-216-13-0-40-06-003.00-0	R19702	2023	DEBRUYN, R L & T H; TRUST	(RESIDENTIAL)	\$808,900		\$750,000	CONTINUANCE PENDING
2024-2365-EQ	081-216-14-0-10-03-006.02-0	R19739	2024	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,297,170			CONTINUANCE PENDING
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,152,300		\$4,076,150	WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY
2024-2368-EQ	081-216-23-0-10-08-001.00-0	R20575	2024	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,441,700			WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY
2018-2047-EQ	081-216-24-0-20-01-002.00-0	R21281	2018	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$6,435,400	\$4,070,000	\$4,200,000	Oral Arguments Heard in Topeka waiting for Decision
2024-2358-EQ	081-216-24-0-20-01-002.00-0	R21281	2024	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,000,000		\$4,200,000	PENDING
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000		prior year value	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS
2024-1203-EQ	081-216-24-0-20-02-0001.00-0	R21288	2024	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS

Total County Value in Question

\$182,049,900

PENDING REAL ESTATE EXEMPTION APPLICATIONS AT BOTA
UPDATE 2-28-25

11.a

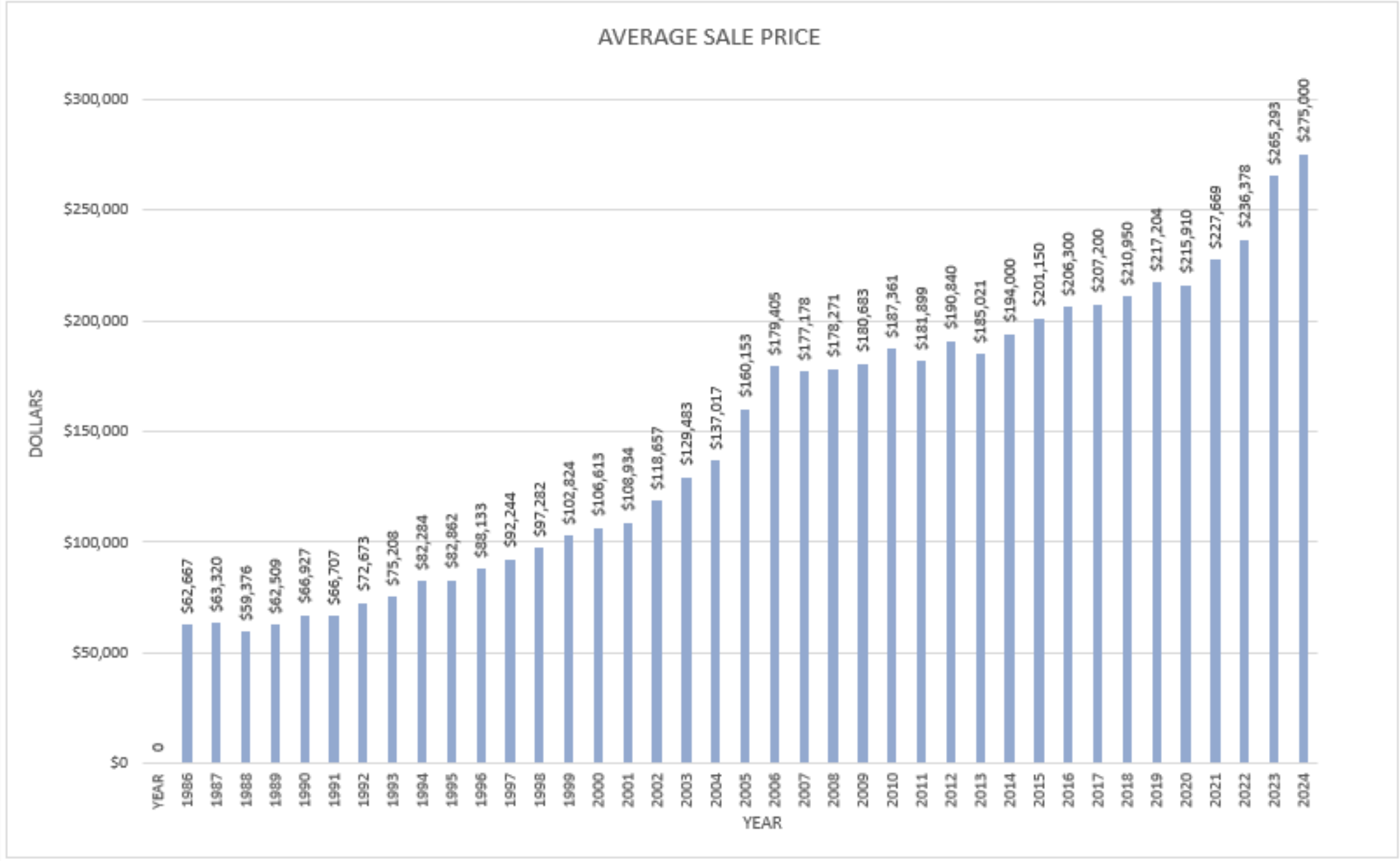
COUNT	DOCKET	PARCEL ID	QUICK REF	OWNER	SITUS	2023 VALUATION	2024 Valuation	2025 VALUATION
1	2023-7436-TX TO BOTA 01/25/2024	081-204-18-2-80-25-010.00-0	R12225	BE ABLE INC.	421 S 5TH	\$ 300,000	\$ 325,300	\$ 327,800
2	2024-270-TX TO BOTA 01/25/2024	081-204-18-2-40-06-001.00-0	R11005	TEMPLE OF PEACE CHURCH	330 SUNSET AVE	\$ 765,790	\$ 802,750	\$ 779,150
3	2024-590-TX TO BOTA 02/16/2024	081-165-15-0-00-00-005.00-0	R4741	S.A.V.E. FARM	00000 N 52ND ST., RILEY	(EXEMPT 23)	\$ 24,030	N/A-SOLD
4	2024-590-TX TO BOTA 02/16/2024	081-165-160-00-00-005.00-0	R4749	S.A.V.E. FARM	9680 N 52ND ST., RILEY	(Exempt 23)	\$ 266,240	\$ 262,490
5	2024-891-TX TO BOTA 03/15/2024	081-085-21-0-10-05-004.00-0	R1037	RANDOLPH COMMUNITY CHURCH	105 GARRISON ST, RANDOLPH	(Exempt 23)	\$ 361,000	\$ 361,000
6	2024-2524-TX TO BOTA 05/21/2024	081-204-18-2-70-20-002.00-0	R11790	ROMAN CATHOLIC DIOCESE OF SALINA KANSAS	721 PIERRE ST	\$ 61,360	\$ 62,590	\$ 59,960
7	2024-6662-TX TO BOTA 09/25/2024	081-216-13-0-20-02-001.00-0	R19378	KSU CONTROLLERS OFFICE	2323 ANDERSON AVE	(Exempt 23)	(Exempt 24)	\$ 6,196,800
8	2024-7010-TX TO BOTA 10/22/2024	081-203-07-2-70-05-004.00-0	R8887	CLOVIA ALUMNAE ASSOCIATION	1200 PIONEER LANE	(Exempt 23)	\$ 1,204,700	\$ 1,109,640
9	2024-7008-TX TO BOTA 10/23/2024	081-216-24-0-40-04-003.00-0	R21537	FLINT HILLS BREADBASKET	2326 SKY VUE LANE	N/A	\$ 543,100	\$ 850,600
10	2024-7008-TX TO BOTA 10/23/2024	081-216-24-0-40-04-001.00-0	R21535	FLINT HILLS BREADBASKET	620 ROSENCUTTER RD	N/A	\$ 645,980	\$ 653,300
11	2024-7009-TX TO BOTA 10/24/2024	081-151-01-0-30-13-008.00-0	R4245	ARTS & MEMORIES MUSEUM INC	219 BROADWAY ST. RILEY	\$ 87,060	\$ 91,580	\$ 92,570
12	2024-7143-TX TO BOTA 10/30/2024	081-211-02-0-10-06-001.00-0	R310111	CITY OF MANHATTAN	2415 Browning Ave	\$ 8,419,200	\$ 8,844,560	\$ 8,279,370
13	2024-7142-TX TO BOTA 10/30/2024	081-203-06-2-20-09-001.02-0	R310114	CITY OF MANHATTAN	2850 KIRKWOOD DR	\$ 8,548,010	\$ 8,974,150	\$ 8,410,950
14	2024-71693-TX TO BOTA 11/05/2024	081-219-29-0-00-00-008.02-0	R21810	CITY OF MANHATTAN	00000 EUREKA DR	(Exempt 23)	(Exempt 24)	(EXEMPT)
15	2024-7162-TX TO BOTA 11/05/2024	081-219-29-0-00-00-006.01	R21809	CITY OF MANHATTAN	5781 EUREKA DR	\$ 1,300	\$ 1,170	\$ 1,000
16	2024-7170-TX TO BOTA 11/06/2024	081-216-14-0-20-02-027.00-0	R19898	CITY OF MANHATTAN	925 VILLAGE DRIVE	N/A	\$ 1,260	\$ 1,260

Attachment: 3-6-25 Appraiser's Office Staff Update (15517 : Appraiser's Office March Staff

17	2024-7071-TX	081-216-14-0-10-05-002.00-0	R19742	CITY OF MANHATTAN	1001-1023 GARDEN WAY	\$ 81,350	\$ 81,350	\$ 81,350
	TO BOTA 11/06/2024							
18	2024-7182-TX	081-205-15-0-00-00-001.00-0	R12729	CITY OF MANHATTAN	00000 HARWOOD RD (71.4 ACRES)	\$ 790	\$ 760	\$ 74
	TO BOTA 11/08/2024							
19	2024-7181-TX	081-205-16-0-00-00-001.00-0	R12731	CITY OF MANHATTAN	00000 HARWOOD RD (120.9 ACRES)	\$ 44,830	\$ 36,930	\$ 26,84
	TO BOTA 11/08/2024							
20	2024-7180-TX	081-216-14-0-10-10-003.00-0	R19853	CITY OF MANHATTAN	155 BETHANY DR	\$ 560	\$ 660	\$ 55
	TO BOTA 11/08/2024							
21	2024-7286-TX	081-204-18-2-30-01-012.00-0	R10622	CITY OF MANHATTAN	1318 LARAMIE ST	\$ 11,979,340	\$ 12,823,720	\$ 12,833,35
	TO BOTA 11/25/2024							
22	2024-7245-TX	081-211-11-0-10-04-010.00-0	R14631	MHTTN AREA TECHNICAL COLLEGE BOARD OF DIRECTORS	3136 DICKENS AVE	(Exempt 23)	(Exempt 24)	\$ 8,774,29
	TO BOTA 11/20/24							
23	2025-18-TX	081-151-01-0-20-15-004.00-0	R4102	RILEY METHODIST CHURCH, RILEY	110 E ASH ST., RILEY	(Exempt 23)	\$ 375,000	\$ 381,15
	TO BOTA 12/31/2024							
24	2025-21-TX	081-043-080-0-00-00-005.0-0	R436	FANCY CREEK ZION CEMETARY CORPORATION	20421 OBER RD., RANDOLPH	\$ 2,970	\$ 2,970	\$ 3,09
	TO BOTA 12/31/2024							
25	2025-21-TX	081-044-17-0-00-00-001.00-0	R441	FANCY CREEK ZION CEMETARY CORPORATION	00000 OBER RD., RANDOLPH	\$ 17,370	\$ 17,870	\$ 18,35
	TO BOTA 12/31/2024							
26	2025-34-TX	081-204-18-2-30-03-001.00-0	R10628	KSU AGRICULTURAL DEPT	1615 ANDERSON AVE	\$ 1,633,500	\$ 1,633,500	\$ 1,633,50
	TO BOTA 12/31/2024							
27	2025-49-TX	081-122-10-0-40-04-001.00-0	R3427	LEONARDVILLE COMMUNITY CHURCH INC	111 N COLORADO ST., LEONARDVILLE	(Exempt 23)	\$ 156,960	\$ 167,30
	TO BOTA 01/13/2025							
28	2025-49-TX	081-122-10-0-40-05-002.00-0	R3436	LEONARDVILLE COMMUNITY CHURCH INC	00000 N COLORADO ST., LEONARDVILLE	(Exempt 23)	\$ 389,530	\$ 389,53
	TO BOTA 01/13/2025							
29	2025-63-TX	081-204-18-2-70-10-006.00-0	R11686	U.S.D. #383	114 S 8th ST	N/A	N/A	\$ 192,05
	To BOTA 12/30/2024							
						\$ 31,943,430	\$ 37,667,660	\$ 51,887,98

Other Projects

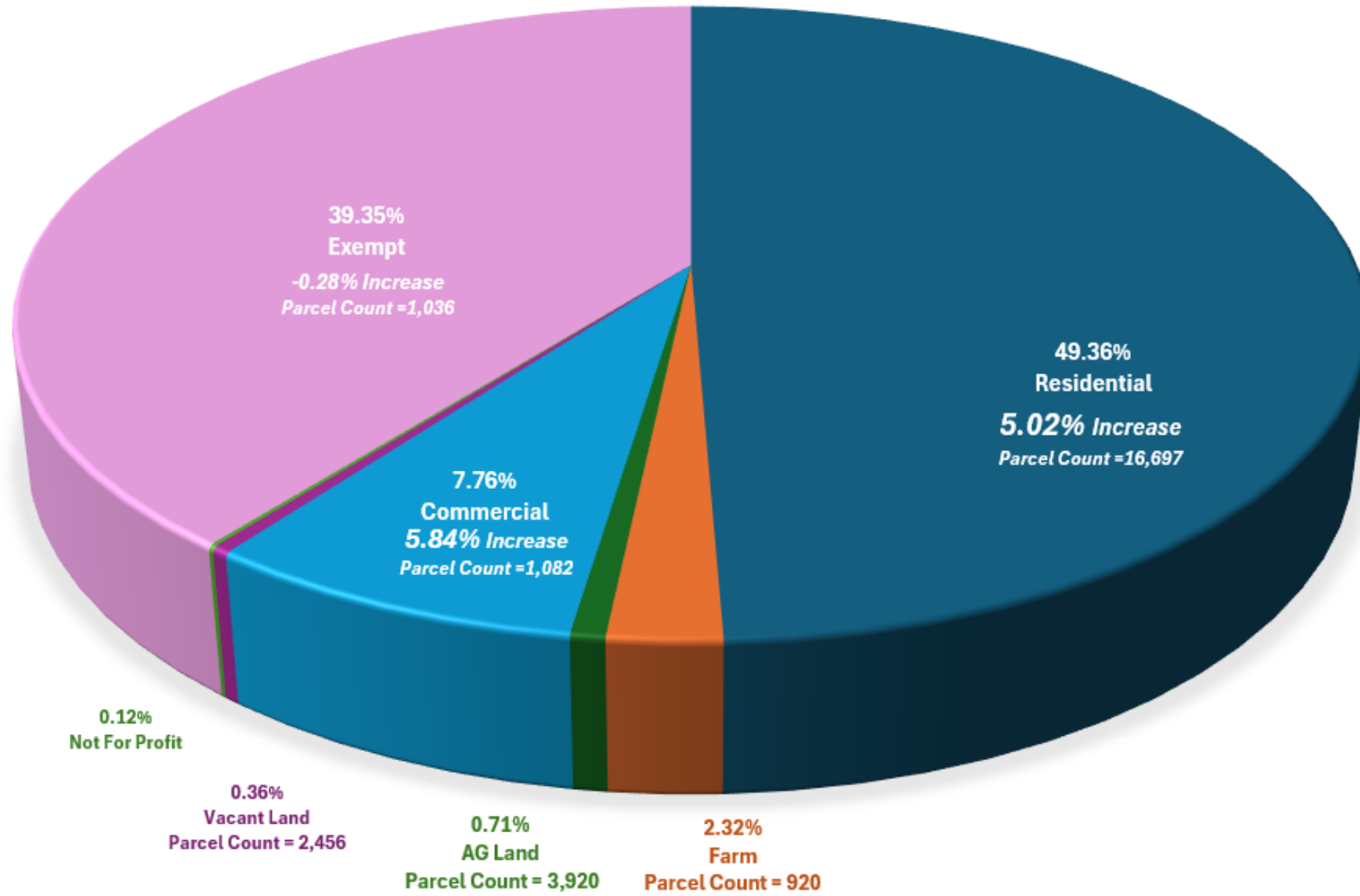
- **Press releases, Trend publication, Compliance deadlines, Website updates**
- **Position Descriptions**
- **Request to refill**
- **Presentation Intergovernmental Luncheon**
- **KMAN-Within Reason interview**
- **Training, process updates, hearing preparation**



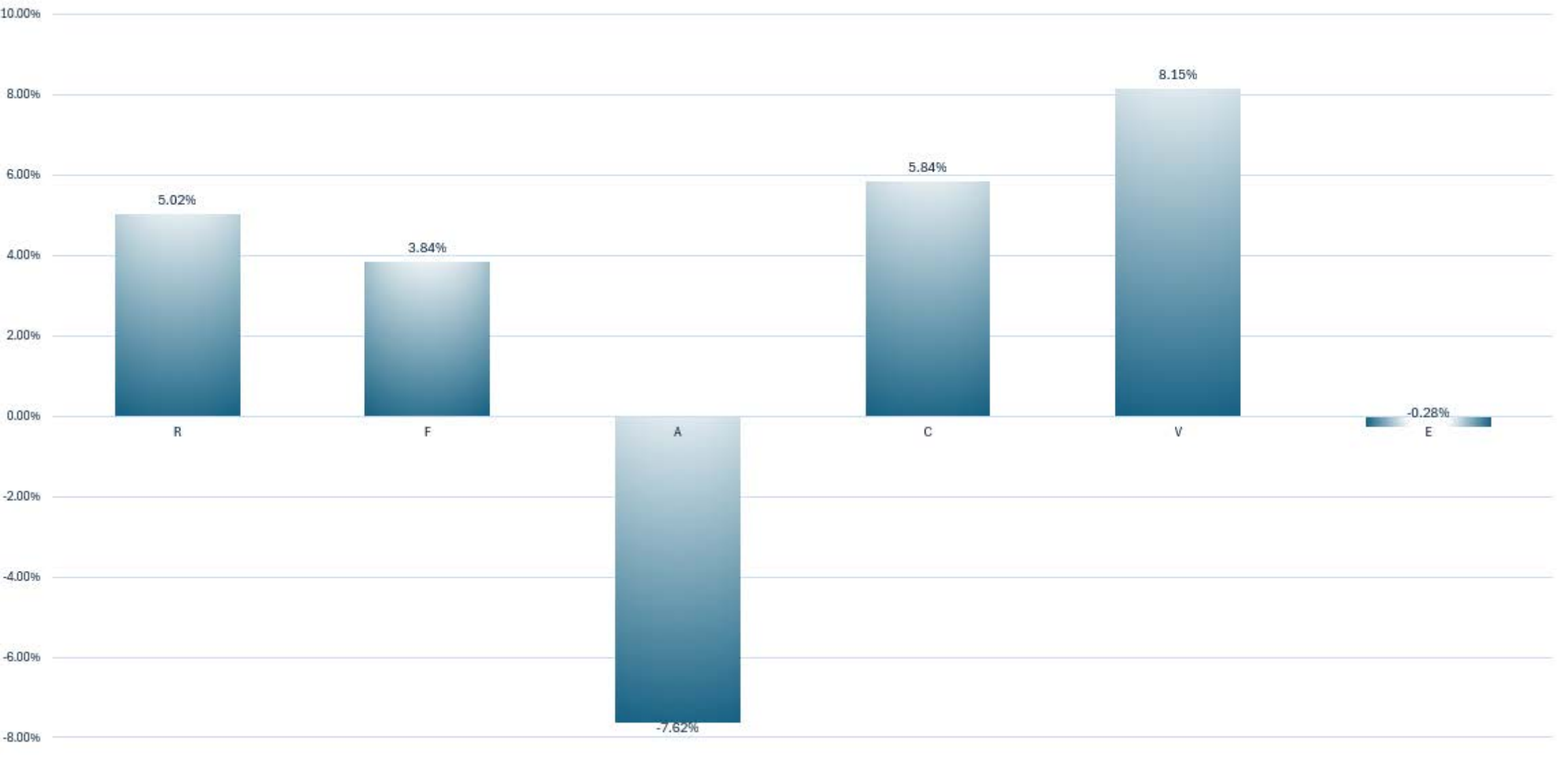
RILEY COUNTY 2025 PRELIMINARY TOTAL APPRAISED VALUE SUMMARY

Parcel Count= 25,025

2.79% Increase in Appraised Value Overall



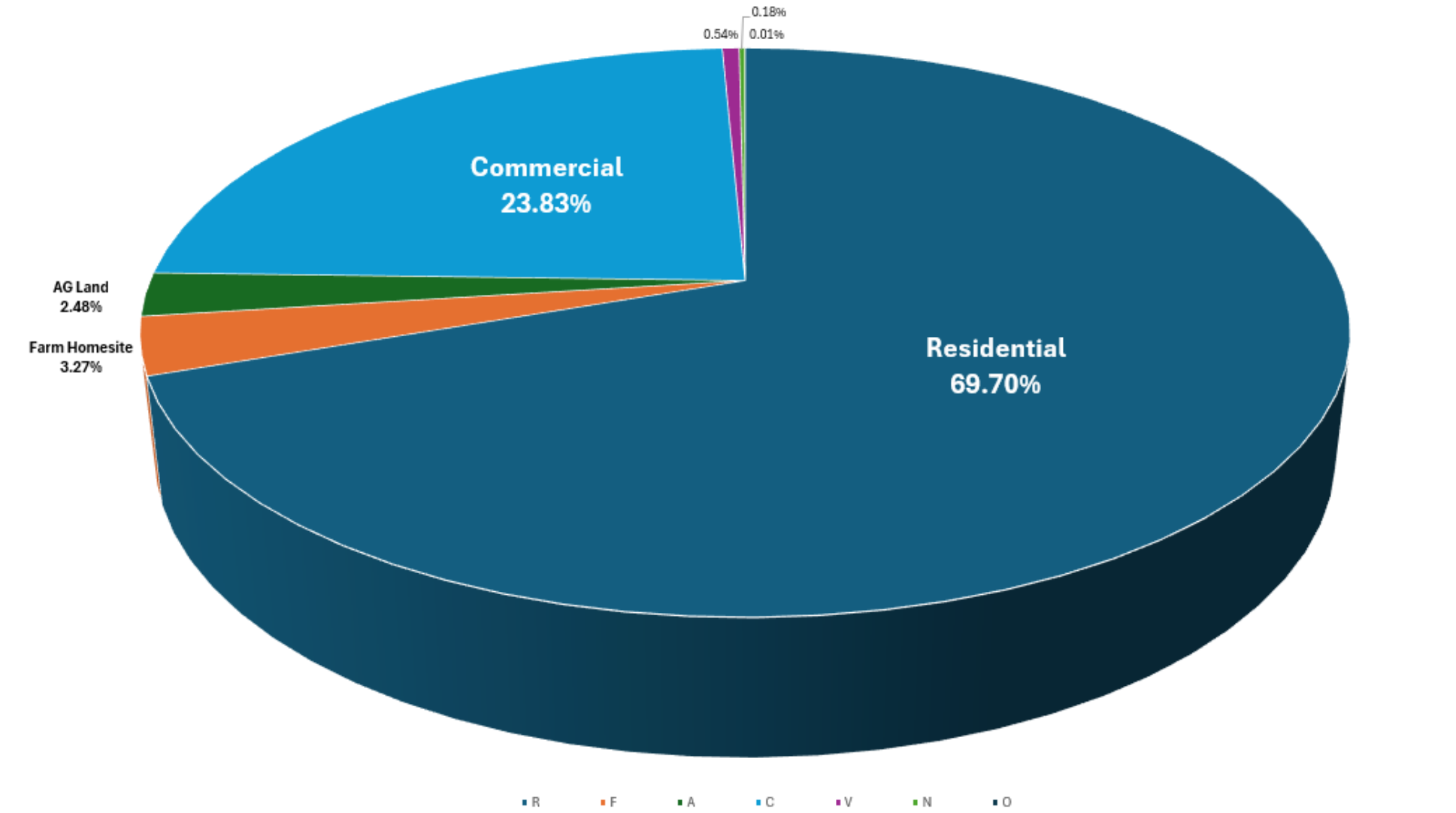
Riley County 2025 Preliminary % Change Over 2024



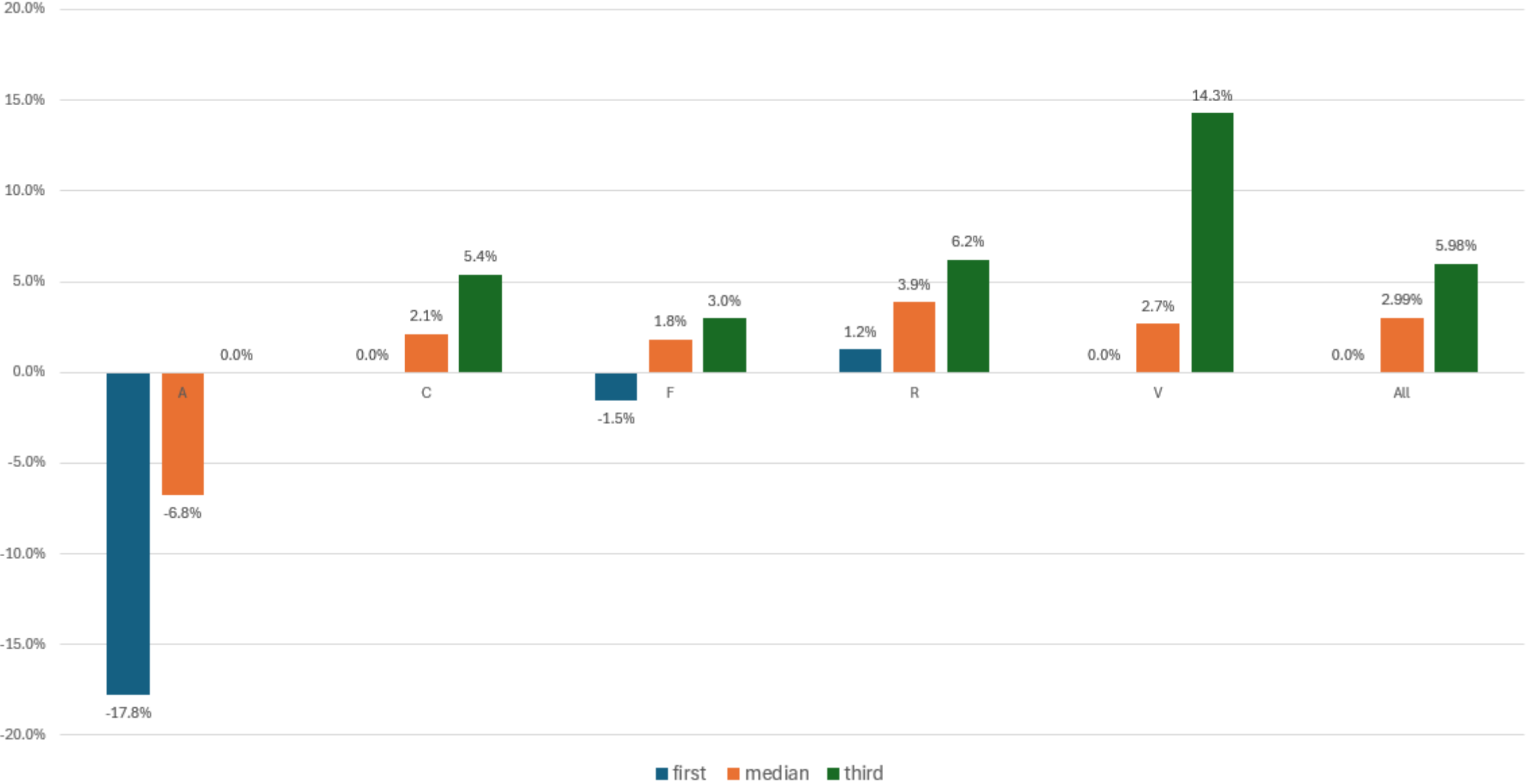
Attachment: 3-6-25 Appraiser's Office Staff Update (15517 : Appraiser's Office March Staff

Riley County Preliminary 2025 Assessed Valuation Summary

Total % Increase= 4.66%



Riley County 2025 % Change Summary



Attachment: 3-6-25 Appraiser's Office Staff Update (15517 : Appraiser's Office March Staff

When should you appeal?

Understanding the Appeals Process:



When should you appeal:

- When you have questions relating to the valuation of your property.
- If you believe the value on your valuation notice is greater than what you could sell the home for.
- If there are issues with the physical condition that we may not be aware of or other data corrections.

Per Kansas Statute a property owner can appeal their value **once** per tax year:

- Informal Appeal (Within 30 days of the mailing date on your valuation notice, sent out February 26th, March 28th is the last day to request an appeal).
- Payment Under Protest when you pay the 1st half of your tax bill in December.
- Payment under protest when you pay the 2nd half of your tax bill in May.

What to expect during your appeal:

- An appraiser will go over the data characteristics we have recorded for the property.
- We will explain the value selection made.
- We will listen and address any concerns property owners have regarding the valuation decision or any discrepancies relating to the data characteristics.

What to bring to an appeal:

- Sales Contract if recently sold.
- Photos and contract/ engineering estimates of the cost to repair any damage that is not already being recognized in the County's estimate.
- A recent appraisal report for your property prepared by a fee appraiser. **The County Appraiser will not request appraisals or lease agreements; however, you may voluntarily provide these documents.*



Thank you



**COUNTY APPRAISER'S
OFFICE**
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: March 6, 2025

SUBJECT: Request for out of State Travel to 2025 IAAO Conference.

PRESENTER: Anna Burson

No impact, these expenses are budgeted from the Appraiser's Budget for 2025.

BACKGROUND

I am requesting permission for Steve Schurle and I to attend the 2025 International Association of Assessing Officers (IAAO) Conference & Workshops in Orlando, Florida September 20th- September 25th 2025.

DISCUSSION

The annual conference includes accredited workshops for continuing education requirements of our designation through IAAO. The conference includes accredited workshops for the continuing education requirements of the RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures from around the world, and provides a forum for discussion with leadership and colleagues, as well as access to vendors of various appraisal products, services, and the latest tech.

FISCAL IMPACT

No impact, the expenses are budgeted from the Appraiser's Budget for 2025.

RECOMMENDATION(S)

Recommend approval for out of state travel to the IAAO Conference in Orlando, Florida for Steve Schurle and Anna Burson.

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:

- Request for Out of State Travel 2025 IAAO Conference (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Anna Burson **DEPARTMENT:** Appraiser's Office

POSITION TITLE: County Appraiser **DATE REQUESTED** 03/06/2025

FUND: Appraiser's Office Budget

Travel From: Manhattan Airport **Date:** 09/20/2025

Travel To: Orlando, Florida **Date:** 09/25/2025

Purpose of Travel: To Attend the 2025 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for the continuing education requirements of the RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures from around the world, and provides a forum for discussion with leadership and colleagues, as well as access to vendors of various appraisal products, services, and the latest tech.

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	Flight round trip, Transportation to and from the airport	\$800
Lodging	5 Night stay at the Conference hotel	\$2000
Meals	Only Meals not covered by conference registration	\$150
Registration/Fees	IAAO Registration fee for members	\$880
Other		0

Total Estimated Travel Costs: \$3830

Requested by:  **Date:** 2/27/25

Approved by: _____ **Date:** _____

Department Head:  **Date:** 2/27/25

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Steve Schurle DEPARTMENT: Appraiser's Office

POSITION TITLE: Commercial Analyst DATE REQUESTED 03/06/2025

FUND: Appraiser's Office Budget

Travel From: Manhattan Airport Date: 09/20/2025

Travel To: Orlando, Florida Date: 09/25/2025

Purpose of Travel: To Attend the 2025 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for the continuing education requirements of the RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures from around the world, and provides a forum for discussion with leadership and colleagues, as well as access to vendors of various appraisal products, services, and the latest tech.

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:

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Transportation	Flight round trip, Transportation to and from the airport	\$800
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Meals	Only Meals not covered by conference registration	\$150
Registration/Fees	IAAO Registration fee for members	\$880
Other		0

Total Estimated Travel Costs: \$3830

Requested by:  Date: 2/27/25

Approved by: _____ Date: _____

Department Head:  Date: 2/27/25

Chair: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head

Out of State Travel request/adopted 10-12-98



**COUNTY CLERK &
ELECTIONS**
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: March 6, 2025

SUBJECT: 2026 Budget Calendar and Baseline

PRESENTER: Brittany Phillips, Budget and Finance Officer

BACKGROUND

A draft of the 2026 Budget Calendar is attached for input, discussion and approval. Listed the Budget Baselines from the past 10 budget cycles for your review to determine the 2026 Budget Baseline.

2024

All budgets were requested to only be for needs and that departments need to be aware of the current economic conditions and tax sentiment of the public.

2023

All budgets were requested to only be for need and that departments need to be aware of current economic conditions and tax sentiment of the public.

2022

All budgets were requested to only be for needs and that departments need to be aware of the current economic conditions and tax sentiment of the public.

2021

All budgets were requested to be frozen or reduced. Non-essential purchases were not to be included. Only critical, essential, and emergency purchase should be part of the budget. Do not include requests for new personnel positions. Do not include strategic planning requests. Further adjustments may be requested as deemed necessary.

2015-2020

Present budgets reflecting statutory requirements and business needs as well as the costs to implement each department's five-year strategic plan.

RECOMMENDATION(S)

Recommend to approve the 2026 budget calendar and establish a 2026 budget baseline.

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:

- Copy of 2026 Budget Calendar (PDF)



Riley County Internal Calendar for 2026 Budget

Dates in 2025	Activity
March 6th	Present 2026 Budget Calendar to Commission and Board establish 2026 budget baseline.
March 7th	Distribute 2026 budget calendar to department heads for review.
March 11th	Budget and Finance Officer to formulate 2026 budget baseline estimates as applicable.
March 14	HR Manager to forward preliminary personnel reports to departments for verification. CPI-U for December annual from Bureau of Labor Statistics included in reports as guideline.
On or before March 20	Budget & Finance Officer sends letters to outside entities/agencies for appropriation requests.
March 22	Departments submit preliminary personnel reports to HR Manager & Budget & Finance Officer.
April 4	2026 Rev/Exp Budget Request Forms distributed to depts/funds w/personnel numbers & budget baseline estimates.
On or before April 22	Outside agency appropriation requests due to Budget and Finance Officer
On or before April 29	Departmental revenue and expenditure budget requests due to Budget and Finance Officer. Benefit district and special fund budgets due to Budget & Finance Officer. Revenue estimates received from the County Treasurer.
May 5, 8, 12, 15	Meetings between Commissioners and agencies/entities requesting appropriations. Meetings between Commissioners and Department Heads to discuss budget requests.
May 20, 27	Budget & Planning Committee to discuss compiled budget information.
June 1 (Statute)	Real Estate, Personal Property, Utilities, 16/20 M Vehicles, and Oil & Gas valuations certified.
June 12	Value of 1 Mill and Revenue Neutral Rate established for all taxing subdivisions and distributed by County Clerk.
June 12	Preliminary budgets are distributed to BOCC. 2026 COLA presentation included for consideration by BOCC.
June 14 - July 3	Budget & Planning Committee & Commission budget work sessions. Department Heads review final proposed budgets with Commission as necessary.
July 10	Commissioners approve auditor review of county budgets
July 14	Budget documents are finalized and sent to auditor for review
July 17	Final day to notify County Clerk of intent to levy above RNR Present Final Proposed Budget & Notice of Budget Hearing and Intent to Exceed RNR to Commissioners
on or before Aug 10	Clerk sends information to taxpayers of intent to exceed RNR
Aug 12	Send Notice of Hearing to the Manhattan Mercury
Sept 4	2026 Budget - Public Hearing and RNR Hearing
October 1	Adopted budget due to County clerk (intent to exceed RNR)--Resolution passed between Aug. 20-Sept. 20

Attachment: Copy of 2026 Budget Calendar (15515 : 2026 Budget Calendar and Baseline)



**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: March 6, 2025

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- Feb 2025 (PDF)
- 3 - March Staff Update to BOCC (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: March 6, 2025
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Planning & Development February 2025 Staff Report

Keats Sewer Benefit District:

Project cost: \$4.8 million

- Funding
 - Kansas Water Office (KWO) Technical Assistant Grant: Awarded \$359,100. Submitted two quarterly reports as required and have been reimbursed for both periods. The third quarterly report was submitted at the end of January, and we have been reimbursed for those items.
 - KWO Water Projects Grant: Keats was not awarded the first round of this grant. I applied for the second round in the amount of \$1,028,256. Keats was again not awarded during the second grant round.
 - KDHE Small Town Water & Sewer Infrastructure Assistance (STWSIA) grant: Awarded \$2,537,790. The grant agreement has been signed.
 - American Rescue Plan Act (ARPA) funds allocated by the BOCC: \$800,000
 - Total identified funding: \$3,696,890
 - USDA Rural Development funding: USDA should now have everything they need to process our funding application and issue the letter of conditions. We also await information on the grant/loan split for this funding – the project is eligible for up to 40% grant (but there is not guarantee of any grant). Any funding that is not in grant form will be in loan form.
 - Individual user agreements are NOT required by USDA currently.
- Schedule (as of November 2024; subject to change as necessary)
 - Design/Survey/Easement completion: June 2025
 - KDHE/USDA Agency Review completion: September 2025
 - Bidding/Construction project award: December 2025
 - Construction starts: March 2026
 - Construction ends: February 2027
- Outreach
 - Created a brochure outlining the various grant/funding sources.
 - Held community meeting on November 12.
 - Sent several updates to the email group.
 - Webpage: www.rileycountyks.gov/2062.
 - Keats community residents have their own webpage.
- Engineering
 - Submitted preliminary field check plans for Riley County review.
 - Field survey work on going.

- BG Consultants have met with several property owners on site.
 - They are still working to meet with all property owners as necessary. For any they have not yet connected with, they've left a letter with contact information on their front door.
- Working on updating preliminary sewer alignments.

Comprehensive Plan Update:

- BOCC allocated a total of \$150,000 towards consultant services for this project.
- The contract with Stantec was finalized on December 19, 2024. They are doing background work by reviewing existing relevant local and regional plans, gathering data, and evaluating existing conditions.
- Biweekly communications meetings have resumed.
- The Comprehensive Plan Committee reconvened on February 5, 2025. Stantec discussed the process, schedule, and next steps forward.
- The subcommittees have begun meeting again.
- Website: www.rileycountyks.gov/plan.

Rural Economic Development Advisory Board (REDAB):

- REDAB was transferred from Extension to Planning & Development.
- Monthly meetings will take place at 3:00 pm on the third Wednesday of each month.
- The committee is working on their mission and direction. We have invited each BOCC member to attend upcoming meetings (one commissioner per next three meetings). Commissioner McKinley attended the February 19 meeting, and we had a great discussion. Commissioner Ford will attend the March 19 meeting, and Commissioner Focke will attend the April 16 meeting.

Local Environmental Protection Program (LEPP) Grant:

Riley County was awarded \$50,000 from KDHE through the LEPP grant fund. This funding is available for low to moderate income households in need of repair or replacement of failed wastewater systems and components.

- Applications are ranked by need, applicant income, and severity of failure.
- We have so far assisted two property owners with replacement of their wastewater systems.
- We have opened the second application window and provided the application packet to several property owners with failing systems. The submittal deadline is May 5, 2025.
- On December 12, 2024, KDHE updated their income guidelines and started utilizing the 2024 federal poverty guidelines moving forward. They've updated the eligibility amounts based on income:

200% or below the federal poverty level is eligible for up to 100% grant funds.

201% - 250% of the federal poverty level is eligible for up to 85% grant funds.

251% to 300% of the federal poverty level is eligible for up to 75% grant funds.

- Applied for SFY2026 LEPP grant funding. KDHE originally planned to announce awards in the second half of December 2024, but due to the large number of applications received, they will wait for their funding allocation before making award announcements.

Current Planning:

- At their February 10, 2025, meeting, Riley County Planning Board/Board of Zoning Appeals:
 - Removed from the table the request to amend the final development plan of Heritage Estates R-PUD and adjust the common property line between lots 1 and 2 of Heritage Estates via replat.

- Held a public hearing to consider a request by Chris Reid for a Variance to reduce the required side yard setback for an accessory structure from five feet to 1.5 feet.
 - Received a report on the Comprehensive Plan Update.
- The March meeting of RCPB/BZA has been cancelled due to lack of petitions.
- At their March 13, 2025 meeting, the Manhattan Urban Area Planning Board will:
 - Hold a public hearing to consider the request by Chris Fox to Rezone a portion of two (2) unplatted tracts from I-2 (Heavy Industrial) to AG (Agricultural District).
- Pre-application meetings held:
 - Residential Use Designator – Country Estate
 - Plat/Residential Use Designator – Extraneous Farmstead

Other Items:

- Stadel Road proposed sewer benefit district update:
 - Parts A & B: Engineers are finalizing easements and making final plan revisions. The next step is to advertise sometime this month and bid in April. Award and construction will depend on if the bids come back at or below original petition levels. If they do not, petitions must be revised and signed again.
 - Part C: Draft design is complete, and the city has the engineer's estimates. They are working to draft petition documents to provide cost share estimates to all parties for review.
- Riley County Planning Board will now meet at 7:00 pm on the second Monday of every month. Meetings used to take place starting at 7:30 pm.
- School inspections – the BOCC voted to opt out of performing school inspections based on HB2754. The BOCC unanimously approved a charter resolution to cease performing school inspections. That resolution will now be published in the newspaper of record for two consecutive weeks, and it will be official 60 days following the final publication (assuming there are no protests/appeals during that time).
 - The resolution was published in The Mercury on February 8, and February 15. It will be effective on April 16, 60 days after the final publication date.
- Sanitary code amendments: Staff is working to identify items that need to be updated/addressed. KDHE has updated Bulletin 4.2, which is under review by the state. We should wait to fully update our code so we can ensure there will be no conflicts with the state's new regulations.
- Battery recycling
 - 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: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- GovBuilt setup
 - Staff continue to work with GB to tailor the system to our needs.
 - Website: <https://rileycountyks.gov.govbuilt.com/>.

Coming Up:

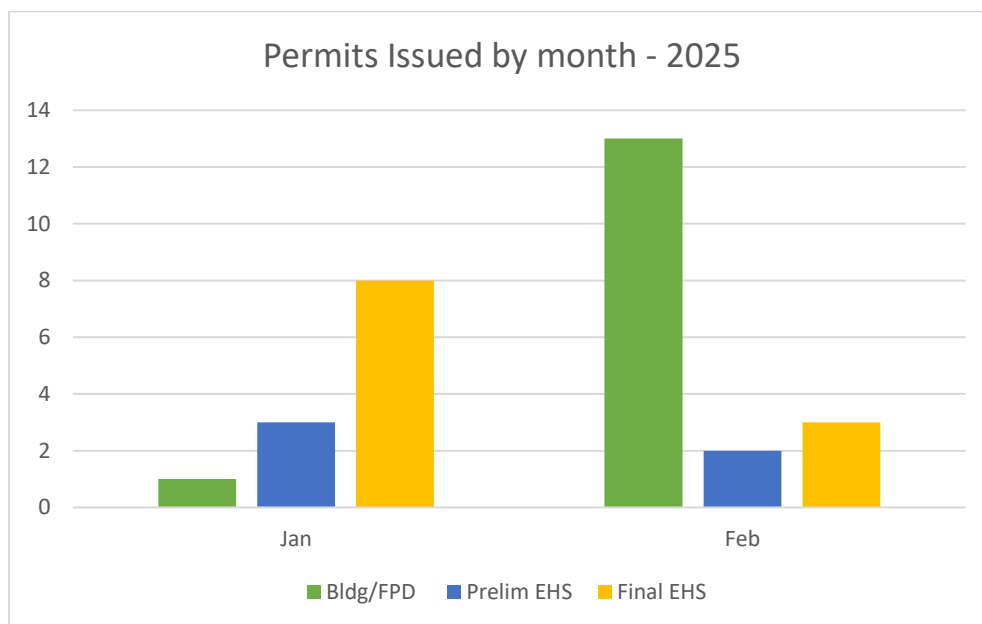
- Discussion on Short Term Rental regulations (March 10)
- Discussion on fining contractors for building without a permit (TBD)
- Presentation on different types of wastewater systems (TBD)

Also attended/participated in:

- G402 training – Incident Command System Overview for Executives and Senior Officials
- Downtown Manhattan Inc.
- KSU Research & Extension First Friday E-Call

- Witt O'Briens biweekly check ins
- KS Infrastructure Hub Grants webinar
- Employee Training committee
- FHMPO TAC meeting
- Intergovernmental luncheon
- KACPZO board meetings
- Department Head committee
- Budget & Planning committee
- Legal roundtable meetings
- Joint City/County meeting

Permits Issued February 2025:	
Building/Sign Permits	12
Floodplain development permits	1
Environmental Health permits (preliminary)	2
Environmental Health permits (final)	3



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. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th. Presented at community meeting in Leonardville on January 17th. Full committee reconvened on February 13th. Issued RFQ April 5 with due date of May 3. Interviewed Stantec and Olson Associates and selected one. BOCC allocated \$150K for consultant services. Consultant contract with Stantec approved. Comp Plan committee meeting on Feb. 5th.	Monthly BOCC updates on-going. Subcommittees meeting. Staff meeting regularly with Stantec. Market analysis, forthcoming. Working on the stakeholder list.	11/1/2021		10/31/2025
Keats Sewer District	Amanda Webb & Ben Hamill	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment.	Complete USDA requirements. Engineering is underway.	11/1/2014		3/30/2027
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	Committee met 2/9/2024. Emergency services and the committee want to pursue naming and renumbering Anderson Lane. BOCC didn't approve the renumbering portion of the request in 2020. Committee met 1/22/2025, and still want to proceed with Anderson Ln.	BOCC in support of proceeding with Anderson Lane. Need to send letter to property owners.	8/1/2015		4/30/2025
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		4/30/2025
Regulations						
Land Development Regulation Amendments	Amanda Webb & Bob Isaac	Staff is organizing specific amendments and arranging discussions with planning boards. Part 1 approved. Updates made to regulations and resolution published. BOCC heard request August 22nd and tabled it to August 29th. Part 2 has been completed.	Schedule Part 3.	1/1/2024		6/30/2025
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment.	Complete USDA requirements. Engineering is underway.	TBD		3/30/2027
Local Environmental Protection Program (LEPP)	Amanda Webb	KDHE grant for low income property owners to repair or replacement private wastewater systems. Grant period July 1, 2024 through June 30, 2025. KDHE awarded grant; funding received. Opened first 60 day application window, which ended Oct. 4th. Received 5 applications two of which were eligible. We have funded replacement for one applicant and have allocated funding for a second home owner.	Pending second home owner system install. Pending second 60 day application window.	1/1/2024		6/30/2025
Current Planning						
Reid - Variance	Bob Isaac	BOZA approved	Project closed	1/3/2025		2/10/2025
Foster - PUD Amendment & Replat	Bob Isaac	RCPB and BOCC approved.	Project closed	12/2/2024		3/3/2025
Baudoin - Replat	Bob Isaac	RCPB and BOCC approved.	Property owner to file plat.	9/26/2024		6/1/2025
Fox - Rezoning	Bob Isaac	NOPH published and 1000' property owners notified.	MUAPB hearing 3/13/25 & BOCC hearing 3/31/25	1/30/2025		3/31/2025
Gerken - RUD Extraneous Farmstead	Bob Isaac	Application received.	Process application. MUAPB 4/10/25	2/19/2025		4/10/2025
Kramer - RUD Extraneous Farmstead	Bob Isaac	Application received.	Process application. MUAPB 4/10/25	2/23/2025		4/10/2025
Uphoff - RUD Country Estate	Bob Isaac	Application received.	Process application. RCPB 4/14/25	2/24/2025		4/14/2025
Lang - Rezone	Bob Isaac	Application received.	Process application. RCPB 4/14/25	2/25/2025		4/14/2025
Permits						
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit. I'm working on the FPD permit. The property owner has had an updated EC. Property owner needs to raise structure 1 additional foot, and submit updated elevation certificate. I have spoken to the property owner regarding this and he is aware. I have viewed the property and the interior floor has been raised and flood vent have been installed. Elevation Certificate received.	Permit issued	4/21/2023		2/26/2025
23-026-MISC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Site inspection completed. Structure is a dog house. Looking into FP stuff. Needs to wetproof. I have reached out to the property owner to view the proeprty.	Permit issued	10/20/2023		2/26/2025
21-0146-MRWW Worrel	Ben Hamill & Jacob Hansen	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.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Sent new letter with LEPP grant application to Worrels on August 23, 2024. To date, no response from Worrell's. We will send LEPP information again when second application window opens.	7/8/2021		3/30/2025
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet. Will follow up with friendly letter for tank pumped.	4/13/2023		3/31/2025
23-050-ACC Connet (3761 Akin Rd)	Darrin Hobbs & Ben Hamill	Applied to build an accessory building with a wash bay. Will have separate wastewater system for the accessory building. At this time, property owner doesn't know where he wants to put the system. There is not a current pumping report for the home. Property owner said tank was pumped within 5 years by previous owner, looking to see if pumping report can be found.	Need Soil Profile Application and Pumping Report. Send friendly letter. I have visited the property and there hasn't been any construction started. Wil up with friendly letter for tank.	11/14/2023		3/31/2025
23-023-OPWS Fowler (6825 Summit Ridge Dr)	Ben Hamill	On site well collapsed. Doesn't meet state setback requirements. Contacted KDHE and requested variance. Variance was approved. Issued preliminary approval 1/26/2024. Well drilled was dry, driller and property owner looking at second location for well.	Contact property owner to find out if second well was drilled. Inspect if well was drilled.	12/28/2023		3/31/2025
24-004-MISC Holenbeck (6181 Deep Creek Rd)	Darrin Hobbs & Ben Hamill	Trees in lagoon - needs a repair permit. 1/2/25 Darrin noted trees have been removed. No repair permit on file. Bldg permit has not been issued yet. EH has not been approved. Removed trees without a repair permit.	Follow up with property owner.	2/13/2024		3/31/2025

Attachment: 3 - March Staff Update to BOCC (15518 : Staff Update)

Planning and Development
Staff Update
February 27, 2025

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
24-008-ACC Britt (1000 S Scenic Dr)	Darrin Hobbs & Bob Isaac	03/11/2024 - Called applicant; told him an elevation certificate would be required for the BP; he said he was interested in obtaining a variance to build below freeboard standard; I told him the EC will provide us more info to get started on the variance process. - BOB 4/29/2024 - Waiting on plot plan and building plans. DGH	Follow up with property owner.	3/1/2024		2/2/2025
24-022-ACC Reid (12028 Lakeshore Ln)	Darrin Hobbs & Ben Hamill	Replat has been filed and Variance to reduce side yard setback for accessory structures from 5 ft to 1 1/2 ft has been approved. Darris is ready to approve. EH - septic system is for 2 bedroom home, but appraiser's office has building listed as a 3 bedroom. Need to confirm number of conforming bedrooms before EH approval can be given.	Will visit site to confirm house is a 3 bedroom.	6/17/2024		3/31/2025
24-001-MH Zeller (5321 W 76th)	Darrin Hobbs & Ben Hamill	Property owner replaced manufactured home with a new modular home without a building permit.24-019-OSPE Soil profile was done 8/29/24. No permit for the lagoon has been received and I believe Darrin said the lagoon has been built. Zach Zeller contacted for lagoon inspection and approval.	Need to do site visit to verify fencing and obtain permit for lagoon.	7/23/2024		3/31/2025
24-029-ACC BPW Management (7661 Wales St)	Darrin Hobbs & Ben Hamill	4/29/2024 - Waiting on plot plan and building plans. DGH. EH is waiting on pumping report. As of 2/19/25 no pumping report have been received.	Will contact owner again.	8/22/2024		3/31/2025
24-040-ACC Fowler (6825 Summit Ridge Dr)	Darrin Hobbs	Property owner applied for permit to build after receiving a violation. Building has already been built in road ROW and in building setback and is also on a lot without a principal structure.	Will contact owner.	11/12/2024		3/31/2025
24-015-RES Carlson (16010 Tuttle Creek Blvd)	Darrin Hobbs, Ben Hamill & Lisa Daily	Ben emailed Dave 1/3/25. Rec'd response from Dave. Ben emailed Bob, Amanda & Darrin about setting up a meeting. Has meeting been set up? I am waiting on outcome before I pursue the private roading which cost him \$100.	Will contact property owner to set up meeting.	11/21/2024		3/31/2025
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	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. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		3/1/2025
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Jacob Hansen	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. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.	This property has changed ownership. The new owner is working in purchasing some adjacent lots from the Doyles so they can bring this into compliance.5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	12/17/2010	4/17/2012	3/1/2025
Doyle - Illegal salvage at residence Violation #05-0007	Jacob Hansen	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. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track. Darrin is going to go out in early January to see if they have gotten back on track. The petition asking for an injunction has been filed and the Doyles have hired counsel. Met with their attorney and he is going to meet with Charlottee about getting back on track. 5/7/24 Darrin met with Charlotte.	5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	4/15/2013	9/14/2023	3/1/2025
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	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. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		3/1/2025
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs & Jacob Hansen	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. Process has been restarted due to senate bill.	Items are being removed by the person buying the property from Satterlee.	9/27/2021		3/1/2025

Attachment: 3 - March Staff Update to BOCC (15518 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
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. Working with legal on violation. Darrin will do a site inspection to determine if is auto repair which is allowed in C-2.	12/22/2020		3/31/2025
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Bryant Parker	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is. Darrin has not made contact to confirm if it is occupied. P&D went out and it appears there may be someone living there still but we don't have enough evidence at this point to move forward with enforcement from the Counselor. Need to contact RCPD still. Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	3/16/2023	5/15/2023	3/31/2025
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Mr. Miller made good progress in December but has not made additional progress.	The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		3/1/2025
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Miller made good progress in December but has not made additional progress. The property is now up for sale.	Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		3/1/2025
Sanitary Code Violations						
21-0038 Worrell - Sanitation Violation	Ben Hamill	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. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. . LEPP grant application packet sent to Worrel's on August 23, 2024. To date, no response from Worrell's. We will send LEPP information again when second application window	6/23/2021		3/31/2025
22-0016 Bath - sewage on ground	Ben Hamill	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 lateral field can be replaced. This property was sold and the new owner is working to try to purchase the surrounding property from the Doyles to correct the problem.	7/22/2022		12/31/2025
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Bryant Parker	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel. Shelley confirmed both brothers are represented by counsel and one is trying to force a sale of the property. Will work with Ben to determine next steps from P&D. Next step is to prepare and mail notice of violation. Property taxes for 2018-2023 have not been paid on this property. Will be listed in next tax foreclosure case.	12/14/2022		1/31/2025

Attachment: 3 - March Staff Update to BOCC (15518 : Staff Update)



**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: March 6, 2025

SUBJECT: KDHE FY26 Aid to Local Grant Application

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

Riley County Health Department is funded by federal grants and the Riley County appropriation. The grants included in the Aid to Local (ATL) grant package include the following:

- Preparedness (PHEP)
- Wildcat Region PHEP
- Family Planning
- Maternal & Child Health (MCH)
- Child Care Licensing (CCL)
- Immunization Action Plan (IAP)
- State Formula

DISCUSSION

This year, Finance and Human Resources developed a new way to work with grant funded programs to accurately reflect their fiscal year as well as Riley County's fiscal year. The fiscal year for the grants at the Health Department are from July 1 to June 30th for most of the programs, excluding WIC, which is October 1 to September 30th and separate from the ATL grant package.

Child Care Licensing grant funds are based on a formula which includes the population of children under 15 years of age in the county based on 2020 US Census Bureau data, number of childcare cases as of March 2024 and childcare capacity as of March 2024. Bonus funds are available based on surveyor qualifications and multi-county service areas.

Immunization Action Plan grant funds are also based on a formula which starts with a base funding of \$1,250, then each county is provided with an equal funding share of \$0.89 per child enrolled in their county for Medicaid or CHIP. Then an additional \$1.85 for each dose of vaccinations for children (VFC) or Children's Health Insurance Program (CHIP) administered in 2022.

FISCAL IMPACT

The total amount of funding Riley County is applying for is listed below by program:

PHEP	\$49,327
Wildcat Region PHEP	\$30,330
MCH	\$277,055
CCL	\$220,297
IAP	\$9,060
State Formula	\$129,520
Family Planning	\$305,957
Total Request	\$1,021,546

RECOMMENDATION(S)

Recommend approving applications as presented for the Riley County Health Department.

POSSIBLE MOTION(S)

Move to approve applications as presented for the Riley County Health Department.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Health Department_ATL2026 (ATL2026) (1) (PDF)
- Wildcat Region_ATL2026 (ATL2026) (1) (PDF)
- FY26 CCL Budget (PDF)
- Copy of 2026 Clinic (003) (PDF)
- Final_Copy of 2026 MCH Budget (PDF)
- Brittany's changes Copy of Copy of 2026 PHEP (002)WildCat (PDF)
- Match Requirements2026 (PDF)
- Child Care Licensing Program (CCL)_Grants_ATL2026 (1) (PDF)
- Family Planning (FP)_Grants_ATL2026 (4) (PDF)
- Immunization Action Plan (IAP)_Grants_ATL2026 (2) (PDF)

- Maternal Child Health (MCH)_Grants_ATL2026 (5) (PDF)
- Public Health Emergency Preparedness (PHEP)_Grants_ATL2026 (2) (PDF)
- State Formula (SF)_Grants_ATL2026 (1) (PDF)
- Regional PHEP (RPHEP)_Grants_ATL2026 (4) (PDF)

Grant Application Signature Page
State of Kansas Department of Health and Environment

Grant Period: July 01 2025 - June 30 2026

1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365

This form, complete with signatures, is required to complete your Aid to Local and/or MIECHV application package.
Upload as an attachment under Work Area, Agency Imports and under the upcoming grant period year: 2024 for ATL and 2023 for MIECHV.
ATL applications due at noon on March 15, 2023.
MIECHV applications are due at noon on July 7, 2023.
Applications Due April 15, 2025

Applicant:(Name of Agency)

Riley County Health Department

Address

2030 Tecumseh Road
 Manhattan,Kansas 66502-3541

KGMS Administrator

Brittany Phillips

KGMS Administrator Phone

Programs

PHEP SFY2026	\$49,327.00
Family Planning SFY2026 - Returning Applicant	\$305,956.93
State Formula SFY2026	\$129,519.56
RPHEP SFY2026	\$0.00
IAP SFY2026	\$9,060.00
Child Care Licensing Program SFY2026	\$220,297.00
MCH SFY2026 Returning Applicant (Funded in SFY2025)	\$277,054.72
Total	\$991,215.21

Signatures

President/Chairman Local Board of Health or Board of Directors

Administrator/Director

Date:

Date:

Attachment: Riley County Health Department_ATL2026 (ATL2026) (1) (15474 : KDHE FY26 Aid to Local Grant Application)

Grant Application Signature Page
State of Kansas Department of Health and Environment

Grant Period: July 01 2025 - June 30 2026

**1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365**

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ATL applications due at noon on March 15, 2023.
MIECHV applications are due at noon on July 7, 2023.
Applications Due April 15, 2025**

Applicant:(Name of Agency)

Wildcat Region

Address

2030 Tecumseh Road
Manhattan, Kansas 66502

KGMS Administrator

Brittany Phillips

KGMS Administrator Phone

Programs

RPHEP SFY2026	\$30,330.00
Total	\$30,330.00

Signatures

President/Chairman Local Board of Health or Board of Directors

Administrator/Director

Date:

Date:

Attachment: Wildcat Region_ATL2026 (ATL2026) (1) (15474 : KDHE FY26 Aid to Local Grant Application)

Riley County, Kansas
SFY2026
Child Care Licensing Department-HD
30-420

PERSONNEL	SFY2024	SFY2025	SFY2026
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.0125	0	0
Child Care Surveyor	3.00	3.00	3.00
Child Care Supervisor	1.00	1.00	1.00
TOTAL NUMBER OF EMPLOYEES	4.0125	4	4
REVENUE			
206 State Grant	\$ 25,434	\$ 25,434	\$ 25,434
207 Federal Grant	\$ 194,863	194,863	194,863
330 Fees-Self Pay	\$ 22,227		25,000
650 Expense Reimbursement	\$ -		-
TOTAL REVENUE	\$ 242,524	\$ 220,297	\$ 245,297
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 259,948	\$ 206,956	\$ 300,261
1003 Seasonal/Temp/PT	\$ -	\$ -	
1005 Overtime	\$ -	-	1,558
1504 FICA	\$ 19,315		23,089
1506 Health Insurance	\$ 54,090		63,774
1508 KPERS Retirement	\$ 25,638		31,963
1510 State Unemployment Tax	\$ 237		392
TOTAL PERSONNEL SERVICES	\$ 359,228	\$ 206,956	\$ 421,038
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ -		
2030 Cellular Phone Services	\$ 1,880	1,920	1,920
2040 Internet Access	\$ 1,200	1,921	1,921
-338 Geary County	\$ 400		
2080 Printing/Duplication Services	\$ -		
2110 Advertising & Legal Publications	\$ -		
2122 Vehicle/Fleet Insurance	\$ 464		464
2123 Liability Insurance	\$ 2,774		2,400
2124 Other Insurance	\$ -	4,500	500

Attachment: FY26 CCL Budget (15474 : KDHE FY26 Aid to Local Grant Application)

2200 Office Equipment Rental	\$	-		
2510 Mileage/Tolls/Parking/Rental	\$	782	3,000	2,000
-113 Pottawatomie County	\$	22		
-338 Geary County	\$	29		
-347 Dickinson County	\$	67		
2520 Lodging	\$	-		
2540 Meals	\$	-		200
2550 Dues & Memberships	\$	100		100
2560 Training & Registrations	\$	46	500	500
2657 Misc Fees	\$	-		
2810 Electric/Gas Services	\$	101		
2830 Water	\$	21		
2840 Sewage Charges	\$	79		
TOTAL CONTRACTUAL SERVICES	\$	7,965	\$ 11,841	\$ 10,005
3010 Office Supplies	\$	416	\$ 1,500	\$ 1,200
3020 Books & Publications	\$	-		
3030 Computer Supplies	\$	95		250
3032 Supplies-Printer	\$	120		200
3040 Clothing	\$	-		
3060 Medical Supplies	\$	-		
3080 Fuel & Lubricants	\$	20		
3135 Furniture < \$100	\$	-		
3990 Other Supplies/Materials	\$	462		500
TOTAL COMMODITIES	\$	1,113	\$ 1,500	\$ 2,150
CAPITAL OUTLAY				
4030 Telecom Equipment	\$	-	\$ -	
4020 Other Equipment	\$	-	\$ -	\$ -
4040 Furniture > \$100	\$	-	\$ -	
4050 Technology Hardware	\$	-	\$ -	
4051 Tech Hardware-Notebook	\$	-	\$ -	
4050 Technology Hardware	\$	-	-	-
4051 Tech Hardware-Notebook	\$	-	-	
TOTAL CAPITAL OUTLAY	\$	-	\$ -	\$ -
TOTAL EXPENDITURES	\$	368,306	\$ 220,297	\$ 433,193

Attachment: FY26 CCL Budget (15474 : KDHE FY26 Aid to Local Grant Application)

Riley County, Kansas
SFY 2026 Budget
Family Planning Department-HD
30-421

PERSONNEL	SFY 2024	SFY 2025	SFY 2026
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.45	0.45	0.00
Medical Clerk	0.40	0.40	0.85
Public Health Nurse	0.55	0.55	1.35
LPN	0.70	0.70	0.00
Clinic Supervisor	0.30	0.30	0.35
Interpreter (Part Time)	0.00	0.00	0.20
ARNP-FP	0.80	0.80	0.80
TOTAL NUMBER OF EMPLOYEES	3.20	3.20	3.55
REVENUE			
206 State Grant	\$ 18,463	\$ 92,026	TBD
207 Federal Grant	\$ 143,259	276,078	TBD
330 Fees-Self Pay	\$ 24,494		30,000
331 Fees-Medicaid	\$ 16,992		17,000
332 Fees-Other Insurance	\$ 32,071		50,000
602 Miscellaneous Collection	\$ -		-
650 Expense Reimbursement	\$ -		-
603 Transfer In	\$ -	-	-
TOTAL REVENUE	\$ 235,279	\$ 368,104	\$ 97,000
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 308,958	\$ 324,026	\$ 310,511
1003 Seasonal/Temporary/Part Time	\$ -	-	
1005 Overtime	\$ 147	-	872
1504 FICA	\$ 22,876	24,788	23,821
1506 Health Insurance	\$ 40,725	69,633	65,421
1508 KPERS Retirement	\$ 30,514	33,245	33,349
1510 State Unemployment Tax	\$ 278	324	405
TOTAL PERSONNEL SERVICES	\$ 403,498	\$ 452,016	\$ 434,378
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ -		
2030 Cellular Phone Services	\$ 719		700
2060 Moving Office Equipment	\$ -		-
2080 Printing/Duplication Services	\$ 3,900		3,300
2110 Advertising & Legal Publications	\$ -		625

Attachment: Copy of 2026 Clinic (003) (15474 : KDHE FY26 Aid to Local Grant Application)

2123 Liability Insurance	\$	2,185		2,100
2124 Other Insurance	\$	-		400
2430 Comp Software Maint/Support	\$	-		-
2200 Office Equipment Rental	\$	2,389		2,625
2420 Repair/Maintain Other Equipment	\$	-		200
2490 Other Repairs/Maintenance	\$	-		125
2510 Mileage/Tolls/Parking/Rental	\$	243		350
2520 Lodging	\$	-		1,000
2530 Air Fare	\$	-		-
2540 Meals	\$	-		250
2560 Training & Registrations	\$	363		2,000
2570 Subscriptions	\$	565		800
2585 Misc Refunds/Reimb	\$	-		-
2625 Laboratory Fees	\$	1,290	2,500	1,750
2650 Physician Fees	\$	3,550	4,800	4,250
2657 Misc Fees	\$	37		-
2725 Interpreter/Translator	\$	-	1,200	1,000
2760 Consultant Fees	\$	360	360	500
TOTAL CONTRACTUAL SERVICES	\$	15,600	\$ 8,860	\$ 21,975
COMMODITIES				
3010 Office Supplies	\$	-	\$ 5,400	\$ 700
3020 Books & Publications	\$	-		\$ 100
3030 Computer Supplies	\$	-		\$ -
3032 Supplies-Printer	\$	-		\$ 750
3060 Medical Supplies	\$	5,278	6,000	\$ 8,000
3075 Pharmacy Supplies	\$	46,676	51,158	\$ 42,500
3080 Fuel & Lubricants	\$	-		\$ -
3990 Other Supplies/Materials	\$	44		
TOTAL COMMODITIES	\$	51,998	\$ 62,558	\$ 52,050
CAPITAL OUTLAY				
4054 Technology Hardware-Printers	\$	-	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$	-	\$ -	\$ -
TOTAL EXPENDITURES	\$	471,095	\$ 523,435	\$ 508,403

Riley County, Kansas
SFY 2026 Budget
Immunization Action Plan Department-HD
30-422

PERSONNEL	SFY 2024	SFY 2025	SFY 2026
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.30	0.30	0.00
Medical Clerk	0.42	0.42	0.72
Public Health Nurse	2.10	2.10	1.10
LPN	0.00	0.00	0.00
Interpreter	0.00	0.00	0.20
Clinic Supervisor	0.25	0.25	0.25
TOTAL NUMBER OF EMPLOYEES	3.07	3.07	2.27
REVENUE			
206 State Grant	\$ 5,170	\$ 5,152	
207 Federal Grant	\$ 93,841	66,421	9,060
209 Grants-Other	\$ 6,060		
330 Fees-Self Pay	\$ 32,389		31,000
331 Fees-Medicaid	\$ 56,746		35,000
332 Fees-Other Insurance	\$ 277,273		397,500
602 Miscellaneous Collections	\$ -		-
650 Expense Reimbursement	\$ -		-
TOTAL REVENUE	\$ 471,478	\$ 71,573	\$ 472,560
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 187,667	\$ 8,674	\$ 183,518
1005 Overtime	\$ 16	-	761
1504 FICA	\$ 13,391	3,200	14,097
1506 Health Insurance	\$ 32,433	2,386	38,717
1508 KPERS Retirement	\$ 18,481	4,016	19,736
1510 State Unemployment Tax	\$ 161	80	240
TOTAL PERSONNEL SERVICES	\$ 252,150	\$ 18,356	\$ 257,069
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 168		\$ 100
2030 Cellular Phone Services	\$ 172		\$ 200
2040 Internet Access	\$ -		\$ -
2080 Printing/Duplication Services	\$ 5		\$ -
2110 Advertising & Legal Publications	\$ -		\$ 100
2123 Liability Insurance	\$ 2,060		\$ 2,000
2124 Other Insurance	\$ -		\$ 444
2200 Office Equipment Rental	\$ 4		
2420 Repair/Maintain Other Equipment	\$ -		
2430 Computer Software Maintenance/Support	\$ 20,095	6,000	\$ 11,750
2490 Other Repairs/Maintenance	\$ -		

Attachment: Copy of 2026 Clinic (003) (15474 : KDHE FY26 Aid to Local Grant Application)

2510 Mileage/Tolls/Parking/Rental	\$	-		\$	150
2520 Lodging	\$	-		\$	500
2540 Meals	\$	-		\$	100
2560 Training & Registrations	\$	400	350	\$	550
2570 Subscriptions	\$	-			
2585 Misc Refunds	\$	53			
2650 Physician Fees	\$	825		\$	1,000
2725 Interpreter/Translator	\$	3,229	7,000	\$	3,000
2850 Waste Disposal	\$	1,212	3,500	\$	1,375
TOTAL CONTRACTUAL SERVICES	\$	28,222	\$ 16,850	\$	21,269
COMMODITIES					
3010 Office Supplies	\$	490	\$ 36	\$	500
3020 Books & Publications	\$	-			
3030 Computer Supples	\$	-		\$	200
3032 Supplies-Printers	\$	-		\$	350
3040 Clothing	\$	-		\$	-
3060 Medical Supplies	\$	2,458	455	\$	2,875
3075 Pharmacy Supplies	\$	250,610		\$	312,500
3080 Fuel & Lubricants	\$	121			
3990 Other Supplies/Materials	\$	1,817			
TOTAL COMMODITIES	\$	255,495	\$ 492	\$	316,425
CAPITAL OUTLAY					
4020 Other Equipment	\$	-	\$ -	\$	-
4050 Technology Harware	\$	6,594			
4051 Tech Hardware - Notbook	\$	9,505	\$ -	\$	-
4060 Computer Software	\$	-			
TOTAL CAPITAL OUTLAY	\$	16,099	\$ -	\$	-
TOTAL EXPENDITURES	\$	551,966	\$ 35,698	\$	594,763

Riley County, Kansas
SFY 2026 Budget
State Formula Department-HD
30-445

PERSONNEL	SFY 2024	SFY 2025	SFY 2026
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.25	0.25	0.00
Medical Clerk	0.18	0.18	0.43
Clinic Supervisor	0.45	0.45	0.40
Public Health Nurse	1.40	1.40	1.50
LPN	0.15	0.15	0.00
ARNP-FP	0.20	0.20	0.20
TOTAL NUMBER OF EMPLOYEES	2.63	2.63	2.53
REVENUE			
206 State Grant	\$ 110,296	\$ 130,357	TBD
207 Federal Grant	\$ 3,180		TBD
209 Grants-Other	\$ 5,000		TBD
330 Fees-Self Pay	\$ 10,135	11,000	10,500
331 Fees-Medicaid	\$ 1,128	1,000	1,250
332 Fees-Other Insurance	\$ 22,479	22,000	19,500
602 Miscellaneous Collection	\$ -		-
650 Expense Reimbursement	\$ -		-
TOTAL REVENUE	\$ 152,218	\$ 164,357	\$ 31,250
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 238,495	\$ 129,925	\$ 245,548
1003 Seasonal/Temporary/Part Time	\$ -	-	
1005 Overtime	\$ 72		377
1504 FICA	\$ 17,292		18,813
1506 Health Insurance	\$ 38,638		51,669
1508 KPERS Retirement	\$ 23,509		26,339
1510 State Unemployment Tax	\$ 210		320
TOTAL PERSONNEL SERVICES	\$ 318,215	\$ 129,925	\$ 343,065
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ -		\$ -
2030 Cellular Phone Services	\$ 890		\$ 900
2040 Internet Access	\$ 2,827		\$ 1,500
2060 Moving Office Equipment	\$ -		\$ -
2080 Printing/Duplication Services	\$ 0		\$ 750
2110 Advertising & Legal Publications	\$ 0		\$ 300
2123 Liability Insurance	\$ -		\$ 2,000
2124 Other Insurance	\$ -		\$ 300
2200 Office Equipment Rental	\$ 4		\$ 1,100

Attachment: Copy of 2026 Clinic (003) (15474 : KDHE FY26 Aid to Local Grant Application)

2220 Building Space Rental	\$	-		\$	-
2420 Repair/Maintain Other Equipment	\$	767		\$	1,000
2480 Repair/<Maint Build/Ground	\$	-		\$	500
2510 Mileage/Tolls/Parking/Rental	\$	197		\$	750
2520 Lodging	\$	455		\$	1,400
2530 Airfare	\$	-		\$	-
2540 Meals	\$	21		\$	250
2550 Dues & Memberships	\$	-		\$	750
2560 Training & Registrations	\$	736		\$	2,000
2625 Laboratory Fees	\$	6,677		\$	11,000
2650 Physician Fees	\$	2,250		\$	3,125
2725 Interpreter/Translator	\$	548		\$	625
2850 Waste Disposal	\$	1,809		\$	2,500
2990 Other Contract Services	\$	-			
TOTAL CONTRACTUAL SERVICES	\$	17,183	\$	-	\$ 30,750
COMMODITIES					
3010 Office Supplies	\$	802	\$ 431	\$	1,500
3020 Books & Publications	\$	-		\$	300
3030 Computer Supplies	\$	-		\$	100
3032 Supplies-Printers	\$	184		\$	1,125
3060 Medical Supplies	\$	3,273		\$	5,000
3075 Pharmacy Supplies	\$	1,266		\$	1,250
3135 Furniture < \$100	\$	-		\$	-
3990 Other Supplies/Materials	\$	324	2,056,160	\$	500
TOTAL COMMODITIES	\$	5,849	\$ 2,056,591	\$	9,775
CAPITAL OUTLAY					
604 Transfer out (Disaster fund reimb)	\$	-	\$ -	\$	-
4020 Other Equipment	\$	-	-		-
4040 Furniture > \$100	\$	-	-		-
4050 Technology Hardware	\$	-	-		-
4054 Technology Hardware-Printers	\$	-	-		-
TOTAL CAPITAL OUTLAY	\$	-	\$ -	\$	-
TOTAL EXPENDITURES	\$	341,247	\$ 2,186,516	\$	383,590

Riley County, Kansas
SFY 2026
Maternal Child Health Department-HD
30-423

PERSONNEL	SFY2024	SFY2025	SFY2026
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Medical Clerk II	0.25	0.25	0.25
Social Worker			0.05
Social Worker	0.10	0.10	0.05
Home Visitor	0.90	0.90	0.90
Interpreter (Part Time)	0.04	0.20	0.00
Bilingual Navigator			0.05
Nurse	0.90	0.75	0.75
Nurse	0.80	0.90	0.75
Supervisor	0.15	0.15	0.15
TOTAL NUMBER OF EMPLOYEES	3.14	3.25	2.95
REVENUE			
206 State Grant	\$ 235,728	\$ 200,395	\$ 178,564
207 Federal Grant	\$ 77,861	71,573	93,404
-19	\$ 4,500		4,998
209 Grants-Other	\$ -		
-343	\$ 7,470		16,940
-351	\$ 3,375		5,500
330 Fees-Self Pay	\$ -		
331 Fees-Medicaid	\$ 2,540		2,500
332 Fees-Other Insurance	\$ 4,306		4,500
600 Miscellaneous Reimbursement	\$ -		
602 Miscellaneous Collections	\$ 15		
603 Transfer In			108,787
650 Expense Reimbursmnt	\$ 1,186		
-351	\$ 2,000		
TOTAL REVENUE	\$ 338,981	\$ 271,968	\$ 415,193
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 257,361	\$ 260,218	\$ 259,189
1003 Seasonal/Temporary/Part Time	\$ 6,952		
1005 Overtime	\$ -		1,260
1504 FICA	\$ 19,037	19,907	21,725
1506 Health Insurance	\$ 53,756	55,921	54,045
1508 KPERS Retirement	\$ 25,368	26,698	26,850

Attachment: Final_Copy of 2026 MCH Budget (15474 : KDHE FY26 Aid to Local Grant Application)

1510 State Unemployment Tax	\$	233	260	258
TOTAL PERSONNEL SERVICES	\$	362,706	\$ 363,004	\$ 363,327

CONTRACTUAL SERVICES

2010 Postage/Freight/Shipping	\$	-		
2030 Cellular Phone Services	\$	1,008		\$ 1,008
2040 Internet Access	\$	464		500
2060 Moving Office Equipment	\$	74		
2080 Printing/Duplication Services	\$	716		1,200
-19 Printing/Duplication Services	\$	38		
-351 Printing/Duplication Services	\$	594		
2110 Advertising & Legal Publications	\$	-		
2123 Liability Insurance	\$	2,219		2,219
2124 Other Insurance	\$	-		
2200 Office Equipment Rental	\$	-		
-351 Office Equipment Rental	\$	-		
2220 Building Space Rental	\$	-		
-351	\$	-		
2245-351 Other Rental Services	\$	-		
2420 Repair/Maintain Other Equipment	\$	-		
2430 Comp Software Main/Support	\$	648		1,200
2510 Mileage/Tolls/Parking/Rental	\$	1,068	1,000	1,000
-19	\$	-		
2520 Lodging	\$	1,966		500
-19	\$	-		
2530 Airfare				1,200
2540 Meals	\$	631		500
-19	\$	-		
2550 Dues & Memberships	\$	-		
2560 Training & Registrations	\$	3,831	1,250	1,250
2570 Subscriptions	\$	-		
2625 Laboratory Fees	\$	-		
2650 Physician Fees	\$	1,200		1,200
2657 Misc Fees	\$	-		
2725 Interpreter/Translator	\$	70		
2760 Consultant Fees	\$	1,120		1,120
2990 Other Contract	\$	1,927	7,000	7,000
TOTAL CONTRACTUAL SERVICES	\$	17,575	\$ 9,250	\$ 19,897

COMMODITIES

3010 Office Supplies	\$	1,695		\$ 2,000
3020 Books&Publications	\$	1,937	2,500	2,500

Attachment: Final_Copy of 2026 MCH Budget (15474 : KDHE FY26 Aid to Local Grant Application)

3030 Computer Supplies	\$	27			
3032 Supplies - Printer	\$	53			100
3040 Clothing	\$	-			
-343	\$	937			
-351	\$	325			
3060 Medical Supplies	\$	501			501
3075 Pharmacy Supplies	\$	-			
3135 Furniture < \$100	\$	-			
3990 Other Supplies/Materials	\$	1,725			1,188
-19 Safe Kids	\$	5,680			4,998
-343 Memorial Hospital	\$	4,008			16,940
-351 Community Baby Shower	\$	2,501			5,500
TOTAL COMMODITIES	\$	19,389	\$	2,500	\$ 33,727
CAPITAL OUTLAY					
4040 Furniture > \$100		0			
4050 Technology Hardware		0	\$	-	\$ -
4051 Technology Hardware-Notebook		0		-	-
TOTAL CAPITAL OUTLAY	\$	-	\$	-	\$ -
TOTAL EXPENDITURES	\$	399,670	\$	374,754	\$ 389,513

Riley County, Kansas
SFY 2026 Budget
Wildcat Region Department-HD
30-409

PERSONNEL	SFY 2024	SFY 2025	SFY 2026
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Coordinator	0.05	0.05	0.05
MRC Coordinator		0.58	
TOTAL NUMBER OF EMPLOYEES	0.05	0.05	0.05
REVENUE			
207 Federal Grant	\$ 39,085	\$ 30,330	\$ 30,330
650 Expense Reimbursement	\$ 98	-	
TOTAL REVENUE	\$ 39,183	\$ 30,330	\$ 30,330
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 11,963	\$ 3,064	\$ 3,048
1005 Overtime	\$ -		46
1504 FICA	\$ 909	1,210	237
1506 Health Insurance	\$ 943		654
1508 KPERS Retirement	\$ 1,216		328
1510 State Unemployment Tax	\$ 11		4
TOTAL PERSONNEL SERVICES	\$ 15,041	\$ 4,274	\$ 4,315
CONTRACTUAL SERVICES			
2010 Postage	156.1		
2020 Phone Services	2		
2030 Cellular Phone Services	22		27
2080 Printing/Duplication Services	0		
2110 Advertising & Legal Publications	0		
2122 Vehicle/Fleet Insurance	464		480
2220 Building Space Rental	0		
2245 Other Rentals SVCS	0		
2420 Repair/Maint Other Equip	0		
2430 Computer Software Maintenance/Support	149.9		150
2480 Repair/Main Builc/Ground	0		
2510 Mileage/Tolls/Parking/Rental	1573	1,000	1,500
2520 Lodging	2769.81		2,800
2530 Airfare	2848.3		3,000
2540 Meals	999.42	1,500	1,500

Attachment: Brittany's changes Copy of 2026 PHEP (002)WildCat (15474 : KDHE FY26 Aid to Local Grant Application)

2550 Dues & Memberships	1000		894
2560 Training & Registrations	4760	4,200	5,000
2570 Subscriptions	2.99		
2725 Interpreter/Translator	0		
2990 Other Contract Services	0	20,355	4,363
TOTAL CONTRACTUAL SERVICES	\$ 14,748	\$ 27,055	\$ 19,714
3010 Office Supplies	\$ 1,141	\$ 1,000	\$ 20
3020 Books & Publications	\$ -		
3030 Computer Supplies	\$ -		
3032 Supplies - Printer	\$ 442		450
3040 Clothing	\$ -		
3060 Medical Supplies	\$ 186		5,000
3080 Fuel & Lubricants	\$ -		
3990 Other Supplies/Materials	\$ 8,473		830
TOTAL COMMODITIES	\$ 10,243	\$ 1,000	\$ 6,300
CAPITAL OUTLAY			
604 Transfer out (Disaster fund reimb)	\$ -	\$ -	\$ -
4020 Other Equipment	\$ 599	-	\$ -
4054 Tech Hardware-Printers	\$ -		
TOTAL CAPITAL OUTLAY	\$ 599	\$ -	\$ -
TOTAL EXPENDITURES	\$ 40,630	\$ 32,330	\$ 30,329

Riley County, Kansas
2026 Budget
Emergency Response Department-HD
30-410

PERSONNEL	2024	2025	2026
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Emergency Response Coordinator	0.95	0.95	0.95
Public Health Nurse	0.05	0.05	0.05
TOTAL NUMBER OF EMPLOYEES	1.00	1.00	1.00
REVENUE			
206 State Grant	\$ -		
207 Federal Grant	\$ 49,327	\$ 49,327	\$ 49,327
209 Grants-Other	\$ -	-	-
603 Transfer in	\$ -	-	-
TOTAL REVENUE	\$ 49,327	\$ 49,327	\$ 49,327
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 61,371	\$ 47,965	\$ 63,839
1005 Overtime	\$ -	-	869
1504 FICA	\$ 4,613	1,362	4,950
1506 Health Insurance	\$ 11,009		13,595
1508 KPERS Retirement	\$ 6,053		6,930
1510 State Unemployment Tax	\$ 57		84
TOTAL PERSONNEL SERVICES	\$ 83,102	\$ 49,327	\$ 90,267
CONTRACTUAL SERVICES			
2030 Cellular Phone Services	\$ 494		\$ 513
2080 Printing/Duplication Services	\$ -		
2123 Liability Insurance	\$ 728		700
2124 Other Insurance	\$ -		
2200 Office Equipment Rental	\$ -		
2430 Computer Software Maintenance/Support	\$ -		
2480 Repair/Maint Build/Ground	\$ -		
2540 Meals	\$ -		
2550 Dues and Subscriptions			
2560 Training & Registrations	\$ -		
2725 Interpreter/Translator	\$ -		
2810 Electric/Gas Services	\$ -		
TOTAL CONTRACTUAL SERVICES	\$ 1,222	\$ -	\$ 1,213
3010 Office Supplies	\$ -	\$ -	
3020 Books & Publications	\$ -	-	-

Attachment: Brittany's changes Copy of 2026 PHEP (002)WildCat (15474 : KDHE FY26 Aid to Local Grant Application)

3032 Supplies-Printers	\$	-	-	350
3040 Clothing	\$	-	-	-
3060 Medical Supplies	\$	-	-	-
3990 Other Supplies/Materials	\$	-	-	-
TOTAL COMMODITIES	\$	-	\$ -	\$ 350
CAPITAL OUTLAY				
4030 Telecommunications Equipment	\$	-	\$ -	\$ -
4050 Technology Hardware-Comm Disease	\$	-	-	-
4051 Technology Hardware-Notebook	\$	1,139	-	-
TOTAL CAPITAL OUTLAY	\$	1,139	\$ -	\$ -
TOTAL EXPENDITURES	\$	85,463	\$ 49,327	\$ 91,830

Aid to Local Match Requirements SFY2026

Program

State Formula (#01) ...Maintenance of Effort (tax revenue spent) 100% of grant expenditures

Chronic Disease Risk Reduction (#02) 25% of grant expenditures

Preparedness (#03) no match required
but the PHEP program would like to see 10% if possible.

Family Planning (#05) 40% of grant expenditures

Maternal & Child Health (#17) 40% of grant expenditures

Child Care Licensing Program (#18) match is not required
but any match that is spent in the program must be reported on the FSR.

Community HIV Prevention Services (#21) no match required

Community Based Primary Care (#27) 100% of grant expenditures

Pregnancy Maintenance Initiative (#31) 100% of grant expenditures

Teen Pregnancy Targeted Case Management (#32) no match required

Immunization Action Plan (#34) no match required

County : Riley
Form Name: Child Care Licensing Program SFY2026

Administrator: Brittany Phillips & Diane Creek

Fiscal Officer: Brittany Phillips & Laurie Harris

Counties Served

Name of County/City Applying for the Child Care Licensing Award

Riley

Select lead agency/applicant county and other counties currently served, if any.

☐ Allen	☐ Coffey	☒ Geary	☐ Johnson	☐ Miami	☐ Pratt	☐ Sherman
☐ Anderson	☐ Comanche	☐ Gove	☐ Kearny	☐ Mitchell	☐ Rawlins	☐ Smith
☐ Atchison	☐ Cowley	☐ Graham	☐ Kingman	☐ Montgomery	☐ Reno	☐ Stafford
☐ Barber	☐ Crawford	☐ Grant	☐ Kiowa	☐ Morris	☐ Republic	☐ Stanton
☐ Barton	☐ Decatur	☐ Gray	☐ Labette	☐ Morton	☐ Rice	☐ Stevens
☐ Bourbon	☒ Dickinson	☐ Greeley	☐ Lane	☐ Nemaha	☒ Riley	☐ Sumner
☐ Brown	☐ Doniphan	☐ Greenwood	☐ Leavenworth	☐ Neosho	☐ Rooks	☐ Thomas
☐ Butler	☐ Douglas	☐ Hamilton	☐ Lincoln	☐ Ness	☐ Rush	☐ Trego
☐ Chase	☐ Edwards	☐ Harper	☐ Linn	☐ Norton	☐ Russell	☐ Wabaunsee
☐ Chautauqua	☐ Elk	☐ Harvey	☐ Logan	☐ Osage	☐ Saline	☐ Wallace
☐ Cherokee	☐ Ellis	☐ Haskell	☐ Lyon	☐ Osborne	☐ Scott	☐ Washington
☐ Cheyenne	☐ Ellsworth	☐ Hodgeman	☐ Marion	☐ Ottawa	☐ Sedgwick	☐ Wichita
☐ Clark	☐ Finney	☐ Jackson	☐ Marshall	☐ Pawnee	☐ Seward	☐ Wilson
☒ Clay	☐ Ford	☐ Jefferson	☐ McPherson	☐ Phillips	☐ Shawnee	☐ Woodson
☐ Cloud	☐ Franklin	☐ Jewell	☐ Meade	☒ Pottawatomie	☐ Sheridan	☐ Wyandotte

Surveyor Qualifications & Experience

Complete the table for all child care licensing surveyors.

	First and Last Name	Highest Degree of Education/Focus	License(s) Held	Other Training	% FTE	Years as CC Surveyor
1.	Heather Ritchey	Bachelor of Science	,	,	100%	16
2.	Angie Hobbs	Bachelor of Science	,	,	100%	8

	First and Last Name	Highest Degree of Education/Focus	License(s) Held	Other Training	% FTE	Year Started	17.h
3.	Julia Minnich	Bachelor of Science	`	`	100%	4	
4.	Anna Isern	Bachelor of Science	`	`	100%	3	
5.	`	`	`	`	`	`	
6.	`	`	`	`	`	`	
7.	`	`	`	`	`	`	
8.	`	`	`	`	`	`	
9.	`	`	`	`	`	`	
10.	`	`	`	`	`	`	
11.	`	`	`	`	`	`	
12.	`	`	`	`	`	`	
13.	`	`	`	`	`	`	
14.	`	`	`	`	`	`	
15.	`	`	`	`	`	`	

Recruitment/Outreach

Describe Recruitment Goal (e.g., increase new providers and licensed facility count by 10%).

Our team remains committed to reducing the number of illegal care providers across the five counties we survey. Through education and community engagement, we have taken several steps to address this issue effectively. Our team has engaged in ongoing discussions with our community partners to strengthen collaborative efforts in addressing illegal care. These conversations have allowed us to share insights and coordinate outreach efforts. To encourage illegal care providers to transition into licensed operations, we continue to waive the local initial fee for individuals who were previously providing illegal care and choose to become new licensed providers. This initiative aims to remove financial barriers and promote compliance with regulations. Additionally, we worked with the Junction City city attorney and Child Care Aware to change city ordinances, allowing legal action to be taken against individuals providing care without a license. This new ordinance strengthens enforcement measures and serves as a deterrent to providing illegal care.

Describe Recruitment Activities (e.g., local community events, social media activities).

Traditional recruitment activities will include disseminating our Child Care Licensing flyer and brochure throughout all counties. Child Care Licensing staff will continue recruitment efforts at our local health department events, such as community baby showers, flu shot clinics, and

Describe Non-traditional Recruitment Activities (e.g., working with local organizations to offer a grant for new child care applicants, handing out licensing educational materials at car seat checks, setting up a booth at the local hospital birthing event, working with the local chamber or other partners to engage, inform, and recruit).

Non-traditional recruitment activities will include continuing our outreach to local businesses to express the need for child care for their employee. CCL staff will continue to participate in the Geary County Early Childhood Family Network, Geary County Child Care Coalition, Dickinson County Early Childhood Council, Dickinson County Child Care Task Force, Manhattan Chamber of Commerce Child Care Task Force, Pottawatomie County Child Care Task Force, Pottawatomie County Local Interagency Coordinating Council, and the Wamego High School FCS Advisory Board. Our participation with these partners strengthens our ties and relationships in the community while also serving as a platform to educate our community. We are also working with MCH to provide information on child care and how to become licensed in their Becoming a Mom class and their hospital visits with new mothers. This initiative will help reach expectant and new mothers with valuable resources on child care options and the licensing process, ensuring they have the necessary support and information.

Describe Community & Leadership Outreach Activities & Education to Promote Community Awareness (e.g., requirements for licensing, how to become licensed, the importance of regulation and quality child care, supports to assist families in the search for child care).

CCL staff participate in many community committees, sharing information and educating fellow committee members regarding licensing requirements, the importance of regulations, and quality child care. CCL staff also attend community baby showers and other local events to provide parents with information on how to find quality and licensed care, as well as how to look up compliance history on current licensed facilities. Our website and Facebook posts also serve as valuable resources for this information. Additionally, Licensing Specialists met with the Junction City Police Department to educate them on what CCL does and how we can work as partners. Our goal is to reach all law enforcement agencies in our five-county area, with only a few remaining.

Describe Planned Activities to Retain & Recognize Existing Licensed Providers (e.g., community events, joint efforts with child care partners, incentives).

For a number of years, we have celebrated Provider Appreciation Day by recognizing our facilities with a small gift or token of appreciation. In the past couple of years, CCL staff collaborated with the Manhattan Chamber of Commerce and other partners to sponsor a Provider Appreciation Day for Riley and Pottawatomie county providers. This past year, we also included the Geary County providers. CCL staff maintain open communication with providers by sending out trainings and keeping the provider-focused Facebook page updated with new information. If a particular regulation is being cited frequently, we send out regulation refreshers to help providers remain compliant. Additionally, we continue to offer Zoom sessions when major changes occur regarding guidance or regulations. CCL staff held 5 new regulation trainings. We had 2 trainings for centers, a zoom and an in-person. We had 33 individuals attend. For homes, we held 3 in-person trainings, we conducted those in Manhattan, Abilene and Wamego. We had 5 individuals attend. We held one zoom in which 47 individuals attended. Our office also sends a Congratulations card when a facility receives their full license as well as Thank You card when a facility closes. CCL is also partners with KCCCTO and Raising Riley to offer free training sessions for providers, further supporting their professional development and ensuring continued compliance with child care regulations.

Attachment: Child Care Licensing Program (CCL) - Grants_ATL2026 (1) (15474 : KDHE FY26 Aid to Local Grant Application)

Salary

Description	Request	Total	Match
Anna Isern	\$66,529.06	\$66,529.06	\$0.00
Angie Hobbs	\$73,754.65	\$73,754.65	\$0.00
Julia Minnich	\$0.00	\$69,017.41	\$69,017.41
Heather Ritchey	\$80,013.29	\$92,518.40	\$12,505.11
Total	\$220,297.00	\$301,819.52	\$81,522.52

Benefits

Description	Request	Total	Match
FICA	\$0.00	\$23,089.00	\$23,089.00
Health Insurance	\$0.00	\$63,774.00	\$63,774.00
KPERS	\$0.00	\$31,963.00	\$31,963.00
State Unemployment	\$0.00	\$392.00	\$392.00
Total	\$0.00	\$119,218.00	\$119,218.00

Capital Equipment (ITEMIZE)

Description	Request	Total	Match
No data to display			
Total	\$0.00	\$0.00	\$0.00

Health Services

Description	Request	Total	Match
No data to display			
Total	\$0.00	\$0.00	\$0.00

Supplies (ITEMIZE)

Description	Request	Total	Match
Office Supplies such as printer cartridges, paper, pens, etc	\$0.00	\$2,150.00	\$2,150.00
Total	\$0.00	\$2,150.00	\$2,150.00

Travel

Description	Request	Total	Match
Mileage	\$0.00	\$2,000.00	\$2,000.00
Total	\$0.00	\$2,000.00	\$2,000.00

Other

Description	Request	Total	Match
Cell Phone	\$0.00	\$1,920.00	\$1,920.00
Internet Access (mifi)	\$0.00	\$1,921.00	\$1,921.00

Attachment: Child Care Licensing Program (CCL) - Grants_ATL2026 (1) (15474 : KDHE FY26 Aid to Local Grant Application)

Description	Request	Total	Match	17.h
Other Insurance (liability, workers comp, vehicle, etc.)	\$0.00	\$3,364.00	\$3,364.00	
Training, Memberships, and Meals	\$0.00	\$800.00	\$800.00	
Total	\$0.00	\$8,005.00	\$8,005.00	

Request	Match	Grand Total
\$220,297.00	\$212,895.52	\$433,192.52

Attachment: Child Care Licensing Program (CCL) - Grants_ATL2026 (1) (15474 : KDHE FY26 Aid to Local Grant Application)

County : Riley
Form Name: Family Planning SFY2026 - Returning Applicant

Administrator: Brittany Phillips & Diane Creek

Fiscal Officer: Brittany Phillips & Laurie Harris

Title X Family Planning ATL Continuation Application - SFY2025

A. ADMINISTRATION

1. For each Family Planning service site, list any changes in address, phone number, or site hours since the last Progress Report. If none, submit "None".

None

2. For each Family Planning service site, list any staffing changes since the last Progress Report. Include new staff as well as staff that are no long working with your Family Planning clinic. Provide name, position, email and identify each as "New" or "Left". If none, submit "None".

None

3. Please complete the following contact information each position:

1a. Administrator name

Diane Creek

3a. FP Provider name

Danielle Banks

5a. FP nurse name

Mallory Breeden

1b. Administrator e-mail

dcreek@rileycountyks.gov

3b. FP Provider e-mail

dabanks@rileycountyks.gov

5b. FP nurse e-mail

mbreeden@rileycountyks.gov

1c. Administrator phone #

7857764779

3c. FP Provider phone #

7857764779

5c. FP nurse phone #

7857764779

2a. Med. Director name

Rebeka Weber

4a. Fiscal contact name

Brittany Phillips

6a. DAISEY contact name

Danielle Kitt

2b. Med. Director e-mail

familyplanning@rileycountyks.gov

4b. Fiscal contact e-mail

bphillips@rileycountyks.gov

6b. DAISEY contact e-mail

dkitt@rileycountyks.gov

2c. Med. Director phone #

7857764779

4c. Fiscal contact phone #

7857764779

6c. DAISEY contact phone #

7857764779

4. Enter the hours your FP provider is in the clinic for each day. Enter N/A if your FP provider is not in clinic for any day.

4a. How often does your FP provider have clinic hours? Daily, weekly, monthly, biweekly, once a month? Explain if other than daily.

Daily

Attachment: Family Planning (FP)_Grants_ATL2026 (4) (15474 : KDHE FY26 Aid to Local Grant Application)

5. Enter the hours your FP nurse is in the clinic for each day. Enter N/A if your FP nurse is not in clinic for that day.

17.i

5a. How often does your FP nurse have clinic hours? Daily, weekly, monthly, biweekly, once a month? Explain if other than daily.

Daily

6. Number of clients served in CY24:

1009

7. Number of clients projected to be seen in CY24:

1050

8. Number of clients seen in CY24 that were at or less than 100% of the Federal Poverty Level:

461

9. Which method will your agency use to enter client level data into DAISEY?

- ☒ Directly enter client level data
- ☐ Import data from another system
- ☐ API from another system

10. I verify the following documents have been uploaded into KGMS for this application:

- ☒ Current Organizational Chart
- ☒ FP staff training logs for required trainings
- ☒ Current schedule of fees and discounts
- ☒ Current Client Satisfaction Survey tool
- ☒ Updated/New Contracts for all contracted health services (labs, medical director, etc.)
- ☐ Updated/New MOU for each agency in a multi-agency model, if applicable

B. ADVISORY COUNCIL

1. List the names of all members of your Family Planning advisory committee and the frequency of meetings.

Matthew Rutkowski Sarah Ziegler Shelli Schottler Samantha Brown Francis Koopman Jennifer Lopez Monthly

C. PARTNERSHIPS

1. Identify your organization's key partners for Family Planning including community-based health providers, social service providers and Maternal and Child Health (MCH) programs. NOTE: List organizations BYNAME even if formal partnerships are not currently in place.

Women's Health Group Stonecreek Family Physicians Bluefire Med Centerpointe Physicians Ascension Via Christi-Manhattan Stormont Vail Health-Manhattan Konza Prairie Community Health Center Manhattan Free Clinic RCHD Maternal and Child Health RCHD WIC Geary County Delivering Change

Attachment: Family Planning (FP)_Grants_ATL2026 (4) (15474 : KDHE FY26 Aid to Local Grant Application)

Salary

Description	Request	Match	Total (Request + Match)
Stacy Licklider	\$24,557.48	\$0.00	\$24,557.48
Amelia Posligua	\$680.71	\$7,697.33	\$8,378.04
Danielle Kitt	\$26,040.60	\$0.00	\$26,040.60
Kayla Mathis	\$7,380.75	\$0.00	\$7,380.75
Mallory Breeden	\$59,158.68	\$0.00	\$59,158.68
Helena Zavala-Chase	\$32,502.44	\$0.00	\$32,502.44
Debbie Shaver	\$21,361.46	\$0.00	\$21,361.46
Jacob Clarke	\$0.00	\$35,227.92	\$35,227.92
Danielle Banks	\$96,774.81	\$0.00	\$96,774.81
Total	\$268,456.93	\$42,925.25	\$311,382.18

Benefits

Description	Request	Match	Total (Request + Match)
FICA	\$0.00	\$23,821.00	\$23,821.00
Health Insurance	\$0.00	\$65,421.00	\$65,421.00
KPERS Retirement	\$0.00	\$33,349.00	\$33,349.00
State Unemployment	\$0.00	\$405.00	\$405.00
Total	\$0.00	\$122,996.00	\$122,996.00

Capital Equipment (List each item separately.)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Health Services (Contract employees, labs, etc. List separately and identify by contract.)

Description	Request	Match	Total (Request + Match)
Laboratory Fees	\$0.00	\$1,750.00	\$1,750.00
Physician Fees	\$0.00	\$4,250.00	\$4,250.00
Consultant Fees	\$0.00	\$500.00	\$500.00
Total	\$0.00	\$6,500.00	\$6,500.00

Supplies – Operating & Office (List separately and identify by type.)

Description	Request	Match	Total (Request + Match)
Copying Expense	\$0.00	\$4,500.00	\$4,500.00
Office Supplies	\$0.00	\$700.00	\$700.00
Printer Supplies	\$0.00	\$750.00	\$750.00
Publications	\$0.00	\$100.00	\$100.00
Total	\$0.00	\$6,050.00	\$6,050.00

Supplies – Other Medical (Bandages, needles, exam table paper, etc.)

Description	Request	Match	Total (Request + Match)
Medical Supplies	\$0.00	\$8,000.00	\$8,000.00

Description	Request	Match	Total (Request + Match)	17.i
Total	\$0.00	\$8,000.00	\$8,000.00	

Supplies – Pharmaceutical (Pills, Depo, IUDs, etc. List separately by type.)

Description	Request	Match	Total (Request + Match)
Pills	\$0.00	\$5,000.00	\$5,000.00
LARCS	\$37,500.00	\$0.00	\$37,500.00
Total	\$37,500.00	\$5,000.00	\$42,500.00

Training (Registration and required items only. List separately and identify by training name.)

Description	Request	Match	Total (Request + Match)
Training - Governors Public Health Conference & National Reproductive Health Conference	\$0.00	\$2,000.00	\$2,000.00
Total	\$0.00	\$2,000.00	\$2,000.00

Travel (Hotel, mileage, airfare, per diem, etc. List separately and identify by training name.)

Description	Request	Match	Total (Request + Match)
Mileage	\$0.00	\$350.00	\$350.00
Hotels	\$0.00	\$1,000.00	\$1,000.00
Meals	\$0.00	\$250.00	\$250.00
Total	\$0.00	\$1,600.00	\$1,600.00

Other (Language line, subscriptions, rent, etc. List separately.)

Description	Request	Match	Total (Request + Match)
Cell Phone	\$0.00	\$700.00	\$700.00
Advertising	\$0.00	\$625.00	\$625.00
Insurance	\$0.00	\$2,500.00	\$2,500.00
Office Equipment Rental	\$0.00	\$2,625.00	\$2,625.00
Repairs/Maintenance	\$0.00	\$650.00	\$650.00
Subscriptions	\$0.00	\$800.00	\$800.00
Interpreter/Translator Services	\$0.00	\$1,000.00	\$1,000.00
Total	\$0.00	\$8,900.00	\$8,900.00

Federally Approved Rate

Description	Request	Match	Total (Request + Match)
No data to display			
	\$0.00	\$0.00	\$0.00

Request	Match	Grand Total
\$305,956.93	\$203,971.25	\$509,928.18

Attachment: Family Planning (FP) Grants_ATL2026 (4) (15474 : KDHE FY26 Aid to Local Grant Application)

Riley County Health Department
2030 Tecumseh Road
Manhattan, Kansas 66502-3541

Grant: Immunization Action Plan
Grant Period: ATL2026

17.j

County : Riley
Form Name: IAP SFY2026

Administrator: Brittany Phillips & Diane Creek

Fiscal Officer: Brittany Phillips & Laurie Harris

Local Health Department Name:

Riley County Health Department

Address:

2030 Tecumseh Road

City/State/Zip code

Manhattan

County

Riley

Name of person completing application:

Brittany Phillips, Jacob Clarke

Title of person completing application:

Budget and Finance Officer, Clinic Supervisor

1. Indicate the hours of operation for your health department.

	Open	Close
Monday	8:30 AM	4:00 PM
Tuesday	8:30 AM	4:00 PM
Wednesday	8:30 AM	4:00 PM
Thursday	12:00 PM	6:00 PM
Friday	8:30 AM	11:00 AM
Saturday	Closed	Closed
Sunday	Closed	Closed

2. How many individuals are employed by your health department?

3. Please indicate what programs and services are offered at your health department that are also supported by immunizations staff.

☒ Immunization

☒ Reproductive Health

☒ TB Testing

☒ STI Screening and Treatment

☒ WIC

☐ Injury Prevention

☒ Prenatal Services

☐ Environmental Health

☒ Preparedness

☒ Other (Please Specify)

Other (Please Specify)

Child Care Licensing and Early Childhood Literacy/Child Care Grants

4. Does your health department have a memorandum of understanding (MOU), or memorandum of agreement (MOA) with another agency that includes immunization services?

☒ No, our health department does not have an MOU/MOA that includes immunization services.

☐ Yes, our health department has a MOU/MOA with another agency that includes immunization services.

5. If you answered yes to question 4, please provide the name of the agency or agencies you have an MOU/MOA with and briefly describe the immunization services (e.g., referral for immunizations, data sharing, etc.) that pertain to the MOU/MOA.

N/A

6. Does someone employed by your health department administer vaccines at your health department?

☒ Yes, a member of our health department staff administers vaccine at our health department.

☐ No, the health department does not administer vaccines at our health department.

☐ No, the health department refers individuals to an outside provider for immunizations.

☐ No, someone who is not employed by our health department visits our department to administer vaccinations to individuals.

7. If for question 6 you answered 'No, the health department refers individuals to an outside provider for immunizations', please describe your referral and follow up process to link individuals needing vaccinations to the other providers in your jurisdiction. Please include the name(s) of provider clinic you make referrals to.

N/A

8. If for question 6 you answered 'No, someone who is not employed by our health department visits our department to administer vaccinations to individuals', please provide the name of the agency administering vaccinations at your health department.

N/A

9. How many staff does your health department employ who provide immunization services (e.g., number of immunization nurses, immunization support staff, etc.)?

Immunization nurses- four Immunization support staff -three

10. Does your health department administer vaccines at locations outside of the health department (i.e., off-site)?

☒ Yes

☐ No

11. If you answered yes to question 10, please describe the locations your health department provides vaccinations.

Local schools, employers, and community facilities within Riley County.

12. Is your health department enrolled as a Vaccines for Children (VFC) provider?

☒ Yes, we are an enrolled VFC provider.

☐ No, we are not an enrolled VFC provider.

☐ No, we are not an enrolled VFC provider but are interested in becoming a provider.

13. Is your health department enrolled as a Vaccines for Adults (VFA) provider?

☒ Yes, we are an enrolled VFA provider.

☐ No, we are not an enrolled VFA provider.

☐ No, we are not an enrolled VFA provider but are interested in becoming a provider.

14. If your health department administers vaccinations, please provide the number of patients seen during the previous 12 months. Report the number of children who received vaccinations at your facility, by age group. Only count a child or adult once based on the status at the last immunization visit regardless of the number of visits made.

	Less than 1 Years	1-6 Years	7-18 Years	19-34 Years	35-49 Years	50+ Years	Total
Enrolled in Medicaid	19	93	245	56	24	30	467
No Health Insurance	8	61	180	188	87	68	592
American Indian/Alaska Native	0	0	0	0	0	0	0
Underinsured	0	1	1	0	0	0	0

15. The local health department will administer vaccinations to VFC and/or VFA eligible individuals served at our health department.

☒ Agree

☐ Disagree

16. The local health department will administer vaccines appropriately and equitably to VFC and/or VFA eligible individuals served by the health department.

☒ Agree

☐ Disagree

17. The local health department will perform quality assurance monitoring to ensure administered vaccines are reaching those individuals eligible to receive VFC and/or VFA vaccine at our health department.

☒ Agree

☐ Disagree

18. The local health department agrees to ensure all vaccines administered at our health department are entered into the Kansas Immunization Information System (KSWebIZ) within 24 hours.

☒ Agree

☐ Disagree

19. Develop a SMART activity focused on improving immunization rates.

(What is the LHD's current immunization rate? What is the LHD's goal immunization rate? What needs to be accomplished? What steps will be taken to achieve it? How will the LHD measure progress? What is the timeline for accomplishing the activity?)

RCHD continues to strengthen partnerships with county schools to improve childhood immunization rates. We are finding turnover in rural school nursing positions to be a particular challenge that can lead to precipitous drops in immunization rates. RCHD is working on a brief guide to introduce new school nurses to the mechanics of the kindergarten immunization survey in order to reduce variance in rates during these times of transition.

20. Describe how your health department will work with community partners (e.g., local health care providers, schools, childcare providers, faith-based organizations, community agencies, etc.) to provide information and resources about routine vaccines/catch-up vaccinations to increase vaccine confidence and encourage vaccine uptake in your jurisdiction. Include in your description how your health department will measure progress made.

RCHD continues to partner with local schools by offering evening immunization clinics on school grounds to reduce barriers to care and increase

21. Select at least one strategy to implement an immunization focused quality improvement project within your local health department.

- ☒ Facilitate return for vaccination
- ☒ Leverage the Kansas Immunization Information System (KSWebIZ) functionality to improve immunization practice
- ☒ Provide vaccine recommendations (including HPV) if the provider has adolescent patients)
- ☒ Strengthen vaccination communications

Attachment: Immunization Action Plan (IAP)_Grants_ATL2026 (2) (15474 : KDHE FY26 Aid to Local Grant Application)

Salary

Description	Request	Total
Debbie Shaver	\$7,120.47	\$7,120.47
Total	\$7,120.47	\$7,120.47

Benefits

Description	Request	Total	Match
FICA	\$0.00	\$14,097.00	\$14,097.00
Health Insurance	\$1,496.01	\$38,717.00	\$37,220.99
KPERS Retirement	\$0.00	\$19,736.00	\$19,736.00
State Unemployment	\$0.00	\$240.00	\$240.00
Total	\$1,496.01	\$72,790.00	\$71,293.99

Capital Equipment (ITEMIZE)

Description	Request	Total	Match
No data to display			
Total	\$0.00	\$0.00	\$0.00

Health Services

Description	Request	Total	Match
Pharmacy Supplies	\$0.00	\$312,500.00	\$312,500.00
Physician Fees	\$0.00	\$1,000.00	\$1,000.00
Total	\$0.00	\$313,500.00	\$313,500.00

Supplies (ITEMIZE)

Description	Request	Total	Match
Supplies (paper, pens, etc.)	\$0.00	\$1,050.00	\$1,050.00
Medical Supplies	\$0.00	\$2,875.00	\$2,875.00
Total	\$0.00	\$3,925.00	\$3,925.00

Travel

Description	Request	Total	Match
Kansas Immunization Conference	\$0.00	\$550.00	\$550.00
Mileage	\$0.00	\$150.00	\$150.00
Total	\$0.00	\$700.00	\$700.00

Other

Description	Request	Total	Match
Insurance	\$443.52	\$443.52	\$0.00
Sharps Disposal	\$0.00	\$1,375.00	\$1,375.00
Interpreter Line	\$0.00	\$3,000.00	\$3,000.00
Hotel/Meals	\$0.00	\$600.00	\$600.00

Attachment: Immunization Action Plan (IAP)_ Grants_ ATL2026 (2) (15474 : KDHE FY26 Aid to Local Grant Application)

Description	Request	Total	Match	17.j
Software (EMR, Billflash, Availity, etc.)	\$0.00	\$11,750.00	\$11,750.00	
Liability Insurance	\$0.00	\$2,000.00	\$2,000.00	
Postage/Shipping	\$0.00	\$100.00	\$100.00	
Total	\$443.52	\$19,268.52	\$18,825.00	

Request	Match	Grand Total
\$9,060.00	\$408,243.99	\$417,303.99

Attachment: Immunization Action Plan (IAP)_Grants_ATL2026 (2) (15474 : KDHE FY26 Aid to Local Grant Application)

County : Riley
Form Name: MCH SFY2026 Returning Applicant (Funded in SFY2025)

Administrator: Brittany Phillips & Diane Creek

Fiscal Officer: Brittany Phillips & Laurie Harris

SFY2026 Maternal & Child Health (MCH) Application for Current Grantees

Total Points Available: 90 points

Section A Administration

Section A Points Available: 5 points

1. List all MCH Staff Name, Email Address, Title, and if the staff will be the Primary Point of Contact for MCH and/or HV. (4 points)

	Staff Name	Email Address	Position Title (Nurse, Home Visitor, Social Worker, Admin)	Primary Point of Contact (MCH or HV)
1.	Breva Spencer, LBSW	bspencer@rileycountyks.gov	Supervisor	Yes
2.	Sara Darnell	sdarnell@rileycountyks.gov	Home Visitor	No
3.	Jada Hinrichs, RN	jhinrichs@rileycountyks.gov	M&I Nurse	No
4.	Sarah Boxberger, RN	sboxberger@rileycountyks.gov	MCH Nurse	No
5.	Maria Garcia Baquero	mbaquero@rileycountyks.gov	Bilingual Navigator	No
6.	Leslie James	ljames@rileycountyks.gov	Medical Clerk	No
7.	Tammy Feldkamp, LBSW	tfeldkamp@rileycountyks.gov	Social Worker	No
8.	Sarah Haybarker, LBSW	shaybarker@rileycountyks.gov	Social Worker	No
9.				
10.				

2. Does your agency have a sustainability plan? (1 point)

Attachment: Maternal Child Health (MCH)_Grants_ATL2026 (5) (15474 : KDHE FY26 Aid to Local Grant Application)

☐ Yes

17.k

☒ No

If your agency has a sustainability plan, attach it under the Uploads tab at the top.

Section B Community Network and Needs

Section Points Available: 4 points

1. Select the county(ies) in which your agency provides MCH services. (1 point)

- | | | | | | | |
|-------------------------------------|------------------------------------|---|--------------------------------------|--|---|-------------------------------------|
| ☐ Allen | ☐ Coffey | ☒ Geary | ☐ Johnson | ☐ Miami | ☐ Pratt | ☐ Sherman |
| ☐ Anderson | ☐ Comanche | ☐ Gove | ☐ Kearny | ☐ Mitchell | ☐ Rawlins | ☐ Smith |
| ☐ Atchison | ☐ Cowley | ☐ Graham | ☐ Kingman | ☐ Montgomery | ☐ Reno | ☐ Stafford |
| ☐ Barber | ☐ Crawford | ☐ Grant | ☐ Kiowa | ☐ Morris | ☐ Republic | ☐ Stanton |
| ☐ Barton | ☐ Decatur | ☐ Gray | ☐ Labette | ☐ Morton | ☐ Rice | ☐ Stevens |
| ☐ Bourbon | ☐ Dickinson | ☐ Greeley | ☐ Lane | ☐ Nemaha | ☒ Riley | ☐ Sumner |
| ☐ Brown | ☐ Doniphan | ☐ Greenwood | ☐ Leavenworth | ☐ Neosho | ☐ Rooks | ☐ Thomas |
| ☐ Butler | ☐ Douglas | ☐ Hamilton | ☐ Lincoln | ☐ Ness | ☐ Rush | ☐ Trego |
| ☐ Chase | ☐ Edwards | ☐ Harper | ☐ Linn | ☐ Norton | ☐ Russell | ☐ Wabaunsee |
| ☐ Chautauqua | ☐ Elk | ☐ Harvey | ☐ Logan | ☐ Osage | ☐ Saline | ☐ Wallace |
| ☐ Cherokee | ☐ Ellis | ☐ Haskell | ☐ Lyon | ☐ Osborne | ☐ Scott | ☐ Washington |
| ☐ Cheyenne | ☐ Ellsworth | ☐ Hodgeman | ☐ Marion | ☐ Ottawa | ☐ Sedgwick | ☐ Wichita |
| ☐ Clark | ☐ Finney | ☐ Jackson | ☐ Marshall | ☐ Pawnee | ☐ Seward | ☐ Wilson |
| ☐ Clay | ☐ Ford | ☐ Jefferson | ☐ McPherson | ☐ Phillips | ☐ Shawnee | ☐ Woodson |
| ☐ Cloud | ☐ Franklin | ☐ Jewell | ☐ Meade | ☒ Pottawatomie | ☐ Sheridan | ☐ Wyandotte |

1.a. If you selected multiple counties, describe agreements to provide MCH services in the counties you selected.

If you only selected one county, you may enter NA on this question.

The Riley County MCH program selected Pottawatomie and Geary Counties as areas of service as the program serves a combined total of approximately 25% of Pottawatomie and Geary County residents through our Becoming a Mom program and/or MCH services. At this time, there not a formal agreement or MOU in place with either county. Referrals obtained from The Women's Health Group and/or Via Christi Labor and Delivery Unit, both located in Manhattan, KS, are emailed to the appropriate county's MCH programs point of contact, if applicable. If the county does not provide MCH services, the Riley County MCH program may provide MCH and/or Bam services virtually or in the office.

2. Attach letters of support or memorandums of understanding from community partners (e.g. hospitals, birthing centers, FQHC, Family Practitioner OB/GYN, etc.) that demonstrate referrals to the MCH program.

2.a. Did you attach letters of support or memorandums of understanding/agreement for referrals to your program? (1 point)

☒ Yes

☐ No

☐ Pending

3. Would your agency be interested in learning more about the Kansas Perinatal Community Collaborative (KPCC) model? (1 point)

Attachment: Maternal Child Health (MCH)_Grants_ATL2026 (5) (15474 : KDHE FY26 Aid to Local Grant Application)

- ☐ Yes
- ☐ Maybe
- ☐ No, not at this time
- ☒ Already a KPCC

17.k

4. Would your agency like more information on Help Me Grow Kansas? (1 point)

- ☐ Yes
- ☒ No

Section C Population Served

Section Points Available: 1 point

1. Estimated numbers to be served in SFY2026 (July 1 to June 30) and will be entered into DAISEY data collection system. (1 point)

SFY2026 DAISEY Service Estimates

Becoming a Mom (BaM) Prenatal Education

540

Prenatal/Pregnant Women

430

Postpartum Women (up to 60 days after delivery)

350

Home Visiting (pregnant, postpartum, infants)

300

Women (22 through 44 years)

145

Infants (<1 year)

275

Children (1 through 11 years)

150

Adolescents (12 through 21 years)

75

Children with Special Health Care Needs (CSHCN) (0 through 21 years)

25

Section D MCH Work Plan

Section Points Available: 75 points

Please complete the following population domain sections your agency will serve with MCH funds (grant/match).

Attachment: Maternal Child Health (MCH) Grants_ATL2026 (5) (15474 : KDHE FY26 Aid to Local Grant Application)

D1-Women/Maternal Health

Priority 1: Women have access to and utilize integrated, holistic, patient-centered care before, during, and after pregnancy.

NPM1: Percent of women with a preventive medical visit in the past year

SPM 1: Percent of women who have recently given birth who reported experiencing postpartum depression following live birth

For each objective in the following table:

	Continue	Add	Stop
Objective 1.1: Comprehensive Annual Well-Woman/Preventive Services	☒	☐	☐
Objective 1.2: Education and/or Screening for Perinatal Mental Health Conditions	☒	☐	☐
Objective 1.3: Prenatal Education and Support Services	☒	☐	☐
Objective 1.4: Pregnancy Intention Screening	☒	☐	☐

Would your agency like additional support from KDHE MCH Staff to help achieve the Women/Maternal Objective(s)? (Select all that apply)

	KDHE Support
Objective 1.1: Comprehensive Annual Well-Woman/Preventive Services	☒
Objective 1.2: Education and/or Screening for Perinatal Mental Health Conditions	☒
Objective 1.3: Prenatal Education and Support Services	☒
Objective 1.4: Pregnancy Intention Screening	☒

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 1.1, OPT-OUT of this section

Objective 1.1: Comprehensive Annual Well-Woman/Preventive Services

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 1.1 as outlined in SFY2025 grant application: By June 30, 2026, 1. 95% of BaM clients will report using Birth Control after pregnancy and have a postpartum check-up scheduled. As of December 31, 2024, 99% (84 out of the 85) of clients attending BaM report using birth control after pregnancy. 98% (83 out of 85) report having a postpartum check-up scheduled. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 2. 100% of MCH clients will be educated on the importance of the well woman visit and will be educated on the family planning options/services available. As of December 31, 2024, 100% of clients were educated on well-woman and family

planning options. The MCH Registered Nurse reviews the available contraceptive options with each client and emphasizes the importance of continuing well-woman care during every postpartum visit. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 3. 95% of MCH clients will report having a well visit during the last 12 months. As of December 31, 2024, 100% (301 out of 301) of MCH clients reported having a well visit during the last 12 months. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 4. 100% of MCH clients receiving a postpartum visit with the MCH nurse will complete the Reproductive Life Plan to include discussion with the patient about options for birth control, inter-conception and preconception health. As of December 31, 2024, 100% of clients completed a Reproductive Life Plan, which includes a discussion about birth control options, interconception, and preconception health. The M&I nurse and client work together to complete the plan during the 8th or 9th month prenatal visit and the 1-month postpartum visit. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). Continued Action Items: 1. MCH staff will assess each client's attendance at annual Well Woman/Preventive Service visits in the past year and clients will be educated on the importance of preventative care. 2. Well woman visits are scheduled at the RCHD clinic or referred to the client's OBGYN. The RCHD clinic contracts with an OBGYN from the Woman's Health Group to provide family planning services to underinsured clients. The RCHD Clinic APRN provides the well woman exam and birth control options. OBGYN is available for consultation and onsite appointments as needed. 3. Refer women to their primary care physician/OBGYN or Health Department's Title X Family Planning for birth control. 4. MCH staff will use March of Dimes materials and reputable scientific journals and textbooks when educating and providing clients resources.

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

NA

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 1.2, OPT-OUT of this section

Objective 1.2: Education and/or Screening for Perinatal Mental Health Conditions

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 1.2 as outlined in SFY2025 grant application: By June 30, 2026, 1. 100% of MCH and/or BaM participants will be screened for Postpartum Mood and Anxiety Disorder (PMAD) with the EPDS tool. As of December 31, 2024, 100% of clients were screened. Every client is screened multiple times using the EPDS tool throughout their time receiving services with MCH. A universal pre-screening tool is used during new client enrollment, and if necessary, the client will complete a full screen with the EPDS tool. Additionally, each client is screened before participating in Becoming a Mom sessions 2 and 6, during their postpartum visit with the MCH Home Visitor or MCH nurse, and during their 3- and 5-month postpartum visits with the MCH nurse. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 2. 100% of MCH and/or BaM clients scoring a 10 or higher or select anything other than never on question 10 on the EPDS will be referred same day to their PCP/OBGYN. As of December 31, 2024, 100% of clients who scored 10 or higher or who answered anything other than "never" to question 10 were referred same day to their PCP/OBGYN. Of the 172 clients who completed the EPDS tool, 25 scored higher than a 10, which is considered high risk, and only 2 answered something other than "never" on question 10. Per our policies and procedures, every client scoring 10 or higher or who marks anything other than "never" on question #10 is followed up with by a MCH social worker or MCH nurse, then the EPDS is faxed to their PCP/OBGYN for oversight. The client is contacted regarding the elevated score and counseled, at which time resources are provided. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 3. 98% of BaM participants will be educated on report knowledge about available resources in the community, to include therapists, peer groups and other PMAD resources. As of December 31, 2024, 100% of BaM participants were educated on the EPDS tool and PMAD signs, symptoms, resources, and referral options. Handouts are provided to the client either in person or via email. The client is contacted regarding the elevated score and counseled, at which time resources are provided. The goal is to maintain our current numbers to align with the State Action Plan (Priority 1). 4. 100% of MCH clients with a high EPDS score will be contacted by the MCH nurse or social worker to obtain updated status and plan for next steps within 1 week of referral for EPDS score. All clients will be provided with the "Depression and Anxiety During and After Pregnancy" brochure at the one-week follow-up call. As December 31, 2024, 100% (25 out of 25) of the clients with an elevated EPDS score were contacted by the MCH social worker or nurse within one week of taking the assessment. All 25 clients also received the "Depression and Anxiety During and After Pregnancy" brochure. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). Continued Action Items: 1. MCH staff will screen MCH and BaM clients during BaM session 2 and 6, at every postpartum MCH home visit and minimum of one time at the Maternal and Infant (M&I) visit. 2. MCH clients that score a 10 or higher or select anything other than never on question 10 on the EPDS will be referred same day to their PCP/OBGYN. MCH staff will follow the Perinatal Mental Health Intervention Plan and PMAD workflow/algorithm per MCH policy and procedures. 3. MCH staff educate client on the EPDS tool and about postpartum mood and anxiety disorder, to include signs, symptoms, resources, and referral options. MCH uses the mental health integration toolkit provided by the Kansas Maternal and Child Health program. Staff also utilize the MHK Mental Health Provider Databases to connect clients to local Providers. 4. MCH staff will contact clients with a high EPDS no later than 1 week after making a referral to obtain an update, offer support and determine if additional resources or referrals are needed. 5. The MCH program will utilize "5 Action Steps for Helping

Someone in Crisis" and other evidence based educational materials to promote mental health awareness. This will include advertising on social media. 6. MCH created and will offer Becoming a Family educational series for postpartum women to assist in connecting clients, p education and help build resiliency during the postpartum period. This will include Infant Cues, Postpartum Breastfeeding Essentials, The Fourth Trimester and Beyond, and Starting Solids. 7. MCH will continue the partnership with Kansas State University Marriage and Family Therapy program to offer student therapy services to MCH/RCHD clients at no cost. Furthermore, MCH and the KSU student therapists will explore a PMAD peer support group to fill any gaps in support and services. 8. The MCH Home Visitor used the perinatal mental health toolkit and other trusted sources to develop a postpartum self-care plan that is distributed at each postpartum home visit. This plan provides education and useful to that new moms can use to reflect on and prioritize their mental health and well-being. Additionally, it serves as a guide to open the dialogue between caregivers/support persons and foster conversation on essential topics to nurture a healthy relationship amidst the joys and challenges of parentho 9. MCH will continue to seek additional funding through the ATL SFY26 MCH grant to sustain the Perinatal Yoga program, which was introduced through the KPCC HEOP grant in September 2023. This funding request was approved for SFY25, allowing us to continue to offer this program to o community. The class, held weekly, is led by a Trauma-Informed certified Perinatal Yoga Instructor. At the start and end of each session, participan rate their mental health on a scale of 1-10 to assess any changes in mood. The aim is to secure increased funding from the ATL MCH grant to furth support this essential service, which provides perinatal education and resources while working to reduce stress and anxiety, enhance mental health, and promote physical activity.

17.k

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

**If you did NOT select "Continue", "Add", and/or "Stop" for
Objective 1.3, OPT-OUT of this section**

Objective 1.3: Prenatal Education and Support Services

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 1.3 as outlined in SFY2025 grant application: By June 30, 2026, 1. MCH will maintain the total number of BaM participants, which increased by 45% from the FY24 total, to educate and support the Riley County perinatal community. From July 1 to December 2024, there was a total of 193 participants in the Becoming a Mom program, reflecting a 14% decrease compared to the same period in 2023, when there were 225 participants. As of December 31, 2024, there were 78 participants who continued from previous months and 115 new enrollments, both of which are lower than the figures for the same period in 2023. The decline can be attributed to changes in the referral process implemented by a partner, Women's Health Group. However, we expect this number to rise as we roll out a new referral system. The goal is to enhance our current process and numbers to align with the State Action Plan (Priority 1). 2. 100% of Spanish speaking clients on the Riley County Perinatal Grant (RCPG) will attend Spanish BaM classes, participate in monthly M&I nurse visits and intensive weekly home visiting. As of December 31, 2024, All Spanish speaking clients who have been approved to receive prenatal care through the Riley County Perinatal Grant are attending BaM classes and are scheduled and participate in monthly M&I services with the MCH RN and intensive weekly home visiting through one of the MCH licensed Social Workers. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 3. 20% of The Women's Health Group referrals will enroll in MCH/BaM services and receive care coordination. As of December 31, 2024, of the 346 referrals received from Women's Health Group, 52, or 15%, enrolled in MCH/BaM services. The goal is to enhance our current process and numbers to align with the State Action Plan (Priority 1). 4. In FY26, MCH will provide two additional opportunities for prenatal education and support services to clients. As of December 31, 2024, 6 Becoming a Family classes were offered during FY25 and offers a prenatal MCHHV, a weekly car seat check lane, and perinatal yoga. The yoga class is held weekly and is led by a trauma-informed perinatal certified yoga instructor. The class is free to all participants. Table tents advertising this opportunity will be placed in the offices of our community partners. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). Continued Action Items: 1. MCH will provide Becoming a Mom® classes throughout the year (minimum of 10 months/year) at no cost to expecting families. Classes will be offered at different times throughout each month, to include evening classes, to accommodate the client's schedule. Classes will be held in a hybrid format (virtual or in-person) to reduce barriers to participation. At least once a year, classes will be offered on Saturdays for those who cannot attend during the week. 2. The Bilingual Navigator will facilitate the BaM class series for all RCPG recipients and provide translation services for the monthly M&I nurse visits and intensive weekly home visits as needed. Additionally, the Bilingual Navigator will deliver the Promoting Maternal Mental Health curriculum and collaborate with each RCPG client to develop at least one prenatal goal focused on achieving positive birth outcomes. 3. MCH will partner with The Women's Health Group to facilitate onsite MCH/BaM enrollment as well as provide care coordination for mutual clients. The MCH Bilingual Navigator will be onsite at TWHG a minimum of one day per week to provide support services and target disparities in birth outcomes. 4. MCH will brainstorm ideas, with client feedback to offer education and support services to prenatal women to assist in connecting to peers, provide education and help build resiliency during the prenatal period. Activity ideas include peer group, lunch and learn, community baby shower or other similar activity. 5. To increase community awareness, social media posts will be created and shared on Facebook and Instagram promoting the MCH program services and upcoming classes. 6. MCH will continue to seek additional funding through the ATL SFY26 MCH grant to sustain the Perinatal Yoga program, which was introduced through the

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KPCC HEOP grant in September 2023. This funding request was approved for SFY25, allowing us to continue to offer this program to our community. The class, held weekly, is led by a Trauma-Informed certified Perinatal Yoga Instructor. At the start and end of each session, participants rate their mental health on a scale of 1-10 to assess any changes in mood. The aim is to secure increased funding from the ATL MCH grant to further support this essential service, which provides perinatal education and resources while working to reduce stress and anxiety, enhance mental health, and promote physical activity. 7. Based on feedback from MCH client satisfaction surveys, the need for a birthing class that includes breathing techniques and birthing positions was identified as an unmet community need. In response, the MCH program is introducing a new course in our Becoming a Family series, Childbirth Breathing and Positions. Developed by an MCH RN, this course is designed for expecting parents and focuses on birthing positions and breathing techniques to use during labor. The classes will be held in person every other month and will be taught by MCH nurses.

17.k

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

**If you did NOT select "Continue", "Add", and/or "Stop" for
Objective 1.4, OPT-OUT of this section**

Objective 1.4: Pregnancy Intention Screening

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

1. RCHD will continue Objective 1.4 as outlined in SFY2025 grant application: By June 30, 2026, 1. 100% of MCH clients will be screened for pregnancy intention with Pregnancy Attitude, Timing and How important is pregnancy prevention (PATH) and educate on the importance of preconception and inter-conception care, counseling and planning at multiple appointments before, during and after pregnancy. As of December 31, 2024, 100% (301 out of 301) of clients were screened for pregnancy intention with "One Key Question" or PATH and educated through multiple appointments before, during, and after pregnancy. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 2. 100% of MCH clients receiving a postpartum visit with the MCH nurse will review the Reproductive Life Plan to include discussion with the patient about options for birth control, inter-conception, and preconception health. The MCH nurse will recommend clients take time to think and complete the plan. As of December 31, 2024, the MCH nurse reviewed and discussed the reproductive Life Plan with 100% of clients as part of the postpartum visit. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). 3. Each quarter, starting in FY26, MCH will use social media to educate the community and provide information resources on family planning options, contraception methods and preconception health in collaboration with the County Public Information Officer (PIO). MCH currently has three designated staff members who develop and post information through our social media outlets. The posts include information about Safe Kids initiatives, KDHE monthly topics, and information regarding any classes, events, or educational opportunities through MCH and our community. The information posted highlights Maternal Warning Signs and pregnancy intention, among other important topics that are crucial for expecting and new families to know before, during and after pregnancy. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 1). Continued Action Items: 1. All MCH staff are trained and utilize evidence-based pregnancy interventions including "One Key Question" and Pregnancy Attitude, Timing and How important is pregnancy prevention (PATH). 2. All MCH staff participate in annual cultural sensitivity training to understand cultural beliefs around pregnancy intention and educate and support clients in their pregnancy and birth control goals. 3. The MCH staff will review "The Bedsider" resource guide to clients seeking more information and details regarding birth control. Additionally, birth control options and education are shared with breastfeeding persons to provide accurate information. 4. MCH Nurses will review the Preconception Health Guide to ensure knowledge on preconception health best practices and recommendations. 5. During the first postpartum visit, the MCH nurse will assess insurance needs of the client and refer to RCHD clinic for affordable (sliding fee scale) well woman visit and birth control services, as needed. This is important for MCH clients who are no longer eligible for KanCare services. This will assist in establishing care for affordable well woman visits and family planning services throughout their reproductive years. 6. MCH will use evidence-based preconception and inter-conception materials and create Facebook and Instagram posts to educate the community on this topic a minimum of four times per year. 7. MCH will develop a social media calendar specific to pregnancy intention, inter-conception, and preconception health. MCH will provide educational materials about the importance of considering pregnancy intentions, the impact of planning pregnancies on maternal and child health and available family planning options. 8. To enhance client services and access to care, RCHD staff were trained and certified to assist clients in applying for Presumptive Eligibility coverage through KanCare. This allows families to gain access to insurance and expands access to timely care for prenatal, postpartum, and child medical care. Currently three MCH staff are Presumptive Eligibility Specialists. 9. Via Christi and MCH have partnered with Embrace Grace Inc., to provide information and a "Love Box" to clients who meet the program's profile, which is unmarried, between the ages of 15 and 45, with a positive pregnancy test. Clients are given the program information and if they are interested, they will receive a "Love Box" and asked to sign consent to be referred to the Embrace Grace team who will then offer spiritual, emotional and physical support during and after their pregnancy. Most recently, Embrace Grace held a baby shower for those who recently delivered and were a part of their program and support group.

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

17.k

D2-Perinatal/Infant Health

Priority 2: All infants and families have support from strong community systems to optimize infant health and well-being

NPM5: Percent of infants placed to sleep; (A) on their backs; (B) on separate sleep surface; and (C) without soft objects and loose bedding

SPM 2: Percent of infants breastfed exclusively through 6 months

For each objective in the following table:

	Continue	Add	Stop
Objective 2.1: Breastfeeding Supports and Education	☒	☐	☐
Objective 2.2: Safe Sleep Promotion/Initiatives	☒	☐	☐
Objective 2.3: Cross-Section Initiatives Focusing on Improving Maternal and Infant Health Outcomes (Perinatal Risk Screening, Maternal Mortality Prevention, Alliance for Innovation on Maternal Health (AIM) Bundle, Neonatal Abstinence Syndrome (NAS))	☒	☐	☐
Objective 2.4: MCH Universal Home Visiting	☒	☐	☐

Would you like additional support from KDHE MCH Staff to help achieve the Perinatal/Infant Objective(s)? (Select all that apply)

	KDHE Support
Objective 2.1: Breastfeeding Supports and Education	☒
Objective 2.2: Safe Sleep Promotion/Initiatives	☒
Objective 2.3: Cross-Section Initiatives Focusing on Improving Maternal and Infant Health Outcomes (Perinatal Risk Screening, Maternal Mortality Prevention, Alliance for Innovation on Maternal Health (AIM) Bundle, Neonatal Abstinence Syndrome (NAS))	☒
Objective 2.4: MCH Universal Home Visiting	☒

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 2.1, OPT-OUT of this section

Objective 2.1: Breastfeeding Supports and Education

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 2.1 as outlined in SFY2025 grant application: By June 30, 2026, 1. 95% of BaM participants in Riley County will initiate breastfeeding at birth. As of December 31, 2024, 99% (84 out of 85) of BaM participants reported initiating breastfeeding at birth. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). 2. 75% of MCH clients will breastfeed exclusively through the 5-month postpartum nursing visit. As of December 31, 2024, 85% (11 out of 13) of clients reported they continued to exclusively breastfeed throughout their postpartum nursing visits at 1, 3, and 5 months. The goal is to maintain our current process and numbers to align with the

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State Action Plan (Priority 2). 3. In FY26, MCH will maintain at least 75% of lactation consultations provided by MCH CLC staff in FY25 through December 2023, lactation counselors at MCH conducted 14 breastfeeding appointments, either in the patient's home or office. By January 1 and December 31, 2024, 61 consults were provided, which is an increase of 336% compared to 2023. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). Continued Action Items: 1. The MCH program will provide BaM® classes to educate families on the importance of infant health and well-being such as breastfeeding, nutrition and safe sleep. 2. MCH staff who are Certified Lactation Counselors (CLC) will provide education, maintain certification and assist with breastfeeding support. MCH will provide breastfeeding support for all non-WIC clients either in the office or in the client's home. 3. MCH staff will collaborate with WIC on shared clients along with the WIC Breastfeeding Peer Counselor and WIC IBCLC. 4. MCH staff will increase awareness within Via Christi Hospital and Irwin Medical Center regarding breastfeeding support services to mothers in their home or office after hospital discharge. MCH will provide this service for anyone in the community free of charge. 5. Through the existing postpartum Becoming a Family class series, MCH will provide an evidence-based breastfeeding class in English and Spanish which is a continuation of BaM class 4, to the community to extend breastfeeding rates. MCH staff will provide additional support for the client as needed. 6. In June 2023, the Riley County Breastfeeding Coalition became a sub-committee under the Riley County Perinatal Coalition, which provided opportunities for growth, such as the ability to apply for the Breastfeeding Friendly Local Health Department, which was designated on February 28, 2024. MCH and WIC will continue creating supportive environments that facilitate breastfeeding at the Riley County Health Department.

17.k

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 2.2, OPT-OUT of this section

Objective 2.2: Safe Sleep Promotion/Initiatives

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 2.2 as outlined in SFY2025 grant application: By June 30, 2026, 1. 98% of BaM® participants will answer yes to placing their baby to sleep on his/her back on the BaM completion survey. As of December 31, 2024, 100% (61 out of 61) BaM participants report placing their baby on their back to sleep. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). 2. 100% of MCH clients will be screened and referred to ensure the infant has a safe sleep environment. Currently, 100% of MCH clients are screened during the MCH New Client Enrollment to ensure they have a safe sleep environment for their infant. Referrals are made as needed during all office/home visits. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). 3. In FY26, MCH will host at least one event and distribute safe sleep kits to families in need and at risk for adverse outcomes in the community. At the 2024 Community Baby Shower, 394 community members, including 134 birthing persons, completed pre- and post-surveys on safe sleep practices. Attendees who participated in the safe sleep demonstration were provided with a safe sleep bundle (which included a pack-n-play, Halo swaddle blanket, pacifier, and written educational materials), as supplies allowed. MCH distributed a total of 100 safe sleep bundles, with United HealthCare KanCare supplementing the distribution for their insured participants. The goal is to host a Community Baby Shower in FY26 and maintain our current process and numbers to align with the State Action Plan (Priority 2). Continued Action Items: 1. The MCH program will provide BaM® classes to educate families on the importance of safe sleep. 2. MCH staff certified as a Safe Sleep Instructor (SSI) will maintain certification, training and other requirements as outlined by KIDS Network. Currently two staff are certified SSI. 3. The MCH program will host an annual community baby shower and partner with other local agencies to enhance and support safe sleep efforts and provide essential items for safe sleep, including cribs, sleep sacks, a pacifier, and educational materials. 4. The MCH program will provide additional education, such as M&I postpartum appointments and MCH newborn home visits, whereby clients are informed and educated on safe sleep practices. MCH staff will utilize evidence based safe sleep education and resources. 5. The MCH program will continue to provide pack-n-plays as a BaM completion incentive or purchase a pack-n-play through MCH Aid to Local grant funds earmarked for items/tools to ensure clients in need have a safe sleep environment. The pack and plays will be delivered to the family before (if possible) or immediately after delivery if there is not a safe sleep option in the home. 6. MCH will develop and utilize a social media calendar to raise awareness and promote safe sleep efforts.

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for

Objective 2.3, OPT-OUT of this section

17.k

Objective 2.3: Cross-Section Initiatives Focusing on Improving Maternal and Infant Health Outcomes (Perinatal Risk Screening, Maternal Mortality Prevention, Alliance for Innovation on Maternal Health (AIM) Bundle, Neonatal Abstinence Syndrome (NAS))

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 2.3 as outlined in SFY2025 grant application: By June 30, 2026 1. 100% of MCH clients will be educated on maternal morbidity and mortality risk factors and the importance of perinatal risk screenings. As of December 31, 2024, 100% of clients are educated on maternal morbidity and mortality risk factors and the importance of perinatal risk screenings during BaM class 3, M&I 8th month prenatal appointment, and Becoming a Family - Fourth Trimester and Beyond class. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). 2. 100% of MCH/BaM clients will be screened for chronic disease, substance use, mental health and pregnancy intention at one or more of the visits. As of December 31, 2024, 100% of clients are screened for chronic disease, substance use, mental health, and pregnancy intention at their new client enrollment. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). 3. MCH staff will promote awareness of maternal morbidity, mortality risk factors and health interventions within the community a minimum of 1 times a year. Currently, information to promote awareness of the topics listed above were disseminated regularly through the use of our social media outlets. Posts were made monthly, at a minimum, often utilizing toolkits provided by KDHE. Becoming a Family continues to be offered to our clients and others in the community at no cost. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). Continued Action Items: 1. The MCH program nurse will assess infant and mother for any health conditions or risks at the MCH prenatal, Newborn and postpartum nurse visits. 2. The MCH program staff will be trained and provide standardized perinatal risk screening, brief intervention, and referrals for treatment and provide education, support, referrals, and follow-up per MCH policy and procedures. 3. The MCH program will utilize the Maternal Warning Signs tool kit during visits as well as Count the Kicks educational materials. 4. The MCH program will utilize the Perinatal Men Health Integration Toolkit as an evidence-based resource for MCH staff. 5. The MCH program will provide the BaM series once a month to the community, which includes education on signs of preterm labor, Maternal Warning Signs, Severe Maternal Morbidity (SMM) and how to talk to your provider. Staff utilize and educate on the importance of the Count the Kicks initiative. An extensive number of resources are provided to clients during home visits, prenatal/postnatal appointments. 6. MCH staff intentionally reach out to all referrals for expecting teen and first-time parents, aiming to personalize and explain available MCH services in an effort to improve maternal and infant health outcomes to this identified population.

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 2.4, OPT-OUT of this section

Objective 2.4: MCH Universal Home Visiting

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 2.4 as outlined in SFY2025 grant application: By June 30, 2026, 1. 85% of BaM participants who attend 4 or more classes will receive a prenatal MCHHV and 75% will receive a postpartum MCHHV. Currently, of the 92 participants with a delivery due during July 1- December 31, 2024, 66 (or 72%) received a prenatal MCHHV. Twelve of the 92 did not complete 4 or more BaM classes, delivered early and had a baby in the NICU, were incarcerated, or moved out of the area before delivery. Factoring this group in, 83%, or 66 out of 80, received a prenatal MCHHV prior to delivery. Of those same 92 participants, 52, or 57%, received a postpartum MCHHV. 22 of the participants who did not receive a visit completed less than 4 BaM classes, had a child in the NICU, or moved out of the area pre-delivery. Factoring in this group, 52 out of 70, or 74% of BaM participants received a postpartum MCHHV. The goal is to enhance our current process and numbers to align with the State Action Plan (Priority 2). 2. 70% of BaM participants will receive a postpartum MCH nurse visit within 28 days of birth. From July 1-December 31, 2024, of the participants who received a postpartum visit from the MCH nurse, 46, or 88%, received the postpartum visit within 28 days from their delivery. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). 3. 95% of MCH clients will be screened using the Social Determinants of Health (SDOH) Screening Form. As of December 31, 2024, 100% of MCH clients are screened for Social Determinants of Health at their enrollment into services. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). 4. MCHHV will incorporate one parent training/support skills building session into MCHHV curriculum. The MCH Home Visitor created a postpartum support plan for mother's just entering their Fourth Trimester. This plan is taken out during the MCHHV, by either the MCH Nurse or Home Visitor and reviewed with the client. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 2). Continued Act

Items: 1. The MCH Social Worker will schedule the prenatal MCHHV at enrollment to ensure it is completed before the due date. 2. The program will advertise MCH Universal Home Visiting services through brochures, social media, community boards, and disseminated to agencies. When MCH provides donated diapers and formula to families in the community, they will also be given an MCH brochure. Additionally, staff will ensure the KSU International Student office has the MCH website and brochures to provide international families. 3. The MCH nurse will follow up with each positive pregnancy test and promote and educate on MCH services to include scheduling an enrollment appointment. 4. The MCH staff will provide additional community classes throughout 2026, such as Infant Cues, Breastfeeding Essentials, Starting Solids, 4th Trimester and Beyond and our newest class, Childbirth Breathing and Positions. 5. The MCH program will partner with The Women's Health Group to facilitate onsite MCH/BaM enrollment as well as provide care coordination of mutual clients. The MCH Bilingual Navigator will be onsite at TWHG a minimum of one day per week to provide support services and target disparities in birth outcomes. 6. The MCHHV will identify and incorporate one family strengthening and parent training/support skill into the MCHHV curriculum to assure positive outcomes for infants and families. 7. The MCH Social Worker will conduct the SDOH screening at enrollment. If no enrollment is completed, the MCH Home Visitor or MCH Nurse will assess SDOH during the postpartum MCHHV, as appropriate, provide resources and referrals.

17.k

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

D3-Child Health

Priority 3: Children and families have access to and utilize developmentally appropriate services and supports through collaborative and integrated communities.

NPM6: Percent of children, ages 9 through 35 months, who received a developmental screening using a parent-completed screening tool the past year

For each objective in the following table:

	Continue	Add	Stop
Objective 3.1: Developmental Screening	☒	☐	☐
Objective 3.2: Access to Health Promotion Activities and Programs	☒	☐	☐
Objective 3.3: Comprehensive Annual Well-Child/Preventive Services	☒	☐	☐

Would you like additional support from KDHE MCH Staff to help achieve the Child Objective(s)? (Select all that apply)

	KDHE Support
Objective 3.1: Developmental Screening	☒
Objective 3.2: Access to Health Promotion Activities and Programs	☒
Objective 3.3: Comprehensive Annual Well-Child/Preventive Services	☒

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 3.1, OPT-OUT of this section

Objective 3.1: Developmental Screening

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 3.1 as outlined in SFY2025 grant application: By June 30, 2026, 1. 100% of children enrolled in the MCH program

receive evidenced based information regarding healthy child development and early learning. As of December 31, 2024, 100% of families with children enrolled in MCH services received evidence-based educational materials on healthy child development and early learning at every infant/child appointment. The materials provided include ASQ, ASQ-SE, and CDC resources. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 3). 2. 100% of children enrolled in MCH will complete an age appropriate ASQ and will refer for further evaluation and intervention when an area of concern is identified. As of December 31, 2024, 100% of children enrolled in MCH services completed age appropriate ASQ screening. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 3). 3. MCH staff will increase parent/caregiver participation and engagement in response to identified developmental concerns by using the identified protocol and facilitating at least one parent/caregiver-led activity during a visit. As of December 31, 2024, our social workers have created and implemented this process, so the goal is to continue the current process and numbers to align with the State Action Plan (Priority 3). Continued Action Plan: 1. The MCH home visiting program, Maternal and Infant services will use the Ages and Stages Questionnaire 3rd Edition (ASQ) and Ages and Stages Questionnaire: Social-Emotional, 2nd Edition (ASQ-SE) to provide evidence-based outcome measures for developmental milestones. Interventions and referrals to community partners (Parents as Teachers, Infant and Toddler Services) will be made as needed or warm hand off. 2. The MCH program staff are trained on protective factors and provide education and support to prevent Adverse Childhood Experiences (ACES) which can lead to health issues across the lifespan. 3. MCH will create a standardized protocol outlining the process for facilitating parent/caregiver-led activities when a concern is identified. The protocol will include guidelines for selecting appropriate activities based on the child's developmental needs and the family's interests and abilities. 4. The MCH program will continue participating in the Local Interagency Coordinating Council (LICC), a community-based coalition of early childhood educators and family advocates and encourage developmental screenings and appropriate referrals throughout the community. 5. Staff will promote the 1-800-Children Helpline resource directory and mobile app downloads to clients at home and office visits. 6. MCH staff will continue as the Riley County Safe Kids Coalition chair and recruit community partners to actively participate in Car Seat Check Lane and host at least one Safe Kids event in SFY2026. 7. MCH staff will provide evidence based educational materials, such as the Bright Futures toolkit, Milestone Moments book (CDC), Promoting First Relationships curriculum and Becoming a Family classes (Baby Cues and Fourth Trimester and Beyond) to promote and encourage age-appropriate developmental milestones. Additionally, this encourages parent/child interaction.

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 3.2, OPT-OUT of this section

Objective 3.2: Access to Health Promotion Activities and Programs

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 3.2 as outlined in SFY2025 grant application: By June 30, 2026, 1. The MCH program will increase partnerships with at least one new community organization to promote and support child activities and programs. As of December 31, 2024, MCH continues to build partnerships with community resources, recognizing the benefit of providing MCH clients with options to access local resources. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 3). 2. 100% of MCH families will have knowledge of the importance of child health initiatives. As of December 31, 2024, 00% of families are educated on the importance of child health initiatives and provided information to include physical activity, nutrition, literacy, and Safe Kids information and resources. This is done at New Client Enrollment, M&I Nurse visits, MCHHV, and all trainings provided by the MCH program, such as BaM and BaF. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 3). Continued Action Items: 1. MCH staff will continue as the Riley County Safe Kids Coalition chair and recruit community partners to actively participate in Car Seat Check Lane and host at least one Safe Kids event in FY2026. 2. MCH staff will provide evidence-based materials to educate and encourage families on the importance of physical activity, nutrition, literacy, and screen time for children. 3. MCH staff will communicate with and support community partners offering child health initiative activities. The MCH program will inform clients of local health initiative activities and promote on the Riley County Facebook page. 4. To enhance client services and access to care, RCHD staff were certified to assist clients in applying for Presumptive Eligibility coverage through KanCare. This allows families to gain access to insurance and expands access to timely care for prenatal, postpartum, and child medical care. Currently three MCH staff are Qualified Entities.

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for

Objective 3.3: Comprehensive Annual Well-Child/Preventive Services

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

RCHD will continue Objective 3.3 as outlined in SFY2025 grant application: By June 30, 2026, 1. 95% of children enrolled in MCH have received preventive child well visit in the last 12 months. As of December 31, 2024, 100% of children enrolled in MCH services received a preventative child well visit exam within the past 12 months. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 3). 2. 98% of children enrolled in MCH will have a medical home. As of December 31, 2024, 100% of the children enrolled in MCH services have a medical home. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 3). 3. 100% of children enrolled in MCH will be assessed per APA guidelines for preventive well-visits. As of December 31, 2024, 100% of children were enrolled in MCH services during the time period were assessed per APA guidelines for preventative well-visits. The goal is to maintain our current process and numbers to align with the State Action Plan (Priority 3). Continued Action Items: 1. MCH staff will assess each child enrolled in the MCH program for child well visits, vision, hearing, immunizations and dental. Referrals will be made as needed. 2. MCH staff will educate on the importance of comprehensive annual preventative services with evidence-based educational materials. 3. MCH staff will use the latest version of ASQs with families and KAN-BE-Heal cards to educate on vaccines. 4. MCH staff will refer families to their medical home for preventative child well visits or connect the child to Konza Community Health Clinic to obtain a Primary Care Provider. Konza is a Federally Qualified Health Center (FQHC) and provides services on a sliding fee scale. 5. To enhance client services and access to care, RCHD staff were certified to assist clients in applying for Presumptive Eligibility coverage through KanCare. This allows families to gain access to insurance and expands access to timely care for prenatal, postpartum, and child medical care. Currently three MCH staff are Presumptive Eligibility Specialists.

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

D4-Adolescent Health

Priority 4: Adolescents and young adults have access to and utilize integrated, holistic, patient-centered care to support physical, social, and emotional health.

NPM10: Percent of adolescents, 12 through 17, with a preventive medical visit in the past year

For each objective in the following table:

	Continue	Add	Stop
Objective 4.1: Comprehensive Annual Adolescent Well-Visit/ Preventive Services	☐	☐	☐
Objective 4.2: Access to Health Promotion Activities and Programs	☐	☐	☐
Objective 4.3: Screening, Intervention, Referral for Adolescent Behavioral Health Needs	☐	☐	☐

Would you like additional support from KDHE MCH Staff to help achieve the Adolescent Objective(s)? (Select all that apply)

	KDHE Support
Objective 4.1: Comprehensive Annual Adolescent Well-Visit/ Preventive Services	☐
Objective 4.2: Access to Health Promotion Activities and Programs	☐

Objective 4.3: Screening, Intervention, Referral for Adolescent Behavioral Health Needs



If you did NOT select "Continue", "Add", and/or "Stop" for Objective 4.1, OPT-OUT of this section

Objective 4.1: Comprehensive Annual Adolescent Well-Visit/ Preventive Services

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 4.2, OPT-OUT of this section

Objective 4.2: Access to Health Promotion Activities and Programs

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 4.3, OPT-OUT of this section

Objective 4.3: Screening, Intervention, Referral for Adolescent Behavioral Health Needs

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

D5-Children with Special Health Care Needs (CSHCN) In this section Special Health Care Need may be any physical developmental, or behavioral health diagnosis that requires ongoing care. Examples include diabetes, autism, and asthma.

Priority 5: Communities, families, and providers have the knowledge, skills, and comfort to support transitions and empowerment opportunities

NPM 12: Percent of adolescents with and without special health care needs, ages 12-17, who received services necessary to make trans to adult health care

For each objective in the following table:

	Continue	Add	Stop
Objective 5.1: Transition Support and Services	☐	☐	☐
Objective 5.2: Improve Function of Systems of Care for CSHCN	☐	☐	☐
Objective 5.3 Care Coordination Supports	☐	☐	☐

Would you like additional support from KDHE MCH Staff to help achieve the Children with Special Health Care Needs (CSHCN) Objective(s)? (Select all that apply)

	KDHE Support
Objective 5.1: Transition Support and Services	☐
Objective 5.2: Improve Function of Systems of Care for CSHCN	☐
Objective 5.3 Care Coordination Supports	☐

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 5.1, OPT-OUT of this section

Objective 5.1: Transition Support and Services

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 5.2, OPT-OUT of this section

Objective 5.2: Improve Function of Systems of Care for CSHCN

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, data, and timeline etc.) (2 points)

17.k

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

If you did NOT select "Continue", "Add", and/or "Stop" for Objective 5.3, OPT-OUT of this section

Objective 5.3: Care Coordination Supports

If "Continue" was selected, describe what will be continued, expanded, improved or enhanced that includes justification with data to support the continued work. (2 points)

If "Add" was selected, describe the new SMART objective and what the activities will be to achieve the new objective. (Include strategies, activities, data, and timeline etc.) (2 points)

If "Stop" was selected, describe why you are no longer working towards this objective. (1 point)

Children with Special Health Care Needs Satellite Office Application

Section Not Scored

CSHCN Satellite Offices connect children with certain health conditions to services and supports. More information about what conditions are covered can be found at: <https://www.kdhe.ks.gov/DocumentCenter/View/6185/Kansas-Special-Health-Care-Needs-Decision-Schema-PDF>

CSHCN Satellite Office Responsibilities Include:

Are you interested in being a CSHCN Satellite Office?

- Yes
- No

MCH Budget

Budget Instructions can be found in the grant guidance under the Maternal and Child Health Home Page.

Grand Total

Attachment: Maternal Child Health (MCH)_Grants_ATL2026 (5) (15474 : KDHE FY26 Aid to Local Grant Application)

\$0.00

17.k

Grand Total
\$0.00

Budget Justification Narrative

Section Points Available: 5 points

Benefits

This refers to the allowances and services employers provide their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, FICA, health insurance, retirement, and workers compensation. Identify each employee fringe benefit rate.

	Staff Name	Percentage for All Fringe Benefits
1.	Sarah Boxberger	39.5
2.	Sara Darnell	39.5
3.	Tammy Feldkamp	39.5
4.	Maria Garcia-Baquero	39.5
5.	Sarah Haybarker	39.5
6.	Jada Hinrichs	39.5
7.	Leslie James	39.5
8.	Breva Spencer	39.5
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Attachment: Maternal Child Health (MCH) - Grants_ATL2026 (5) (15474 : KDHE FY26 Aid to Local Grant Application)

	Staff Name	Percentage for All Fringe B	17.k
16.			
17.			
18.			
19.			
20.			

What benefits do you provide? Select all that apply:

- ☒ FICA
- ☒ Health Insurance
- ☒ Retirement
- ☐ Workers Comp

Capital Equipment

Describe the need for, and cost of, any equipment costing \$5,000 or more, with a useful life of more than one year.

NA

Health Services

Describe need and detail all health services to support the program including contractors and consultants and indicate if individuals and/or organizations will be reimbursed for services on a fee basis. Specify type of contractor or consultant and rate charged.

Medical Consultant - \$93.33 per month for 12 months=\$1,120 total Physician Fees - \$100 per month for 12 months=\$1,200 total

Promotional Materials

Describe need and detail all costs associated with promotional materials, promoting services and recruiting clients and explain how costs were estimated.

Promotional Materials \$2500-Items and advertising to promote services and recruit clients to the program such as brochures

Salary - MCH

For each position associated with the grant request and/or match in the budget, provide position title and the description of MCH work performed.

MCH Social Worker - conducts enrollments for clients, conducts screenings and follows SBIRT process, resource navigation, teaches BAM. MC Supervisor - manages program, staff, applies for grant opportunities to enhance the program and ensures grant deliverable are met, continuously engages/meets with community partners to improve processes, referrals and streamline services for clients, serves as the Riley County Perinatal Coalition Co-Chair and grant administrator. MCH Medical Clerk II - client check-In, reminders, scheduling, billing, coding, referral follow-up, manages enrollment paperwork, updates EHR and DAISEY forms, administrative assistance for BaM and BAF classes. Maternal and Child Health Nurse - provides perinatal home/office visits to families, teachers BAM, Certified Lactation Counselor and provides lactation services to clients, rounds at Via Christi L&D division to obtain client referrals and connect clients to MCH services, provides same day pregnancy testing and education. Maternal and Infant Nurse - provides perinatal home/office visits to families, teachers BAM, Certified Lactation Counselor and provide lactation services to clients, provides same day pregnancy testing and education.

Salary - Children with Special Health Care Needs Satellite Office

For each position associated with the grant request and/or match in the budget, provide position title and the description of Children with Special Health Care Needs Satellite Office work performed.

Children with Special Health Care Needs Satellite Office ONLY

Detail all non-salary costs associated with being a Children With Special Health Care Needs Satellite Office.

NA

Salary - Home Visiting

For each position associated with the grant request and/or match in the budget, provide position title and the description of Home Visiting work performed.

Maternal Child Health Home Visitor - provides educational and resource home visits to clients, teaches BAM, Certified Lactation Counselor and provides lactation services to clients, Certified Passenger Safety Technician and provides car seat education and installation to clients/community, trained as a Presumptive Eligibility Specialist and provides assistance to those applying for KanCare to expedite the approval process, assists with data collection and grant reporting for ATL MCH grant. Maternal and Child Health Nurse - provides perinatal home/office visits to families, teaches BAM, Certified Lactation Counselor and provides lactation services to clients, rounds at Via Christi L&D division to obtain client referrals and connect clients to MCH services, provides same day pregnancy testing and education. Bilingual Navigator - provides case management services in the home/office, education and support to clients, specifically Spanish speaking clients, translates documents from English to Spanish, on site at TWHG (OBGYN) once a week to provide streamlined prenatal care for Spanish speaking clients, connects clients with MCH services and provides translation services, teaches BAM, Certified Lactation Counseling and provides lactation services to clients, Certified Passenger Safety Technician and provides car seat education and installation to clients/community.

Home Visiting ONLY

Detail all non-salary costs associated with Home Visiting.

Trainings -\$600-such as Governor's Conference \$300*2 staff Mileage-\$1000-reimburse home visiting staff for mileage

Supplies

Describe need and detail all costs associated with program supplies and other consumables, costing less than \$5,000 per unit.

General Supplies -\$1800-match-items such as paper, printing, pens, and other general office supplies Medical Supplies-\$500-items such as prenatal vitamins

Training/Travel

Describe the purpose for all training/travel and how costs were determined.

Trainings \$2850 total (\$350 grant/\$2500 match)-for trainings such as the governor's conference and associated hotel/meal/mileage reimbursement for multiple staff

Federally Approved Rate Indirect Costs

Costs attributed to overhead, accounting or general operating expenses. Indirect costs may NOT exceed state rate unless applicant has a federally negotiated rate (upload documentation of federally negotiated indirect rate in the Uploads tab). Indirect can only be used on amount of Federal dollars allocated. This rate may need to be adjusted after funding has been awarded.

NA

Other

Describe the need and justify all other expenses necessary to achieve program outcomes not covered in any other budget category.

Kansas Perinatal Community Collaborative Project-continuation of perinatal yoga-\$7000-amount for perinatal yoga instructor, child care provided during classes, and other items needed for yoga class

Riley County Health Department
2030 Tecumseh Road
Manhattan, Kansas 66502-3541

Grant: Public Health Emergency Preparedness
Grant Period: ATL2026

17.1

County : Riley
Form Name: PHEP SFY2026

Administrator: Brittany Phillips & Diane Creek

Fiscal Officer: Brittany Phillips & Laurie Harris

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Local Health Department Administrator/Director First and Last Name:

Diane Creek

Local Health Department Administrator/Director Address:

2030 Tecumseh Road Manhattan, Kansas 66502

Local Health Department Administrator/Director E-Mail Address:

dcreek@rileycountyks.gov

Local Health Department Administrator/Director Work Telephone Number. Include Area Code.

785-776-4779

Local Health Department Agency Administrator/Director Work Cell Phone Number. Include Area Code.

863-667-6196

Local Health Department Administrator/Director Fax Number. Include Area Code.

785-565-6566

KGMS Agency Administrator First and Last Name:

Diane Creek

KGMS Administrator Address:

2030 Tecumseh Road Manhattan, Kansas 66502

KGMS Administrator E-Mail Address:

dcreek@rileycountyks.gov

KGMS Administrator Work Telephone Number. Include Area Code.

785-776-4779

KGMS Administrator Work Cell Phone Number. Include Area Code.

863-667-6196

Attachment: Public Health Emergency Preparedness (PHEP)_Grants_ATL2026 (2) (15474 : KDHE FY26 Aid to Local Grant Application)

KGMS Administrator Fax Number. Include Area Code.

785-565-6566

17.1

KGMS Agency Fiscal Officer First and Last Name:

Brittany Phillips

KGMS Fiscal Officer Address:

110 Courthouse Plaza, B118 Manhattan, Kansas 66502

KGMS Fiscal Officer E-Mail Address:

bphillips@rileycountyks.gov

KGMS Fiscal Officer Work Telephone Number. Include Area Code.

785-537-6359

KGMS Fiscal Officer Work Cell Phone Number. Include Area Code.

KGMS Fiscal Officer Fax Number. Include Area Code.

785-537-6394

Agency Preparedness Point of Contact First and Last Name:

Diane Creek

Preparedness Point of Contact Address:

2030 Tecumseh Road Manhattan, Kansas 66502

Preparedness Point of Contact E-mail Address:

dcreek@rileycountyks.gov

Preparedness Point of Contact Work Telephone Number. Include Area Code.

785-776-4779

Preparedness Point of Contact Work Cell Phone Number. Include Area Code.

863-667-6196

Preparedness Point of Contact Fax Number. Include Area Code.

785-565-6566

Please select the PHEP Region that the local health department is a member of:

Wildcat Region

Select the Healthcare Coalition (HCC) Region the local health department is a member of:

Northeast Healthcare Coalition

Attachment: Public Health Emergency Preparedness (PHEP)_Grants_ATL2026 (2) (15474 : KDHE FY26 Aid to Local Grant Application)

Complete the budget form below using the funding award amount from the current budget period. This budget amount will be referred to as the Preliminary Budget. After completion of the application, preliminary budget, and budget narrative justification for which follows the budget, upload the signature page in KGMS to the Agency Imports and remit to KDHE. Remit an email to KDHE.Preparedness@KS.Gov alerting our office that the application, preliminary budget, and budget narrative has been completed and remitted and is ready for review.

17.1

Note that the Signature Page must be uploaded to the Agency Imports and not to the Upload Tab. Be sure to select the correct Fiscal Year on the Agency Imports before uploading the signature page.

The budget will not be approved by the KDHE Preparedness Program if the Budget Narrative has not been completed. If during the KDHE review there are any questions, concerns or discrepancies, the Application, Budget, and Budget Narrative will be returned to the Agency with an email notice sent providing direction of what needs to be corrected, changed and/or updated.

For questions related to the completion of your Preparedness Grant Application, Budget, and/or Budget Narrative, please remit an email to KDHE.Preparedness@KS.Gov. Identify in the subject line that there is a question related to the Application, Budget, and/or Budget Narrative to help our office expedite the inquiry.

Salary

Description	Request	Match	Total (Request + Match)
Emergency Response Coordinator Vacant	\$49,327.00	\$9,448.28	\$58,775.28
Debbie Shaver	\$0.00	\$5,933.74	\$5,933.74
Total	\$49,327.00	\$15,382.02	\$64,709.02

Benefits

Description	Request	Match	Total (Request + Match)
FICA	\$0.00	\$4,950.00	\$4,950.00
Health Insurance	\$0.00	\$13,595.00	\$13,595.00
KPERS Retirement	\$0.00	\$6,930.00	\$6,930.00
State Unemployment Tax	\$0.00	\$84.00	\$84.00
Total	\$0.00	\$25,559.00	\$25,559.00

Capital Equipment (ITEMIZE)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Contractual (PHEP ONLY)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Supplies (ITEMIZE)

Description	Request	Match	Total (Request + Match)
Printer Supplies	\$0.00	\$350.00	\$350.00
Total	\$0.00	\$350.00	\$350.00

Travel - In-State

Attachment: Public Health Emergency Preparedness (PHEP)_Grants_ATL2026 (2) (15474 : KDHE FY26 Aid to Local Grant Application)

Description Description	Request Request	Match Match	Total (Request + Match) Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Travel - Out-of-State

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Other

Description	Request	Match	Total (Request + Match)
Cell Phone	\$0.00	\$513.00	\$513.00
Liability Insurance	\$0.00	\$700.00	\$700.00
Total	\$0.00	\$1,213.00	\$1,213.00

Request	Match	Grand Total
\$49,327.00	\$42,504.02	\$91,831.02

Budget Narrative/Justification

Salaries

Provide details on each position fully and/or partially funded by the grant. The information needs to include the employee's first and last name, position title and a brief description of the duties the individual will perform.

The PHEP position is currently vacant. Riley County is in the process of advertising the position. The position will be funded 95% with PHEP funding. The remaining 5% will be funded with WildCat Region PHEP funding through KDHE. The duties of the PHEP coordinator will be as follows: Creates, maintains, and distributes public health emergency preparedness information to community partners and the public. • Develops updates and maintains departmental Emergency Operations Plan coordinating with the Emergency Management Assistant Director. • Collaborates with the Wildcat Regional Preparedness partners to develop and coordinate the Wildcat Region Medical Reserve Corps (MRC) including county and region exercises. • Serves as a member of the Riley County Local Emergency Preparedness Committee (LEPC) and assists the Riley County Emergency Management in planning and response. • Responsible for completing preparedness budget and grant applications, in collaboration with the Health Director and Budget and Finance Officer • Manages reporting requirements with Health Department Director and Budget/Finance Officer. • Assists in disease investigation and reporting and coordinates related information sharing. • Manages emergency response supplies and assets and maintains inventory system. • Provides reports, presentations, and training on emergency preparedness or response skills. • Serves as the Department Safety Officer ensuring emergency response and safety training, to include basic incident management, workplace emergency preparedness and response. Maintains appropriate ICS training, including ICS 100, 200, 700, 800 and 300 level courses.

Capital Equipment

Please provide a description of the equipment, what the equipment will be used for and who will be using the equipment. If no equipment is anticipated, then please put "N/A" in the box.

Equipment is defined as tangible, non-expendable personal property (including exempt property) that has a useful life of more than one (1) year.

AND an acquisition cost of \$5,000 or more per unit.

17.1

Any items necessary to use with the equipment are considered supplies and should be listed in the Supplies category (i.e., computer cables, batteries, computers costing less than \$5,000 per unit, etc.).

Any maintenance or rental fees for equipment should be listed in the Other category.

N/A

Consultant

This category should be used when hiring an individual to give professional advice and/or services (e.g., training, expert consultant, etc.) for a but not as an employee. Written approval must be obtained from the KDHE Preparedness Program prior to establishing a written agreement/contract for consultant services and must be obtained annually to re-establish the written agreement/contract. Approval to initiate or continue program activities through the services of a consultant requires submission of the following information to the KDHE Preparedness Program for each consultant.

Name of Consultant: Enter the first and last name of the consultant and describe his or her qualifications.

N/A

Organizational Affiliation (if applicable): Identify the organization affiliation of the consultant.

N/A

Nature of Services to Be Rendered: Describe the consultation that will be provided, including the specific tasks to be completed and specific deliverables.

N/A

Relevance of Service to the Project: Describe how the consultant services relate to the accomplishment of specific program objectives.

N/A

Number of Days/Hours of Consultation (basis for fee): Specify the total number of days and/or number of hours of consultation.

N/A

Expected Rate of Compensation: Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing all costs (e.g., travel, per diem, supplies, and other related expenses) and list a subtotal.

N/A

Method of Accountability: Describe how the progress and performance of the consultant will be monitored. Identify by listing the first and last name of who is responsible for supervising the consultant agreement at the health department.

N/A

Make note that once the contract is approved by the KDHE Preparedness Program and has been finalized with all required signatures a copy of the signed contract MUST be uploaded to the Upload Tab in KGMS prior to submission of the FSR requesting reimbursement of the indicated contract.

Contractual

Use this category when establishing a third-party contract to perform program activities. Written approval must be obtained from the KDHE Preparedness Program prior to establishing a written agreement/contract. Subcontracts are defined as written agreements/contracts for goods and/or services. The written contract must contain objective deliverables for both the contractor and the contracting party. Payments for services may be by the hour but should include a maximum payment and must also be deliverables based. A copy of all subcontracts must be submitted to the KDHE Preparedness Program for approval prior to signing. Approval requests to utilize funds and initiate program activities through the services of a contractor requires submission of the following information to the KDHE Preparedness Program for each contract.

Name of Contractor: Enter the first and last name of the proposed contractor and indicate whether the contract is with an institution or an individual.

N/A

Indicate whether the contract is sole source or competitive bid.



If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform the contract services.

N/A

Enter the Period of Performance Start Date. (Enter as MM/DD/YYYY.)

N/A

Enter the Period of Performance End Date. (Enter as MM/DD/YYYY.)

N/A

Scope of Work: Describe the specific services/tasks to be performed by the contractor and relate them to the accomplishment of program objectives. Deliverables should be clearly defined.

N/A

Method of Accountability: Describe how the progress and performance of the contractor will be monitored. Identify by entering the first and last name of who is responsible for supervising the contractual agreement at the health department.

N/A

Itemized Budget and Justification: Provide an itemized budget with appropriate justification. If applicable, include any indirect cost paid under the contract and the indirect cost rate used.

N/A

Total Contractual Costs Requested: Provide the total of the Contractual Costs Requested.

N/A

Make note that once the contract is approved by the KDHE Preparedness Program and has been finalized with all required signatures a copy of the signed contract MUST be uploaded to the Upload Tab in KGMS prior to submission of the FSR requesting reimbursement of the indicated contract.

Supplies

All supply categories (office, medical and non-medical supplies) must have the items separately listed and provide detailed information about how it relates to the specific program objectives. Supplies can include, but are not limited to, educational pamphlets, software, general office supplies, POD supplies, etc.

Any items necessary to be used with equipment are considered supplies and should be listed in the Supplies category (i.e., computer cables, batteries, computers costing less than \$5,000 per unit, etc.).

Office Supplies - Please list all items and the justification on how it meets the program objectives.

Riley County will purchase pens, paper, notebooks (regular office supplies) for the PHEP coordinator.

Medical Supplies - Please list all items and the justification on how it meets the program objectives.

N/A

Travel

Dollars budgeted in the travel category should be for staff travel only. Travel for consultants should be in the Contractual category. Travel for other participants (i.e., advisory committees, review panel, etc.) should be itemized as specified in the details below and placed in the Other category. Conference registrations shall be listed in the Other category.

Provide travel destination for both in-state and out-of-state travel, indicate by entry of first and last name(s) of who will be making the trip(s) and the costs associated with the travel (lodging, airfare, mileage, meals and incidentals, etc.).

Travel In-State: Describe the purpose for all in-state travel, enter the first and last name(s) of the traveler(s) and how costs were determined. Detail all costs associated with travel including mileage, lodging, per diem, etc.

N/A

Travel Out-of-State: Describe the purpose for all out-of-state travel, enter the first and last name(s) of the traveler(s) and how costs were determined. Detail all costs associated with travel including mileage, airfare, lodging, per diem, etc.

N/A

Other

Individually list each item requested and provide appropriate justification related to the program objectives. These items may include postage, KIPHS user fees, internet, phones, maintenance or rental fees, travel for other participants (i.e., advisory committees, review panel, etc.), training/education, conference registrations, utility bills, rent, etc.

Describe need and provide justification for all other expenses necessary to achieve program outcomes not covered in any other budget category.

N/A

Indirect Costs

Costs attributed to overhead, accounting or general operating expenses. Indirect costs may NOT exceed state rate unless applicant has a federally negotiated rate (upload documentation of federally negotiated indirect rate in the Uploads tab).

Provide any methodology associated with the indirect rate and a copy of the approved indirect rate agreement. If the de minimus rate is being used please indicate that in the budget.

N/A

Riley County Health Department
2030 Tecumseh Road
Manhattan, Kansas 66502-3541

Grant: State Formula
Grant Period: ATL2026

17.m

County : Riley
Form Name: State Formula SFY2026

Administrator: Brittany Phillips & Diane Creek

Fiscal Officer: Brittany Phillips & Laurie Harris

State Formula Application

Your feedback is very important and will be used to inform statewide public health systems efforts and assist in identification of needs. KDHE has partnered with multiple organizations in the creation of this survey in an attempt to consolidate questions and reduce the number of surveys administered to local health departments throughout the year. Completion of all survey questions required in order for your health department to be eligible for a State Formula award. All responses which include a dollar amount should be rounded to the nearest whole dollar.

If you have any questions about this survey, please contact Cristi Cain at 785-296-6549 or cristi.cain@ks.gov or Sarah Jolley at 316-978-5487 or sarah.jolley@wichita.edu. Thank you for your participation!

Name of person completing application/survey

Brittany Phillips

E-mail address of person completing application

bphillips@rileycountyks.gov

Phone Number

7855376359

Attachment: State Formula (SF)_Grants_ATL2026 (1) (15474 : KDHE FY26 Aid to Local Grant Application)

Salary

Description	Request	Total
Debbie Shaver	\$84,259.08	\$84,259.08
Jacob Clarke	\$40,260.48	\$40,260.48
Total	\$124,519.56	\$124,519.56

Benefits

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Capital Equipment (ITEMIZE)

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Health Services

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Supplies (ITEMIZE)

Description	Request	Total
Medical Supplies (gloves, sharps, etc.)	\$5,000.00	\$5,000.00
Total	\$5,000.00	\$5,000.00

Travel

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Other

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Maintenance of Effort (MATCH ONLY)

Description	Match	Total
MOE	\$1,924,609.00	\$1,924,609.00
Total	\$1,924,609.00	\$1,924,609.00

Attachment: State Formula (SF)_Grants_ATL2026 (1) (15474 : KDHE FY26 Aid to Local Grant Application)

Description	Match	Total	17.m
Request	Match	Grand Total	
\$129,519.56	\$1,924,609.00	\$2,054,128.56	

Wildcat Region
2030 Tecumseh Raod
Manhattan, Kansas 66502

Grant: Regional PHEP
Grant Period: ATL2026

17.n

County : Riley
Form Name: RPHEP SFY2026

Administrator: Brittany Phillips & Diane Creek

Fiscal Officer: Laurie Harris

"This publication was supported by the Grant or Cooperative Agreement Number, NU90TU000045, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services." (Note that this statement applies to applications, budgets, budget narrative/justification, budget maintenance and FSRs in KGMS.)

Regional PHEP Coordinator or Subject Matter Expert (SME) First and Last Name:

Diane Creek

Regional Coordinator or SME Address:

2030 Tecumseh Road Manhattan, Kansas 66502

Regional Coordinator or SME E-Mail Address:

dcreek@rileycountyks.gov

Regional Coordinator or SME Work Telephone Number. Include Area Code.

785-776-4779

Regional Coordinator or SME Work Cell Phone Number. Include Area Code.

863-667-6196

Regional Coordinator or SME Fax Number. Include Area Code.

785-565-6566

Select the Regional PHEP Fiscal Agency County from the drop down list below.

Riley

Fiscal Agency Administrator/Director First and Last Name:

Brittany Phillips

Fiscal Agency Administrator/Director Address:

110 Courthouse Plaza Manhattan, Kansas 66502

Fiscal Agency Administrator/Director E-Mail Address:

bphillips@rileycountyks.gov

Fiscal Agency Administrator/Director Work Telephone Number. Include Area Code.

785-537-6300

Attachment: Regional PHEP (RPHEP) Grants ATL2026 (4) (15474 : KDHE FY26 Aid to Local Grant Application)

Fiscal Agency Administrator/Director Work Cell Phone Number. Include Area Code.

785-466-6715

17.n

Fiscal Agency Administrator/Director Fax Number. Include Area Code.

785-537-6394

KGMS Agency Administrator First and Last Name:

Diane Creek

KGMS Administrator Address:

2030 Tecumseh Road Manhattan, Kansas 66502

KGMS Administrator E-Mail Address:

dcreek@rileycountyks.gov

KGMS Administrator Work Telephone Number. Include Area Code.

785-776-4779

KGMS Administrator Work Cell Phone Number. Include Area Code.

863-667-6196

KGMS Administrator Fax Number. Include Area Code.

785-565-6566

KGMS Agency Fiscal Officer First and Last Name:

Brittany Phillips

KGMS Fiscal Officer Address:

110 Courthouse Plaza Manhattan, Kansas 66502

KGMS Fiscal Officer E-Mail Address:

bphillips@rileycountyks.gov

KGMS Fiscal Officer Work Telephone Number. Include Area Code.

785-537-6359

KGMS Fiscal Officer Work Cell Phone Number. Include Area Code.

KGMS Fiscal Officer Fax Number. Include Area Code.

785-537-6394

Check all counties below that are part of the PHEP Region.

☐ Allen	☐ Coffey	☒ Geary	☐ Johnson	☐ Miami	☐ Pratt	☐ Sherman
☐ Anderson	☐ Comanche	☐ Gove	☐ Kearny	☐ Mitchell	☐ Rawlins	☐ Smith

Attachment: Regional PHEP (RPHEP)_Grants_ATL2026 (4) (15474 : KDHE FY26 Aid to Local Grant Application)

☐ Atchison	☐ Cowley	☐ Graham	☐ Kingman	☐ Montgomery	☐ Reno	☐ Staff
☐ Barber	☐ Crawford	☐ Grant	☐ Kiowa	☐ Morris	☐ Republic	☐ Stanton
☐ Barton	☐ Decatur	☐ Gray	☐ Labette	☐ Morton	☐ Rice	☐ Stevens
☐ Bourbon	☐ Dickinson	☐ Greeley	☐ Lane	☐ Nemaha	☒ Riley	☐ Sumner
☐ Brown	☐ Doniphan	☐ Greenwood	☐ Leavenworth	☐ Neosho	☐ Rooks	☐ Thomas
☐ Butler	☐ Douglas	☐ Hamilton	☐ Lincoln	☐ Ness	☐ Rush	☐ Trego
☐ Chase	☐ Edwards	☐ Harper	☐ Linn	☐ Norton	☐ Russell	☐ Wabaunsee
☐ Chautauqua	☐ Elk	☐ Harvey	☐ Logan	☐ Osage	☐ Saline	☐ Wallace
☐ Cherokee	☐ Ellis	☐ Haskell	☐ Lyon	☐ Osborne	☐ Scott	☐ Washington
☐ Cheyenne	☐ Ellsworth	☐ Hodgeman	☐ Marion	☐ Ottawa	☐ Sedgwick	☐ Wichita
☐ Clark	☐ Finney	☐ Jackson	☐ Marshall	☐ Pawnee	☐ Seward	☐ Wilson
☐ Clay	☐ Ford	☐ Jefferson	☐ McPherson	☐ Phillips	☐ Shawnee	☐ Woodson
☐ Cloud	☐ Franklin	☐ Jewell	☐ Meade	☒ Pottawatomie	☐ Sheridan	☐ Wyandotte

Check the Healthcare Coalition(s) from the list below that the PHEP Region is a part of.

- ☐ Kansas City Healthcare Coalition
- ☒ Northeast Healthcare Coalition
- ☐ South Central Healthcare Coalition
- ☐ North Central Healthcare Coalition
- ☐ Northwest Healthcare Coalition
- ☐ Southeast Healthcare Coalition

Complete the budget form below using the funding award amount from the current budget period. This budget amount will be referred to as the Preliminary Budget. After completion of the application, preliminary budget, and budget narrative justification for which follows the budget, upload the signature page in KGMS to the Agency Imports and remit to KDHE. Remit an e-mail to KDHE.Preparedness@KS.Gov alerting our office that the application has been completed and remitted and is ready for review.

17.n

Note that the Signature Page must be uploaded to the Agency Imports and not to the Upload Tab. Be sure to select the correct Fiscal Year on the Agency Imports before uploading the signature page.

The budget will not be approved by the KDHE Preparedness Program if the Budget Narrative has not been completed.

If during the KDHE review there are any questions, concerns or discrepancies, the Application, Budget, and Budget Narrative will be returned to the Agency with an email notice sent providing direction of what needs to be corrected, changed and/or updated.

For questions related to the completion of your Preparedness Grant Application, Budget, and/or Budget Narrative, please remit an email to KDHE.Preparedness@KS.Gov. Identify in the subject line that there is a question related to the Application, Budget, and/or Budget Narrative to help our office expedite the inquiry.

Salary

Description	Request	Match	Total (Request + Match)
Vacant Emergency Preparedness Coord	\$3,093.44	\$0.00	\$3,093.44
Total	\$3,093.44	\$0.00	\$3,093.44

Benefits

Description	Request	Match	Total (Request + Match)
FICA	\$237.00	\$0.00	\$237.00
Health Insurance	\$654.00	\$0.00	\$654.00
KPERS Retirement	\$328.00	\$0.00	\$328.00
State Unemployment	\$4.00	\$0.00	\$4.00
Total	\$1,223.00	\$0.00	\$1,223.00

Capital Equipment (ITEMIZE)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Contractual (PHEP ONLY)

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Supplies (ITEMIZE)

Description	Request	Match	Total (Request + Match)
Office Supplies (printer supplies, paper, pens)	\$1,300.00	\$0.00	\$1,300.00
Medical Supplies - Stop the Bleed Kits	\$5,000.00	\$0.00	\$5,000.00
Total	\$6,300.00	\$0.00	\$6,300.00

Attachment: Regional PHEP (RPHEP)_Grants_ATL2026 (4) (15474 : KDHE FY26 Aid to Local Grant Application)

Description	Request	Match	Total (Request + Match)
Mileage	\$1,500.00	\$0.00	\$1,500.00
Hotels/AirFare/Meals	\$7,300.00	\$0.00	\$7,300.00
Total	\$8,800.00	\$0.00	\$8,800.00

Travel - Out-of-State

Description	Request	Match	Total (Request + Match)
No data to display			
Total	\$0.00	\$0.00	\$0.00

Other

Description	Request	Match	Total (Request + Match)
Cell Phone	\$27.00	\$0.00	\$27.00
Vehicle Insurance	\$480.00	\$0.00	\$480.00
Software Maintenance/Support	\$150.00	\$0.00	\$150.00
Training & Registrations	\$5,894.00	\$0.00	\$5,894.00
Misc. Preparedness	\$4,362.56	\$0.00	\$4,362.56
Total	\$10,913.56	\$0.00	\$10,913.56

Request	Match	Grand Total
\$30,330.00	\$0.00	\$30,330.00

Budget Narrative/Justification

Salaries

Provide details on each position fully and/or partially funded by the grant. The information needs to include the employee’s first and last name, position title and a brief description of the duties the individual will perform.

The PHEP position is currently vacant. Riley County is working toward advertising to fill the position. This position spends 5% of it's 1 FTE completing reports, collaborating with the partner counties, monitoring the funding, and organizing exercises.

Capital Equipment

Please provide a description of the equipment, what the equipment will be used for and who will be using the equipment. If no equipment is anticipated, then please put “N/A” in the box.

Equipment is defined as tangible, non-expendable personal property (including exempt property) that has a useful life of more than one (1) year AND an acquisition cost of \$5,000 or more per unit.

Any items necessary to use with the equipment are considered supplies and should be listed in the Supplies category (i.e., computer cables, batteries, computers costing less than \$5,000 per unit, etc.).

Consultant

This category should be used when hiring an individual to give professional advice and/or services (e.g., training, expert consultant, etc.) for a but not as an employee. Written approval must be obtained from the KDHE Preparedness Program prior to establishing a written agreement/contract for consultant services and must be obtained annually to re-establish the written agreement/contract. Approval to initiate or continue program activities through the services of a consultant requires submission of the following information to the KDHE Preparedness Program for each consultant.

Name of Consultant: Enter the first and last name of the consultant and describe his or her qualifications.

N/A

Organizational Affiliation (if applicable): Identify the organization affiliation of the consultant.

N/A

Nature of Services to Be Rendered: Describe the consultation that will be provided, including the specific tasks to be completed and specific deliverables.

N/A

Relevance of Service to the Project: Describe how the consultant services relate to the accomplishment of specific program objectives.

N/A

Number of Days/Hours of Consultation (basis for fee): Specify the total number of days and/or number of hours of consultation.

N/A

Expected Rate of Compensation: Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing of costs (e.g., travel, per diem, supplies, and other related expenses) and list a subtotal.

N/A

Method of Accountability: Describe how the progress and performance of the consultant will be monitored. Identify by listing the first and last name of who is responsible for supervising the consultant agreement at the health department.

N/A

Make note that once the contract is approved by the KDHE Preparedness Program and has been finalized with all required signatures a copy of the signed contract MUST be uploaded to the Upload Tab in KGMS prior to submission of the FSR requesting reimbursement of the indicated contract.

Contractual

Use this category when establishing a third-party contract to perform program activities. Written approval must be obtained from the KDHE Preparedness Program prior to establishing a written agreement/contract. Subcontracts are defined as written agreements/contracts for goods and/or services. The written contract must contain objective deliverables for both the contractor and the contracting party. Payments for services may be by the hour but should include a maximum payment and must also be deliverables based. A copy of all subcontracts must be submitted to the KDHE Preparedness Program for approval prior to signing. Approval requests to utilize funds and initiate program activities through the services of a contractor requires submission of the following information to the KDHE Preparedness Program for each contract.

Name of Contractor: Enter the first and last name of the proposed contractor and indicate whether the contract is with an institution or an organization.

N/A

If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform the contract services.

N/A

Enter the Period of Performance Start Date. (Enter date as MM/DD/YYYY.)

N/A

Enter the Period of Performance End Date. (Enter date as MM/DD/YYYY.)

N/A

Scope of Work: Describe the specific services/tasks to be performed by the contractor and relate them to the accomplishment of program objectives. Deliverables should be clearly defined.

N/A

Method of Accountability: Describe how the progress and performance of the contractor will be monitored. Identify by entering the first and last name of who is responsible for supervising the contractual agreement at the health department.

N/A

Itemized Budget and Justification: Provide an itemized budget with appropriate justification. If applicable, include any indirect cost paid under the contract and the indirect cost rate used.

N/A

Total Contractual Costs Requested: Provide the total of the Contractual Costs Requested.

N/A

Make note that once the contract is approved by the KDHE Preparedness Program and has been finalized with all required signatures a copy of the signed contract MUST be uploaded to the Upload Tab in KGMS prior to submission of the FSR requesting reimbursement of the indicated contract.

Supplies

All supply categories (office, medical and non-medical supplies) must have the items separately listed and provide detailed information about how it relates to the specific program objectives. Supplies can include, but are not limited to, educational pamphlets, software, general office supplies, POD supplies, etc.

Any items necessary to be used with equipment are considered supplies and should be listed in the Supplies category (i.e., computer cables, batteries, computers costing less than \$5,000 per unit, etc.).

Office Supplies - Please list all items and the justification on how it meets the program objectives.

Printer supplies to print education and other materials for internal and external use. \$20 for pens, paper, notebooks for use by PHEP coordinator.

Medical Supplies - Please list all items and the justification on how it meets the program objectives.

N/A

Non-Medical Supplies - Please list all items and the justification on how it meets the program objectives.

Stop the Bleed kits for Riley and Geary County school systems. These kits will be given to the school systems along with education to help during bleeding events.

Dollars budgeted in the travel category should be for staff travel only. Travel for consultants should be in the Contractual category. Travel for other participants (i.e., advisory committees, review panel, etc.) should be itemized as specified in the details below and placed in the Other category. Conference registrations shall be listed in the Other category.

Provide travel destination for both in-state and out-of-state travel, indicate by entry of first and last name(s) of who will be making the trip(s) and the costs associated with the travel (lodging, airfare, mileage, meals and incidentals, etc.).

Travel In-State: Describe the purpose for all in-state travel, enter the first and last name(s) of the traveler(s) and how costs were determined. Detail all costs associated with travel including mileage, lodging, per diem, etc.

The purpose of in-state travel is to provide PHEP staff with education and training related to events, outbreaks, and disasters. This funding will be designated specifically for PHEP staff only. The details of the travel will be determined based on the specific training or event. The following expenses will be covered under the in-state travel costs: Mileage/Tolls/Parking/Rental Reimbursement for travel expenses, including mileage for personal vehicles, tolls, parking fees, and rental vehicles, for in-state travel to training events or other related activities. Lodging If required, lodging costs for in-state training will be covered. Airfare Airfare is not applicable for in-state travel. Only ground transportation expenses (mileage, tolls, parking, etc.) will be reimbursed. Meals Meal expenses will be reimbursed according to the per diem guidelines set for the duration of the travel. Please note that all expenses must adhere to the guidelines and approval process outlined in the organization's travel policy. Travel details will be determined based on the specific needs of the training or event.

Travel Out-of-State: Describe the purpose for all out-of-state travel, enter the first and last name(s) of the traveler(s) and how costs were determined. Detail all costs associated with travel including mileage, airfare, lodging, per diem, etc.

The purpose of the out-of-state travel is to provide PHEP staff with education and training related to events, outbreaks, and disasters. This funding will be specifically for PHEP staff only. The exact details of the travel will be determined based on the nature of the training or event. The following expenses will be covered under out-of-state travel costs: Mileage/Tolls/Parking/Rental Reimbursement for travel expenses, including mileage for personal vehicles, tolls, parking fees, and rental vehicles, related to the out-of-state training. Lodging Costs associated with lodging for the duration of the out-of-state training or event will be covered. Airfare If applicable, airfare costs for travel to and from the out-of-state training event will be reimbursed. Meals Meal expenses will be reimbursed according to the per diem guidelines set for the duration of the travel. Please note that all expenses must adhere to the guidelines and approval process as outlined in the organization's travel policy. The exact travel details will be finalized based on the training needs and event specifics.

Other

Individually list each item requested and provide appropriate justification related to the program objectives. These items may include postage, KIPHS user fees, internet, phones, maintenance or rental fees, travel for other participants (i.e., advisory committees, review panel, etc.), training/education, conference registrations, utility bills, rent, etc.

Describe the need and provide justification for all other expenses necessary to achieve program outcomes not covered in any other budget category.

5% of the cell phone stipend will be funded by the WildCat PHEP funding. The cell phone enables the PHEP coordinator to be in contact at all times.

Indirect Costs

Costs attributed to overhead, accounting or general operating expenses. Indirect costs may NOT exceed state rate unless applicant has a federally negotiated rate (upload documentation of federally negotiated indirect rate in the Uploads tab).

Provide any methodology associated with the indirect rate and a copy of the approved indirect rate agreement. If the de minimus rate is being used, please indicate that in the budget.

N/A



OUTSIDE AGENCY
Discussion

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

COMMISSION AGENDA REPORT

FROM: Pat Collins, Bala Township Clerk

MEETING: March 6, 2025

SUBJECT: Township discussion about County Unit

PRESENTER: Pat Collins, Bala Township Clerk

County Unit Task Force

For years there have been discussions about if Riley County would, could or should change the way rural roads are managed. The first time I remember a significant discussion was when Pottawatomie County changed to the county unit. Since I have been attending the annual township officers meeting there has been formal or informal discussions. My guess is there has been the same discussion at the township board meetings and when we have really bad spring roads or massive snows. In talking to other township officers and citizens there is a wide difference in the knowledge of what the townships can do and what a county unit could do.

Recently, in talking to the county engineer and his staff, they identified some concerns that our townships face. One is the aging operators that can work on roads part time at the whim of the trustees. The second is complaints about the rising cost of keeping roads up and our aging equipment. The third is complaints or concerns our citizens share with our elected bodies, and staff when the roads are not maintained regularly.

I would like to propose a working group or small task force to study the idea of a county unit and produce a report that the county commission, county staff, and township officers can provide to the public when asked about this question. If agreeable I would like to solicit volunteers at the annual township officers' meeting March 12th. Below is a possible list of topics that should be covered. It also lists some deliverables for the BOCC in the form of a summary.

Membership:

Suggested members could include PW employees as advisors, Joe from Clerk's office, 4-6 TWP volunteers

HISTORY:

Townships and level of service: road, bridge, culvert, snow, signs, buildings, trees, weeds (some townships also run a cemetery or Parks)

- Ashland
- Bala
- Center
- Fancy Creek
- Grant
- Jackson
- Madison
- Manhattan
- Mayday
- Ogden
- Sherman
- Swede Creek
- Wildcat
- Zeandale

RESEARCH:

Define the three types of unit config in Kansas

Road Types:

The County maintains around 250 miles of roads right now.

Currently townships have 5 categories of township roads: PAVED residential, HIGH GRADED, FEE ACCESS and UNIMPROVED/ MINIMALLY MAINTAINED as well as CONVENIENCE and BORDER Roads (adjoining to another township or county)

Items that need to be included in discussions:

Bus routes, mail routes, trash routes

Costs including personnel, equipment maintenance, road and bridge repair and replacements, buildings and vehicles, weed and tree contracts, cemetery and/or park maintenance.

Plans/expectations/time frame/implementation process/governance/Boards/funding/ limitations

Property transfer

Deliverables to the BOCC

- History
- Assessment of each township
- Present costs/ future enhancement costs
- Possible unit outline
- Expected unit costs/ maybe unit/mile of road?
- Pros/cons
- Expected timeframe/ plan
- Summary

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:



PUBLIC WORKS

Contract > \$10K

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: March 6, 2025

SUBJECT: Marlatt Reconstruction Project

PRESENTER: John Ellermann

BACKGROUND

The Marlatt Reconstruction Project will consist of 1.2 miles of three-lane pavement with curb and gutter from Browning Ave. to College Ave. and a two-lane section with curb and gutter from College Ave. to Denison Ave. The project also includes a 10' multi-use path along Marlatt Ave. from Denison Ave. to Tattarrax Drive and from Marlatt Ave. to Pecanwood Drive along Browning Ave. This project will complete the improvements to the county portions of Marlatt Ave. The project design will be jointly funded by the County and City.

The estimated design costs of \$655,100 will be split 75% County and 25% City. Alfred Benesch & Company (Benesch) was selected to design the project. Design is scheduled for completion towards the end of 2026, after the opening of the round-a bouts on US-24. This will allow construction to begin around the spring of 2027. Attached is a copy of the County/City Agreement and the Benesch Consulting Services Agreement for your review and signature if approved.

DISCUSSION

The design scope consists of 1.2 miles of three-lane pavement with curb and gutter from Browning Ave. to College Ave. and a two-lane section with curb and gutter from College Ave. to Denison Ave. The design will evaluate left and right turn lanes on Marlatt Ave. at the Browning Ave. and College Ave. intersections. The project also includes a 10' multi-use path along the South side of Marlatt Ave. from Denison Ave. to Browning Ave. It is anticipated the work in this section will be within the existing r/w. The trail then crosses to the North side of Marlatt Ave. from Browning Ave. to Tattarrax Drive. It will also run South along the West side

of Browning Ave. from Marlatt Ave. to Pecanwood Drive

FISCAL IMPACT

This is a County sales tax project. The County/City agreement is set up for the County to enter into an agreement with Benesch and periodically invoice the City for reimbursement of their share.

RECOMMENDATION(S)

Staff recommends the Board approve and sign both agreements.

POSSIBLE MOTION(S)

Move to approve the County/City agreement for the cost share of design services for the Marlatt Ave Reconstruction Project.

Move to approve the agreement with Benesch for the design services of the Marlatt Ave. Reconstruction Project.

Move to deny

Move to modify

Move to table

Enclosures:

- 2025.0204-Agmt-RileyCounty_Citysigned (PDF)
- Riley County - Marlatt Corridor Proposal Package 1-15-25 (002) (PDF)

AGREEMENT MARLATT CORRIDOR PROJECT DESIGN

THIS AGREEMENT, made and entered into this ____ day of _____, 2025, by and between the City of Manhattan, Kansas, a municipal corporation, ("City") and the Board of Riley County Commissioners, ("County").

WHEREAS, the parties have determine it is in their best interests to make the public street, sidewalk, trail and other related public improvements for the Marlatt Avenue Corridor Project; and,

WHEREAS, K.S.A. 12-2908 and K.S.A. 68-169 authorize the parties to execute this Agreement to facilitate their cooperation in making the public improvements; and,

WHEREAS, the governing body of the County approved and authorized its Chair to execute this Agreement by official vote on the ____ day of _____, 2025; and,

WHEREAS, the governing body of the City approved and authorized its Mayor to execute this Agreement by official vote on the 4th day of February, 2025.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. **Purpose.** The purpose of this Agreement is to design the public improvements related to the Marlatt Avenue Corridor Project, as described in Exhibit A (collectively, "Project").
2. **Project Costs; Grant Application.** The Project's estimated total design cost is Six-Hundred-Fifty-Five-Thousand-One-Hundred Dollars (\$655,100) ("Project Cost"). The parties agree that the County will pay seventy-five-percent (75%) of the balance of the Project Costs, and the City will pay twenty-five percent (25%) of the Project Costs.
3. **Financing.** The City and the County shall each pay its portion of the Project Cost with budgeted and appropriated funds.
4. **Project Administration.** The County agrees to administer the Project, through its Director of Public Works, as follows:
 - a. City and County staff have agreed upon Alfred Benesch & Company ("Benesch") for Project design pursuant to the County's selection process. The City and County governing bodies affirm that selection. The County agrees to enter into a design agreement with Benesch.
 - b. When Project design is thirty percent (30%) complete to the parties' mutual satisfaction, the parties will negotiate with Benesch for completion of Project design. The County agrees to execute the necessary documents necessary to complete Project design.

- c. The County agrees to timely process pay applications pursuant to the contract with Benesch. The County will periodically invoice the City to reimburse the County for the City's share, but no more frequently than once per month.
 - d. The County agrees to insert the following provisions in the design contract with Benesch:
 - i. That Benesch will defend, indemnify and save the County and City harmless from and against all liability for damages, costs, and expenses arising out of any claim, suit or action for injuries or damages sustained to persons or property by reasons of the acts or omissions of Benesch and the performance of its contract.
 - ii. The neither the City nor the County shall be required to defend, hold harmless or indemnify Benesch for any acts or omissions. The liability of the City and County is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
 - iii. Benesch shall observe the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.).
 - iv. That the parties do not agree to binding arbitration, or the payment of damages or penalties.
 - v. That there is no agreement for the payment of attorney fees, costs or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403).
 - vi. That no provision in the design contract shall be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to any party.
 - vii. That the design contract is subject to the provisions of the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113) and the Kansas Budget Law (K.S.A. 79-2935).
5. **Agreement Termination.** This Agreement shall terminate when Project design is one hundred percent (100%) complete and paid for, to the parties' mutual satisfaction. The parties will determine whether to proceed with Project construction, and the terms thereof, through a separate agreement executed by the governing bodies. The parties agree they may cooperate to apply for a Kansas Department of Transportation grant ("the Grant") to assist in funding Project construction. The application and approval of the Grant may be for the parties jointly, or either party individually. Any received Grant funds shall be applied to reduce Project construction costs.
6. **Miscellaneous Provisions.**
- a. **Modification and amendment.** This Agreement cannot be modified or amended by any verbal statement, promise or agreement, and no modification or amendment shall be binding on the parties unless agreed in writing and signed by each party.
 - b. **Applicable law, venue and jurisdiction.** This Agreement shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this Agreement shall reside only in courts located in the State of Kansas.

- c. **Assignment and enforceability.** Neither party may assign this Agreement or any interest herein without obtaining the prior written consent of the other party. This Agreement shall be binding upon, and shall inure to the benefit of, the parties, their successors and permitted assigns. Only the parties may enforce this Agreement; no other person or entity shall have rights enforceable hereunder.
- d. **Subject to Kansas Law.** The right of the parties to enter into this Agreement is subject to the provisions of the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113) and the Kansas Budget Law (K.S.A. 79-2935). This Agreement shall be construed and interpreted to ensure that the parties remain in compliance, at all times, with these laws.

IN WITNESS WHEREOF; the parties have caused this Agreement to be signed by their duly authorized representatives as of the date first above written.

CITY OF MANHATTAN:

Karen McCulloh
Karen McCulloh, Mayor



ATTEST:

Brenda K. Wolf
Brenda K. Wolf, City Clerk

BOARD OF RILEY COUNTY COMMISSIONERS:

Greg McKinley, Chair

ATTEST:

Rich Vargo, County Clerk

Corridor Conceptual Layout



Attachment: 2025.0204-Agmt-RileyCounty_Citysigned (15511 : Marlatt Reconstruction Project)



CONSULTING SERVICES AGREEMENT

CLIENT	Riley County	Project Name Marlatt Corridor Reconstuction
Address	6215 Tuttle Creek Blvd	
	Manhattan, KS 66503	
		Project Location Marlatt Ave
Telephone	785-539-2981	
Client Contact		Consultant PM Michael Heigert
Client Job No.		Consultant Job No.

This Agreement is made by and between Riley County, hereinafter called "Client," and Alfred Benesch & Company, hereinafter called "Consultant", for professional consulting services as specified herein. Consultant agrees to provide Client with requested consulting services more specifically described as follows (or shown in Attachment A):

Shown in attachment A

The General Conditions and the following Attachments are hereby made a part of the Agreement:

☒ Attachment A: Scope of Services and Fee Estimate

☐ Attachment B: Schedule of Unit Rates

☐ Attachment C: _____

or

☐ Exhibit A: Work Authorizations specifying Method of Payment, Scope, and Fee

By signing this Agreement, Client acknowledges that it has read and fully understands this Agreement and all attachments thereto. Client further agrees to pay Consultant for services described herein upon receipt of invoice by Client for the Consultant's estimated fee as described below:

☐ By Lump Sum: \$_____.

☒ By Time and Materials: \$655,100.00.

☐ By Other Payment Method (See Attachment _____): \$_____.

☐ As shown on serially numbered Work Authorizations Using Exhibit A

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement:

CLIENT

ALFRED BENESCH & COMPANY

BY: _____
AUTHORIZED REPRESENTATIVE

BY: Robert R. Krewson
AUTHORIZED REPRESENTATIVE

PRINT NAME: Greg McKinley

PRINT NAME: Robert R. Krewson

TITLE: Chairman, Riley County Board of Commissioners

TITLE: Sr. Vice President

DATE: _____, 2025

DATE: January 3, 2025

BENESCH OFFICE: Manhattan

ADDRESS: 2627 KFB Plaza, Suite 102W

Manhattan, KS 66503

PLEASE SIGN AND RETURN ONE COPY TO ALFRED BENESCH & COMPANY (ADDRESS ABOVE).

Attachment: Riley County - Marlatt Corridor Proposal Package 1-15-25 (002) (15511 : Marlatt Reconstruction Project)

SECTION 1 – Services by Consultant

1.1 General

Consultant shall provide services under this Agreement only upon request of the Client, and only to the extent defined and required by the Client. These services may include the use of outside services, outside testing laboratories, and special equipment.

Attachments to this Agreement are as identified on the signature page to this Agreement or using serially numbered Work Authorizations, and with these GENERAL CONDITIONS, are all as attached hereto, and made a part of this Agreement.

1.2 Scope of Services and Fees

The services to be performed by Consultant and the associated fee are attached hereto and made a part of this Agreement or by using serially numbered Work Authorizations, all as identified on the signature page to this Agreement, and shall be performed by the Consultant in accordance with the Client's requirements. The Scope of Services and Fee Estimate (Attachment A) is valid for sixty (60) days, after which Consultant reserves the right to revise the Scope or Fee Estimate.

It is mutually understood that Consultant's fee is not a firm contractual amount, except the total fee by the Consultant shall not be exceeded unless authorized in writing by the Client. The intent of the Scope of Services is to identify the services to be provided by Consultant. However, it is specifically understood that by written notice to Consultant, Client can decrease or, with concurrence of Consultant, increase the Scope of Services.

1.3 Licenses and Permits

Consultant shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out this Agreement. Consultant shall notify Client immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of this Agreement by Client, in Client's sole reasonable discretion.

SECTION 2 – Payments to Consultant

2.1 Method of Payment

Payment for Consultant's personnel services and direct expenses shall be based on the Method of Payment which is identified on the signature page to this Agreement or serially numbered Work Authorizations, attached hereto, and made a part of this Agreement.

2.2 Payment for Personnel Services

2.2.1 Payment

Payment for the services rendered by Consultant's personnel shall be based on the hours of chargeable time and in accordance with Consultant's Schedule of Unit Rates, which is identified on the signature page to this Agreement and attached hereto, and made a part of this Agreement.

2.2.2 Chargeable Time

Chargeable time for Consultant's personnel is that portion of their time devoted to providing services requested by Client. Chargeable time for field personnel located away from Consultant's office for more than one week is a minimum of eight hours per day and five days per calendar week, except for Consultant observed legal holidays or during an employee's sick leave or vacation time. Travel time from Consultant's office to an assigned work site, and

return to Consultant's office, is chargeable time; or if more economical for Client, Consultant shall lodge its personnel overnight near the work site in lieu of traveling back to Consultant's office at the end of each workday.

2.2.3 Overtime Rates

The basis for payment to Consultant for each hour worked in excess of forty (40) hours in any calendar week shall be the applicable hourly rate as specified in the Schedule of Unit Rates.

2.3 Payment for Direct Expenses

2.3.1 Payment

For Direct Expenses incurred by Consultant, payment to Consultant by the Client shall be in accordance with Consultant's Schedule of Unit Rates. Payments shall be supported with documentation required by the Client including, but not necessarily limited to, that document described in Section 6.15 Records, Reports and Inspection.

2.3.2 Direct Expenses

Payments shall be made to Consultant only for items and service provided to support the Agreement purpose when such items and services are specifically authorized by the Agreement. The Client reserves the right to disallow reimbursement for any item or service billed by Consultant if Client believes that such item or services was not provided to support the Agreement purposes, or was not authorized by the Agreement. For the purposes of this Agreement, Direct Expenses to be contracted and managed by Consultant and payable by Client to Consultant shall include: Outside Services including the services and reimbursable expenses for firms other than Consultant which are necessary for the work the Consultant is directed to perform; Laboratory Tests and related reports necessary for the work the Consultant is directed to perform, either by the Consultant or by an outside service for the Consultant; Special Equipment expenses including the costs of the Consultant locating, acquiring, leasing, or renting any equipment or facilities not currently owned, leased, or rented by Consultant at the time of the request for services which are necessary to enable Consultant to provide the services requested; vehicles furnished by Consultant for Consultant's authorized travels and for Consultant's field personnel; Per Diem expense or actual costs of maintaining Consultant's field personnel on or near the Project site, for each day of field assignment away from Consultant's office; and Other Direct Expenses associated with all services provided hereunder and identified in the Schedule of Unit Rates.

2.4 Payment Conditions

2.4.1 Consultant shall submit monthly invoices for all personnel services and direct expenses under this Agreement and a final invoice upon completion of services. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of Consultant's invoice and the amount of payment shall not exceed the maximum amount allowed by the Agreement without written approval from the Client.

2.4.2 Invoices are due and payable upon receipt by Client and shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas and in compliance with the Kansas Prompt Payment Act. **2.4.3** In the event of a disputed or contested invoice, Client must provide written notice to Consultant within ten (10) days of the date of any invoice, otherwise the invoice will be considered to be correct. In the event Client timely submits in writing a dispute on a particular invoice, only that portion so contested will be withheld from payment and the Client will pay the undisputed portion. No interest will accrue on any reasonably contested portion of the invoice until mutually resolved.

2.4.4 If Client fails to make payment in full to Consultant of amounts owed pursuant to this Section 2 within forty-five (45) days of the date of the invoice, Consultant may, after giving seven (7) days' written notice to Client, suspend services under this Agreement until paid in full, including interest. Consultant shall have no liability to Client for delays or damages caused by such suspension of services. No final plans, documents or reports will be released for any purpose until Consultant has been paid in full.

2.4.5 The billing rates specified in the Schedule of Unit Rates for subsequent years shall be adjusted annually in accordance with Consultant's costs of doing business, subject to Client's review and concurrence.

2.4.6 There is no agreement for payment of attorney fees, costs or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403).

SECTION 3 - Term of Agreement

3.1 Term

Consultant's obligations to perform under this Agreement shall extend from the date of execution until terminated by either party.

3.2 Abandonment of Work

Client shall have the absolute right to abandon any work requested hereunder or to change the general scope of the work at any time, and such action on its part shall in no event be deemed a breach of contract.

3.3 Termination of Agreement

3.3.1 Termination with Cause

The obligation to provide further services under this Agreement may be terminated with cause by either party by written notice stating the basis for the termination and providing 7 days to cure. The termination will be effective seven (7) days after delivery of written notice thereof if the basis for the termination has not been cured. In the event of termination by Consultant caused by failure of the Client to perform in accordance with the terms of this Agreement, Client shall pay for all services performed prior to the effective date of the termination, including all project termination expenses, collection fees and legal expenses. Consultant shall prepare a progress report, including information as to all the services performed by Consultant and the status of the services as of the date of the termination, and provide information and documents developed under the terms of this Agreement to the Client upon receipt of final payment. In the event of termination by the Client caused by failure by Consultant to perform in accordance with the terms of this Agreement, Consultant shall prepare a progress report, including information as to all the services performed by Consultant and the status of the services as of the date of the termination and provide information and documents developed under the terms of this Agreement to the Client. Upon receipt of all other information and documents, Client shall pay Consultant for services performed prior to the effective date of the termination. Notwithstanding the above, Consultant shall not be relieved of liability to Client by virtue of any breach of the Agreement by Consultant.

3.3.2 Termination without Cause

Either party may, at its sole discretion, terminate this Agreement without cause at any time. In the event of such termination, the terminating party will promptly notify and confirm the termination in writing to the other party. The termination will be effective thirty (30) days after delivery of written notice thereof. Upon termination, Consultant shall prepare a progress report, including information as to all the services performed by Consultant and the status of the services as of the date of the termination, and provide information and documents developed under the terms of

this Agreement to the Client upon receipt of final payment.

3.3.3 Termination Due to Lack of Funding Appropriation

If, in the judgment of the Riley County Commissioners, after consultation with its Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, Client may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after Client mails written notice to Consultant. In the event of such termination, Client agrees to give written notice of termination to Consultant. The termination of the contract pursuant to this Section 3.3.3 shall not cause any penalty to be charged to the County or the Contractor.

With regard to equipment, leased or otherwise, provided to County under the contract, if lawful, County will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the contract by County, title to and possession of any equipment purchased by the County under contract, but not fully paid for, shall revert to Contractor at the end of County's current fiscal year.

3.4 Payment for Work Upon Abandonment or Agreement Termination

If Client abandons requested work or terminates this Agreement, Consultant shall be paid on the basis of work completed to the date of abandonment or effective date of termination. Consultant shall perform no activities other than reasonable wrap-up activities after receipt of notice of abandonment or termination. Payment for the work shall be as established under Section II.

SECTION 4 - General Considerations

4.1 Assignment and Responsibility for Personnel

4.1.1 The assignment of personnel and all phases of the undertaking of the services which Consultant shall provide hereunder shall be subject to the oversight and general guidance of Client.

4.1.2 While upon the premises of Client or property under its control, all employees, agents, and subconsultants of Consultant shall be subject to Client's rules and regulations respecting its property and the conduct of its employees thereon.

4.1.3 However, it is understood and agreed that in the performance of the work and obligations hereunder, Consultant shall be and remain an independent Consultant and that the employees, agents or subconsultants of Consultant shall not be considered employees of or subject to the direction and control of Client. Consultant shall be responsible for the supervision and performance of all subconsultants which are to perform hereunder. As an independent contractor, Consultant, and employees of Consultant, will not be within the protection or coverage of Client's workers' compensation insurance, nor shall Consultant, and employees of Consultant, be entitled to any current or future benefits provided to employees of Client. Further, Client shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by Client to Consultant. Consultant shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Consultant's sole expense.

4.1.4 Consultant represents that it has, or shall secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any other contractual relationship with the Client. All personnel

engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Agreement. Consultant will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

4.1.5 Consultant shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

4.2 Insurance

4.2.1 Consultant shall furnish Client a certificate of insurance upon request showing amounts and types of insurance indicated below, which certificate shall contain a commitment by the Insurance Company that during the time any work is being performed by Consultant under this Agreement it will give Client notice of cancellation or non-renewal of the insurance coverage shown on such certificates in accordance with policy provisions.

Consultant shall maintain in full force and effect during the term of this agreement the insurance policies and coverages listed below, which policies shall be issued by a responsible carrier selected by Consultant. Limits for coverage are as follows:

- General Liability Insurance - \$500,000 per occurrence
- Workers Compensation – Per State Statutes
- Employers Liability
 - \$100,000 per Accident
 - \$500,000 per Disease
 - \$100,000 each Employee
- Business Auto (Owned & Non-Owned) \$500,000 Combined Single Limit Per Accident
- Property/Contents – Consultant agrees to maintain fire and extended coverage on all property, real or personal belonging to Consultant.

The Riley County Board of County Commissioners and Riley County, Kansas shall be included as an additional insured with respect to the General Liability and Business Auto insurance coverages. All of the foregoing coverages shall be issued by a company or companies licensed to do business in the state of Kansas.

4.2.2 Any construction contracts relative to Consultant's Services shall require that the Client and Consultant be included as additional insureds on the contractor's and contractor's subcontractors' commercial general liability and commercial automobile liability insurance policies and that the coverage afforded Client and Consultant is primary to any insurance maintained by Client or Consultant and that Client and Consultant's insurance is non-contributory with any coverage afforded by contractor and subcontractors. Client will also require contractor and all subcontractors to purchase and maintain workers' compensation and employer's liability insurance. Consultant will name the Client as additional insured on Consultant's commercial general liability insurance.

4.2.3 The Client shall not be required to purchase, any insurance against loss or damage to any personal property to which this Agreement relates, nor shall this Agreement require the Client to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), Consultant shall bear the risk of any loss or damage to any personal property to which Consultant holds title.

4.3 Successors and Assigns

4.3.1 Client and Consultant each binds itself and its partners, successors, executors, administrators,

assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.

4.3.2 Neither Consultant nor Client shall assign or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other party, except as stated in paragraph 4.3.1 and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent consultants, associates, and subconsultants as it may deem appropriate to assist in the performance of services hereunder.

4.3.3 Consultant will notify Client in writing at least thirty (30) calendar days in advance of Consultant's merger with any other business entity, or of any sale or other transfer of Consultant's assets to any other business entity. In the event of any such merger, sale or other transfer of Consultant assets, Consultant will reasonably cooperate with Client in assuring that provision of all Services under this Agreement are not disrupted before, during and after such merger, sale or other transfer of Consultant's assets. After such merger, sale or other transfer of Consultant assets, Consultant will reasonably cooperate with Client in providing any documents or information necessary to establish any prior payments made by Client to Consultant under this Agreement.

4.3.4 Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client and Consultant except as otherwise provided herein.

4.4 Compliance with Law

4.4.1 Consultant shall exercise the professional standard of care to comply with, and cause its subconsultants to comply with, applicable Federal, state, and local laws, orders, rules, and regulations in effect at the time services are rendered, and relating to the performance of the services Consultant is to perform under this Agreement. If the Scope of Services requires Consultant to prepare an application for a permit, Consultant does not represent or warrant that said permit or approval will be issued by any governmental body.

4.4.2 Neither the Consultant nor the Consultant's agents or employees shall discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to hiring, tenure, terms, conditions, or privileges of employment, because of race, color, religion, sex, or national origin.

4.5 Ownership and Reuse of Documents

4.5.1 All drawings, specifications, test reports, and other materials and work products which have been prepared or furnished by Client prior to this Agreement shall remain Client's property. Consultant shall be permitted to rely on Client furnished documents and Client shall make available to Consultant copies of these materials as necessary for the Consultant to perform the services requested hereunder.

4.5.2 All drawings, specifications, test reports, and other materials and work products, including computer aided drawings, designs, and other data filed on electronic media which will be prepared or furnished by Consultant (and Consultant's independent professional associates and subconsultants) under this Agreement, are instruments of service in respect to the Project and Consultant shall retain an ownership and property interest therein whether or not

the Project is completed. Client may make and retain copies for information and reference in connection with the use and the occupancy of the Project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others acting on behalf of Client on extensions of the Project or on any other project. Further, Consultant makes no warranty as to the compatibility of computer data files with computer software and software releases other than that used by Consultant in performing services herein, and to the condition or availability of the computer data after an acceptance period of thirty (30) days from delivery to Client. Any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Consultant or to Consultant's independent professional associates or subconsultants, and Client shall indemnify and hold harmless Consultant and Consultant's independent professional associates and subconsultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by Client and Consultant.

4.6 Consultant's Personnel at Project Site

4.6.1 The presence or duties of the Consultant personnel at a Project site, whether as onsite representatives or otherwise, do not make the Consultant or its personnel in any way responsible for those duties that belong to the Client and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the project documents and any health or safety precautions required by such construction work. The Consultant and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor or other entity or any other persons at the site except Consultant's own personnel.

4.6.2 To the extent Consultant's Scope of Work includes construction observation, the Consultant shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. Consultant neither guarantees the performance of the contractor(s) nor assumes responsibility for contractor(s)' failure to perform their work in accordance with the project documents.

4.7 Opinions of Cost, Financial Considerations, and Schedules

In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the Project, the Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor(s)' methods of determining prices, or over competitive bidding or market conditions. Consultant's opinions of probable Total Project Costs and Construction Costs provided for herein as appropriate are made on the basis of Consultant's experience and qualifications and represent Consultant's judgments as an experienced and qualified professional consultant familiar with the construction industry. Consultant makes no warranty that

the Client's actual Total Project or Construction Costs, financial aspects, economic feasibility, or schedules will not vary from the Consultant's opinions, analyses, projections, or estimates. If Client wishes greater assurance as to any element of the Total Project or Construction cost, feasibility, or schedule, Client will employ an independent cost estimator, contractor, or other appropriate advisor.

4.8 Discovery of Unanticipated Pollutant and Hazardous Substance Risks

4.8.1 If Consultant, while performing the services, discovers pollutants and/or hazardous substances that pose unanticipated risks, it is hereby agreed that the scope of services, schedule, and the estimated cost of Consultant's services will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination.

4.8.2 In the event that the Agreement is terminated because of the discovery of pollutants and/or hazardous substances posing unanticipated risks, it is agreed that Consultant shall be paid for its total charges for labor performed and reimbursable charges incurred to the date of termination of this Agreement, including, if necessary, any additional labor or reimbursable charges incurred in demobilizing.

4.8.3 Client also agrees that the discovery of unanticipated pollutants and/or hazardous substances may make it necessary for Consultant to take immediate measures to protect health and safety. Consultant agrees to notify Client as soon as practically possible should unanticipated pollutants and/or hazardous substances be suspected or encountered. Client authorizes Consultant to take measures that in Consultant's sole judgment are justified to preserve and protect the health and safety of Consultant's personnel and the public. Client agrees to compensate Consultant for the additional cost of taking such additional precautionary measures to protect employees' and the public's health and safety. This section is not intended to impose upon Consultant any duties or obligations other than those imposed by law.

SECTION 5 - Professional Responsibility

5.1 Performance of Services

Consultant shall perform its services consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances (hereinafter the "Standard of Care"). Consultant expressly disclaims all express or implied warranties and guarantees with respect to the performance of professional services, and it is agreed that the quality of such services shall be judged solely as to whether the services were performed consistent with the Standard of Care. Consultant owes Client only that level of performance defined in this Section 5.1, and nothing herein shall be construed as creating a fiduciary relationship.

If at any time prior to construction Client believes Consultant's services are deficient due to not meeting the Standard of Care, Client must immediately inform Consultant in writing and shall afford Consultant the opportunity to correct such deficiency. If, upon review by Consultant it is determined there is a deficiency that fails to meet the standard of care and it is attributable to Consultant, the deficiency shall be corrected at no additional cost to Client.

5.2 Not Used

5.3 No Special or Consequential Damages

Client and Consultant agree that to the fullest extent permitted by law neither party shall be liable to the other for

any special, indirect, or consequential damages whatsoever, whether caused by either party's negligence, errors, omissions, strict liability, breach of contract, breach of warranty, or other cause or causes.

5.4 Indemnification

To the fullest extent permitted by law Consultant agrees to indemnify and save the County and the city harmless from and against all damages, costs and expenses arising out of any claim, suit or action for injuries or damages sustained to persons or property to the extent caused by the negligent acts, errors or omissions during the performance of this Agreement.

Neither the City nor the County shall be required to defend, hold harmless or indemnify Benesch for any acts or omissions. The liability of the City and County is defined under the Kansas tort Claims Act (K.S.A. 75-6101 et seq.)

5.5 No Third Party Beneficiaries

Client and Consultant expressly agree that this Agreement does not confer upon any third party any rights as beneficiary to this Agreement. Consultant accepts no responsibility for damages, if any, suffered by any third party as the result of a third party's use of the work product, including reliance, decisions, or any other action taken based upon it.

Client agrees that Consultant's services and work products are for the exclusive present use of Client. Client agrees that Consultant's compliance with any request by Client to address or otherwise release any portion of the work product to a third party shall not modify, rescind, waive, or otherwise alter provisions of this Agreement nor does it create or confer any third party beneficiary rights on any third party.

SECTION 6 - Miscellaneous Provisions

6.1 Notices

Any notice to either party herein shall be in writing and shall be served either personally or by registered or certified mail addressed to the signing party shown on the signature page.

6.2 Joint Preparation

For purposes of contract interpretation and for the purpose of resolving any ambiguity in this Agreement, the parties agree that this Agreement was prepared jointly by them and/or their respective attorneys.

6.3 Headings

Headings used in this Agreement are for the convenience of reference only and shall not affect the construction of this Agreement.

6.4 Severability

If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

6.5 Dispute Resolution

If negotiation in good faith fails to resolve a dispute within thirty (30) days of written notice of the dispute by either party, then the parties agree that, with the exception of claims that are subject to the applicable venue's small claims court jurisdiction, each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to

mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties and shall be held in a location mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a mediated settlement agreement, which agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder. Any dispute not resolved through mediation shall be subject to litigation in a court of competent jurisdiction in the state in which the project is located.

The parties do not agree to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency.

6.6 Equal Opportunity

Consultant will, in the performance of this Agreement, comply with federal, state, and local laws, and all regulations and orders issued under any applicable law related to equal employment opportunity, non-discrimination, or employment generally.

Consultant certifies that it will not knowingly employ or contract with a non-legal resident of the United States to perform work under this Agreement and verifies or attempts to verify employee eligibility of its employees through participation in the U.S. Department of Homeland Security and Social Security Administration's E-Verify system.

Consultant shall observe the provision of the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq). Contractor shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.

6.6.1 In all solicitations or advertisements for employees, Consultant shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

6.6.2 If Consultant fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Consultant shall be deemed to have breached this Agreement and it may be canceled, terminated or suspended, in whole or in part, by Client.

6.6.3 If Consultant is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Consultant shall be deemed to have breached this Agreement and it may be canceled, terminated or suspended, in whole or in part by Client.

6.6.4 Consultant shall include the provisions of paragraphs 6.7 through 6.10 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Consultant.

6.4.5 Parties to this Agreement understand that this paragraph number 6 is not applicable if Consultant

employs fewer than four employees or if Consultant's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

6.7 Governing Law

It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.

6.8 No Limit of Liability.

No provision shall be given any effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to any party.

6.9 Kansas Cash Basis Law

This Agreement is subject to the provisions of the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113) and the Kansas Budget Law (K.S.A. 79-2935). The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.

6.10 Entire Agreement

This Agreement, along with those documents specified, attached, or hereby cited together, and serially numbered Work Authorizations if used, constitute the entire Agreement between the parties hereto and no changes, modifications, extensions, terminations, or waivers of this Agreement, or other documents, or any of the provisions herein, or therein contained, shall be valid unless made in writing and signed by duly authorized representatives of both parties. The Agreement shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

6.11 Representatives Authority to Contract / Required Documentation

By signing this Agreement, the representative of Consultant thereby represents that such person is duly authorized by Consultant to execute the document on behalf of Consultant and Consultant agrees to be bound by the provisions thereof. Consultant shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

6.12. RESPONSIBILITY FOR TAXES.

The County shall not be responsible for, nor indemnify Consultant for, any federal, state or local taxes that may

be imposed or levied upon the subject matter of the contract.

6.13 Prohibition of Conflicts of Interest.

Interest of Public Officials and Others. No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Agreement shall participate in any decision relating to this Agreement which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in this Agreement or the proceeds thereof.

A. Interest of Consultant. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement.

B. Notice to Bidders. Requests for proposal or invitations for bid issued by Consultant to implement this Agreement will provide notice to prospective bidders that Client's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

6.14 Subcontracting.

None of the work or services covered by This Agreement shall be subcontracted without the prior written approval of Client. All approved subcontracts must conform to all terms set forth in this Agreement.

6.15 Records, Reports and Inspection.

Documentation of Costs. All costs incurred by Consultant for which Consultant purports to be entitled to reimbursement under the express terms of this Agreement shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible to both parties to the Agreement.

A. Maintenance of Records. Except as otherwise authorized by County, Consultant shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under this Agreement, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

B. Consultant's Purchasing Procedure. Consultant certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Consultant agrees to make available a written description of its purchasing procedures if requested by Client.

6.1.6 Public Documents. It is agreed that this Agreement, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.



EXHIBIT 'A'

SCOPE OF SERVICES

RILEY COUNTY, MARLATT AVE. ROADWAY RECONSTRUCTION PROJECT

This Scope of Services identifies the tasks and subtasks which Benesch (the "Consultant") will follow in assisting Riley County, Kansas (the "Client") in performing design services for the improvement of the Marlatt Ave. Corridor beginning approximately 500' west of Browning Ave. and ending approximately 200' west of Denison Ave. The design along the 1.2-mile section will assume a three-lane section with curb and gutter, a 10' wide multi-use path along the south side, and open channel drainage from Browning Ave. to College Ave. It will assume a two-lane section with curb and gutter, a 10' wide multi-use path along the south side, and open channel drainage from College Ave. to Denison Ave. Improvements consisting of a 10' trail design will also be included in the scope of services along the north side of Marlatt from Browning Ave. to Tattarrax Drive, a distance of approximately 1200'. A 10' trail design will also be included along the east side of Browning Ave. from Marlatt to Pecanwood Dr., a distance of approximately 1500'. The project will be jointly funded by Riley County and the City of Manhattan. The project will utilize the KDOT 2015 specifications when applicable and will utilize the City's specifications within City Limits as required. A concept map is attached to this proposal. The following breakout of services describes the work to be completed.

Michael Heigert, P.E. will represent the Consultant as Project Manager in the performance of this agreement. No one else will be assigned to act in this capacity without the Client's prior written approval. The Project Manager shall be responsible for directing and coordinating the consultant's activities necessary to complete this project. Mr. Heigert is a registered Professional Engineer licensed to practice in the State of Kansas.

As part of this contract, Benesch will prepare and submit the following deliverables.

DELIVERABLES

Conceptual (30%) Plans: Benesch will prepare and coordinate plan preparation which will include a plan set consisting of a title sheet, typical sections, roadway plan sheets, and construction limits.

Field Check (50%) Plans: Benesch will prepare and coordinate plan preparation which will include a plan set consisting of a title sheet, typical sections, roadway and storm sewer plan/profiles, intersection plans, contour, and construction layout for RCBs, preliminary traffic control plans, and cross sections.

Office Check (90%) Plans: Benesch will prepare and coordinate plan preparation which will include a plan set consisting of a title sheet, typical sections, roadway and storm sewer plan/profiles, intersection plans, box extension details, pavement marking, signing, traffic control, erosion control, jointing details, cross sections, and all other items as scoped below.

Final (100%) Plans: Benesch will prepare and coordinate plan preparation which will include a plan set to the level of detail necessary to bid and construct the project. This submittal will be signed and sealed by a Professional Engineer licensed to practice in the State of Kansas.



Cost Estimate: Estimated construction costs will be included with all above deliverable packages. A maximum of four (4) cost estimates will be prepared and submitted.

Specifications: Benesch will provide applicable special provisions and specifications only with 90% and 100% submittals. It is assumed that KDOT or the County/City specifications will be utilized. A bid form will be provided, and it is assumed the County's front-end documents will be utilized.

SCHEDULE

Assumed Notice to Proceed	January 30, 2025
Conceptual (30%) Plans	September 21, 2025
Field Check (50%) Plans	February 5, 2026
Office Check (90%) Plans	July 6, 2026
Final (100%) Plans	September 10, 2026
Advertise	October 15, 2026

COMPENSATION

Engineering services, as prescribed in this Scope of Services, to be completed by the Consultant shall be compensated for time and materials with a cost not to exceed the amount of \$655,100.00.



SCOPE OF SERVICES

TASK 1 – SURVEY

Objective:

This task includes field and office time for establishment of horizontal and vertical control and gathering field information, including but not limited to, right-of-way, utilities, drainage and roadways for the basis of design efforts.

Activities:

1. As shown on the attached Survey Limits Exhibit, provide a topographic survey for an approximate 140' wide corridor along the centerline of Marlatt Avenue from Tatarax Drive to Denison Avenue. Provide a topographic survey for an approximate 40' wide corridor from east back of curb to 25' east of the existing right of way line along Browning Avenue to Pecanwood Drive. The survey will provide property boundary and R/W lines adjacent to the survey corridor. Locations of roadways, driveways, sidewalks, ditches, trees over 6" caliper at 24" above ground, signs, and other physical features will be included. Utilities will be included that are marked by utility companies and other appropriate sources. This will include manholes, invert elevations of sewers and locations of utility poles and guy wires. The horizontal control points will utilize NAD 83 Kansas Zone 1502 coordinates and benchmarks in NAVD 88 vertical datum along the project corridor.
2. Certificate of titles will be pulled for 8 un-platted parcels in the efforts to identify any existing easements in these locations.
3. Process the survey files and prepare the base AutoCAD or MicroStation files.
4. Coordination with Surveyors

TASK 2 – CONCEPTUAL (30%) PLAN DEVELOPMENT

Objective:

This task includes the design and development of the typical section, geometric layout, and basic modeling to establish construction limits and develop preliminary costs.

Activities:

1. Develop Title Sheet
2. Develop Typical Sections for 3-lane and two-lane section.
 - a. 3-lane section with curb and gutter and multi-use trail along the south side from Browning Ave. to College Avenue.
 - b. 2-lane section with curb and gutter and multi-use trail along the south side from College Ave. to Denison Ave.
3. Collect turning movement counts: Intersection turning movement counts will be completed at the following intersections during a typical weekday (Tuesday, Wednesday, and Thursday). The traffic counts will be collected utilizing Miovision video cameras. The intersection traffic counts will be completed during the hours of 7:00 AM to 7:00 PM.
 - a. Browning Ave. and Marlatt Ave.



- b. College Ave. and Marlatt Ave.
4. Develop 20-year traffic volumes using historic growth rates from KDOT traffic volumes maps and/or growth rates from the area. Developing future traffic volumes is essential for analyzing the future traffic operation for the existing interchange and any proposed alternatives.
5. Complete turn lane warrant analysis to determine if a right turn lane on eastbound Marlatt is recommended for the intersections at Browning Ave. and at College Ave.
6. Complete a turn lane warrant analysis to determine if left turn lanes are recommended at Browning Ave. and at College Ave. for the eastbound approach to the bank driveway meet the volume thresholds.
7. Develop Roadway Geometrics (Horizontal) (3-lane).
8. Develop Trail Geometrics along south side of Marlatt from Browning Ave. to Denison Ave. (Horizontal) (10' wide).
9. Develop Trail Geometrics along north side of Marlatt (Horizontal) (10' wide from Browning Ave. to Tatarax Dr.)
10. Develop Trail Geometrics along east side of Browning (Horizontal) (10' wide from Marlatt Avenue to Pecanwood Drive.)
11. Develop 3D Model for project.
 - a. For a 3-lane section with curb and gutter and multi-use trail along the south side from Browning Ave. to College Ave.
 - b. For a 2-lane section with curb and gutter and multi-use trail along the south side from College Ave. to Denison Ave.
12. Develop 3D Model for project.
 - a. For the addition of a 10' trail along the south side from Browning to Denison. The trail will be placed as far as possible from the back of curb with the primary objective being to stay within the existing right of way.
For the addition of a 10' trail along the north side from Tatarax Dr. to Browning Ave.
For the addition of a 10' along the east side of Marlatt Ave. to Pecanwood Dr.
13. Develop Plan and Profiles (20 scale, assume 10 sheets).
 - a. Develop plans sheets for the roadway corridor from Browning Ave. to Denison Ave.
14. Develop Plan and Profiles (20 scale, assume 2 sheets).
 - a. Develop plans sheets for the trail corridor from Tatarax Dr. to Browning Ave.
15. Develop Plan and Profiles (20 scale, assume 3 sheets).
 - a. Develop plan sheets for the trail corridor from Marlatt Ave. to Pecanwood Dr.



16. Develop Preliminary Cross Sections for the roadway corridor.
 - a. Develop cross sections at 50' intervals, along with at structures, entrances, and intersections for 3-lane section.
17. Develop Preliminary Cross Sections for the 10' trail.
 - a. Develop cross sections at 50' intervals, along with at structures, entrances, and intersections for the sidewalk from Tatarax Dr. to Browning Ave.
18. Develop Preliminary Cross Sections for the 10' trail
 - a. Develop cross sections at 50' intervals, along with at structures, entrances, and intersections for the sidewalk from Marlatt Ave. to Pecanwood Dr.
19. Notate Plan Sheets
 - a. Add plan notes for - estimated existing structure extensions, replacements, and proposed storm sewer network.
 - b. Notate - anticipated utility conflicts.
 - c. Notate areas that will likely need R/W acquired.
20. Develop Construction Cost Estimate
21. Submit plans to Client for review. Plans and cost estimates will be submitted electronically as PDF's.
22. Attend one meeting with the Client for review. It is anticipated at this time direction will be received on the typical section and alternative (two-lane section vs. three lane section) to move into field check development. No additional alternatives or modifications to the original alternatives will be developed/explored in conceptual phase.

TASK 3 – FIELD CHECK (50%) PLAN DEVELOPMENT

Objective:

The consultant will provide a set of plans to the level of detail as described below. Field Check plans will be -submitted electronically to the Client for review, comment, and concurrence.

1. Update title and typical section sheets.
2. Create general notes and summary of quantities sheet.
3. Create alignment control sheets.
4. Create removal and demolition sheets.
5. Finalize Horizontal Geometry.
6. Develop Vertical Geometry.
7. Update the 3D model utilizing the vertical and horizontal layout developed in the conceptual phase. This task will include refining the 3D model along the corridor including entrances,



stormwater drainage, and accuracy required for field check plans.

8. Develop stormwater layout. This task will include designing the ultimate layout to convey stormwater drainage. It is assumed that the roadway section will consist of open ditches and flumes, similar to the Marlatt/Denison Corridor. Enclosed systems will only be utilized as terrain requires. Hydrology and Hydraulics will not be performed on existing infrastructure extensions or replacements, as it is all assumed to be adequately sized.
9. Update Plan Views from the conceptual phase.
10. Update Profile Sheets from the conceptual phase.
11. Develop a construction layout for the three existing RCB boxes along the corridor. It is assumed that both boxes will be extended, and that the existing boxes/extension will be of a standard KDOT sized box requiring no additional customized design. It is assumed that the existing boxes are hydraulically adequate and structurally sufficient for extension only. If it is determined during design, they are not adequate, additional scope may be negotiated.
12. Develop a contour map for the three existing RCB boxes along the corridor.
13. Develop intersection geometric and grading detail sheets (five intersections, Marlatt & Browning, Marlatt & Cindella, Marlatt & Quail, Marlatt & College, and Marlatt & Animal Science).
14. Develop entrance geometric and grading detail sheets (sixteen entrances).
15. Develop sidewalk ramp geometric and grading detail sheets (nine ramps).
16. Develop cross sections at 50' intervals and at other critical locations. Assumed approximately 150 cross sections will be developed.
17. Develop a three-phase traffic control layout showing the proposed phases of construction. If three-phase assumption is not adequate following public and stakeholder engagement, then necessary adjustments are out of scope and will be negotiated with the owner.
18. Distribute plans to the utility companies for comments. Respond to their questions and adjust the design as appropriate.
19. Calculate quantities from the plans and create an estimate for the construction.
20. Submit plans to Client for review. Plans and cost estimates will be submitted electronically as PDF's.
21. Conduct a Field Check meeting on site with County & City Staff to further define project parameters, expectations, and communication.
22. Address field check comments.



TASK 4 PUBLIC INVOLVEMENT

Objective: Inform stakeholders who will be impacted by improvements and receive input on property owner operations within the project area. Understand any pertinent constraints.

Activities:

1. Meet with KSU College of Agriculture, KSU Athletics, RCPD, KSU Foundation, KSU's President's Office and other adjacent property owners at a joint meeting. (prior to public open house).
2. Prepare a brief presentation that provides an overview of the project and potential impacts and opportunities.
3. Secure a location and schedule one neighborhood meeting/public open house near the project area. (November 2024). If costs to secure a location are necessary, the fees will be paid directly by the Client.
4. Prepare materials that provide an overview of the project. (displays, handout, comment form). It is assumed up to five boards and sixty handouts. It is assumed that the material will be submitted to the County/City for review one time prior to the meeting.
5. Attend and lead public meeting. The meeting is assumed to be held in person and last a duration of two (2) hours. Benesch plans to have a maximum of three (3) team members at this meeting. Document public comments, provide any needed follow up.

TASK 5 OFFICE CHECK (90%) & FINAL (100%) PLANS

Objective:

The consultant will provide a set of plans, specifications, and bid documents to the level of detail required to bid and construct the project.

Activities:

1. Refine horizontal and vertical design for the roadway based upon design and findings in the field check plans completed previously.
2. Submit permit applications including DWR, Army Corps of Engineers permit, floodplain permit and stormwater runoff permit (if more than one acre is disturbed). If an individual 404 permit is required, additional services for that application will be negotiated. The east end of the project is within the floodplain and it is assumed a floodplain fill permit will be required. Permit fees are not included in this scope of services and will be paid for by the Client.
3. Refine and complete the typical sections based on decisions made for the field check plans.
4. Refine the plan and profile sheets as developed in the field check plans.



5. Add necessary and critical data to the intersection, entrances, and ramp detail sheets.
6. Develop pavement detail sheets. This includes typical pavement details and detailed concrete pavement joint detail sheets. Pavement shall be 9" concrete, NRDJ, and detailed according to the City of Manhattan standards.
7. Prepare RCB standard sheets. The extensions are assumed to be a KDOT standard and will be ordered directly from KDOT's KART. It is assumed that no modifications will be required.
8. Develop handrail details for the design of a handrail along the hub guard of the existing RCB structure on the east end of the project.
9. Refine and complete cross sections that incorporate design elements above.
10. Prepare Erosion Control Sheets
11. Prepare detailed traffic control plans for the project. Includes, but not limited to, signing of detour and traffic control details. It is assumed that signing will be required along Seth Child which will require a traffic control submittal to KDOT.
12. Submit traffic control plans to KDOT pertaining to the detour signing.
13. Address comments received by KDOT pertaining to the detour signing.
14. Develop pavement marking sheets.
15. Develop pavement marking details and quantity sheets.
16. Develop signing removal sheets.
17. Develop proposed signing sheets.
18. Develop signing details and quantity sheets.
19. Develop breakdown of summary of quantities sheets.
20. Distribute updated plans to the utility companies for comment. Assist the Client in the coordination of any utility relocations that are required for construction.
21. Pull quantities from the plans and create an estimate for the construction.
22. Assemble contract documents received by County and populate bid form.
23. Submit plans to Client for final review. Plans, specifications, and cost estimate will be submitted electronically as PDF's.
24. Address any remaining comments from County/City.



25. Submit Final Sealed Plans, Final Sealed Specifications and Final Estimated Construction Cost. Plans will be submitted electronically only.

TASK 6 – BIDDING SERVICES

Objective: Under this phase of the contract the Consultant will assist the Client in advertising and securing bids. The consultant will also prepare bid tabulations and a recommendation of award. It is assumed advertising costs will be borne by the client.

Activities:

This phase will include basic services to assist the Client with bidding of the contract documents, reviewing and award of the bid, including the following activities.

1. Provide sufficient copies of the approved plans and specifications to permit advertising and bidding. Copies of the documents will be furnished to prospective bidders through an electronic plan room from Drexel Technologies.
2. Host a pre-bid conference and answer questions that arise during the bidding process. Issue addenda as required.
3. Attend the bid opening, open bids, answer any questions that come up, tabulate and analyze bid results, evaluate bidders and furnish a letter of recommendation regarding the award of a construction contract.
4. Assist the County with the submission of documents for obtaining construction contract approval.

TASK 7 - PROJECT MANAGEMENT, QUALITY CONTROL/QUALITY ASSURANCE REVIEWS, AND SHOP DRAWING REVIEW

Objective:

This task involves project management necessary to ensure the design is completed appropriately along with coordinating all aspects of the project with the project team members, the County, and the City, including Quality Control/Quality Assurance (QC/QA) reviews of the finished products and coordination with the Client.

Activities:

1. General project management activities including, but not limited to, team and design management, progress updates and billings, coordination of design activities.
2. Submission of weekly progress update emails.
3. Coordination and leading of monthly progress discussion meetings.
4. QC/QA Reviews of the plans and documents by a senior level engineer to verify completeness and accuracy for all deliverable packages.



5. Provide review of shop drawings received by the Contractor. It is assumed an effort of up to 24 hours will be required.

EXCLUSIONS

- Potholing of utilities (data from City of Manhattan).
- Proposed Right-of Way, easement exhibits.
- Landowner meetings, R/W acquisition.
- KDOT coordination or submittals other than those mentioned in the above scope.
- Geology or Geotech. It is assumed that the pavement section will be the same as the prior Marlatt Project.
- Signal Design.
- Landscaping/Lighting Design.
- Retaining Wall Design or layout.
- Permitting or mitigation not shown in the above scope.
- Construction Engineering Services.
- Access management analysis (Driveway closure or consolidation).
- Utility coordination efforts beyond those specifically listed in the scope of services.
- Revisions to review comments provided after the receipt of original comments.
- Plan revisions as a result of re-bidding the project due to actual bid prices being greater than the Owners budget.
- All services not specifically referenced in the scope of services.

Marshall Corridor Reconstruction
Riley County KS
3-Jan-25
Michael Helgert

[illegible][illegible]

EXHIBIT B



Project Name	Marlatt Corridor Reconstruction
Client Name	Riley County KS
Client Proj. No.	
Date Prepared	3-Jan-25
Prepared By	Michael Heigert

Task	Personnel 2025 Rate	Principal	Sen Proj. Mgr	Proj. Mgr II	Proj. Eng II	Proj. Eng. I	Designer II	Designer I	Sen Tech	Tech II	Tech I	Admin.	Deliverables	Geotech Rpt	Cert of title	Mileage (mi)	Vehicle (day)	Survey	Total
		\$270.00	\$243.00	\$207.00	\$176.00	\$156.00	\$138.00	\$130.00	\$153.00	\$110.00	\$77.00	\$88.00	\$ 1.00	1	\$ 250.00	\$ 0.650	\$ 45.00	\$ 1.00	
		3	0	13	0	3	0	0	0	0	0	0	0	0	0	0	0	300.00	\$4,269
	HOURS SUBTOTAL	\$810.00	\$0.00	\$2,691.00	\$0.00	\$468.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 300.00	
	COST SUBTOTAL																		19

Task Hours =

Task 7 Project Mgmt., QC/QA, Shop Drawings																			
7.01	Project Management	32		54															\$19,818.00
7.02	Submission of Weekly Emails			24															\$4,968.00
7.03	Coordination		12	30		34		34											\$18,850.00
7.04	QA/QC Reviews	2	30	30		25		25											\$21,190.00
7.05	Shop Drawing Review			12				12											\$4,044.00
	HOURS SUBTOTAL	34	42	150	0	89	0	74	0	0	0	0	0	0	0	0	0		\$68,870
	COST SUBTOTAL	\$9,180.00	\$10,206.00	\$31,050.00	\$0.00	\$9,204.00	\$0.00	\$9,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	356

Task Hours =

Total Hours = 3,736

TOTAL \$655,100.00



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Jan Scheideman
MEETING: March 6, 2025
SUBJECT: Request to Fill Raising Riley Clerk Position
PRESENTER: Raising Riley Supervisor

BACKGROUND

Raising Riley's Clerk position has been vacant since the end of August 2024. We have intentionally delayed hiring a new team member due to the events that were taking place during that time and our program's desire to have a new Health Department Director in place. Raising Riley has taken this opportunity to evaluate the program's needs relating to this position along with the duties to be assigned and have determined that a part-time / 30 hours per week schedule is sufficient to accomplish the duties and responsibilities outline in the position description.

DISCUSSION

Attached is the updated Raising Riley Clerk position description for your review. This position is an integral part of RR's program delivery and plays a vital role in our program operations.

FISCAL IMPACT

There is no fiscal impact. This position is already budgeted for.

RECOMMENDATION(S)

I recommend approving the posting and refilling of the Raising Riley Clerk position.

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:

- Raising Riley Clerk position description (PDF)
- 2025-03 HD RR Clerk PAF(DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	RAISING RILEY CLERK	
Department:	Health Department	Division: Raising Riley
Reports To:	Raising Riley Supervisor	
Pay Grade:	5	Status: Part-time
FLSA Status:	Non-Exempt	

POSITION SUMMARY: The Raising Riley clerk provides routine clerical and administrative support to the Raising Riley division of Riley County Health Department. Position is responsible for answering telephones, welcoming the public, helping clients, data entry and record-keeping. Position is responsible for the office, data entry, multi-line phone, scheduling, and assisting with public outreach and family engagement events.

ESSENTIAL FUNCTIONS:

- Maintain secure, accurate entries in central database including applications, assessments, observations, and correspondence.
- Professionally greet and direct clients, answer calls and direct appropriately, providing accurate information.
- Provide administrative support to maintain a well-organized program and cooperative environment.
- Use integrity and discretion when working with sensitive employee and customer details.
- Perform required tasks while maintaining a calm, professional, and helpful attitude.
- Actively manage RR e-mail account, re-directing as needed.
- refer clients to appropriate support services and community programs and

SECONDARY FUNCTIONS:

- Scan files for proper records retention.
- Manage inventory of the office's supplies
- Communicate effectively with childcare professionals regarding caseload.
- Communicate effectively with participating families; identify and help meet needs as appropriate.
- Establish and maintain professional, collaborative, proactive, and responsive image of the health department and programs.
- Participate in Safe Kids Safety Check Lanes
- Participate in emergency response health department efforts as needed.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school graduate or equivalent required. Child Passenger Safety (CPS) training and certification required upon hire.

Experience: One year of post-high school training or two years' experience working in a clerical or administrative role with significant office management responsibilities.

Appropriate combination of experience and education may be considered in lieu of requirements.

Skills: Efficiency with common office processes, including filing, directing telephone calls, and computer literacy; familiarity with Microsoft Office applications, specifically Word, Excel, and Outlook. Ability to establish and maintain effective working relationships with associates. Ability to work with the public. Ethical conduct, flexibility, initiative, and time management. Proficient communication skills, both orally and in writing required. Bilingual English/Spanish prefer.

Attachment: Raising Riley Clerk position description (15520 : Request to fill Raising Riley Clerk Position)

Conforms to HIPAA privacy and security regulations specific to position held. The Raising Riley Clerk has authority to access protected health information (PHI) for health care operations (non-treatment) as necessary for this position. Disclosures are only allowed as necessary or when required by law. Does not have authority to access PHI for payment.

Physical Demands: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 20 pounds. Subject is on call for emergency or disaster situations.

Work Environment: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives. The noise level in the work environment is usually normal. Response to natural or man-made disasters may occasionally be required.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Jan Scheideman on 03/04/2025 at 08:47 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Raising Riley Clerk [RRCLK]	Work Location --
Job ID 3093291	Salary \$20.74 - \$22.54 / hour	Supervisor Position No
Pay Grade RANGE 5 [RANGE 5]	EEO Class Administrative Support [6]	Workers Compensation 8810 [8810]
Cost Center 1 Health Department [30]	Cost Center 2 HD-Raising [444]	Cost Center 3 --
1 Job Slot RAISING-1		

Supervisor: Jan Scheideman

Department Head: Diane Creek

- ☐ No changes to Position or Budget
- ☒ Budgeted
- ☐ New request for budget (details attached)
- ☒ Position Description attached
- ☒ New or updated position description
- Total annual hours: 1560

Salary: \$35,162.40 Budget for Benefits: \$ 13,8891.15 Total proposed annual budget: \$49,051.55

Additional Position Comments: ____change from FT to 30/hours/week _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2025-03 HD RR Clerk PAF (15520 : Request to fill Raising Riley Clerk Position)