



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 08, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Larson Construction, Inc

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Mar 4, 2021 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

7. Year to date budget and expenditure reports

9:15 AM

Christy Rodriguez, Flint Hills Regional Council Director

8. Flint Hills Regional Council update

9:30 AM

Press Conference

9. Presentation of Years of Service plaque to Susie Brown - John Ford (3-5 minutes)

9:50 AM

John Ellermann, Public Works Director/County Engineer

10. Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #1

- 10:00 AM Julie Gibbs, Health Department Director and Brea Spencer, Maternal and Child Health Supervisor**
11. Maternal and Child Health (MCH) Position Reclassification Request for MCH Home Visitor
- 10:10 AM John Ellermann, Public Works Director/County Engineer**
12. Public Works Project Update
- 10:25 AM Shelly Williams, Community Corrections Director**
13. Request to Fill JIAS On-Call Officers
- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
14. Administrative Work Session
15. Pending County Projects County Counselor
- 11:00 AM Cheryl Collins, Museum Director**
16. Riley County Historical Museum Staff Update- Freedom's Frontier National Heritage Area
- 11:15 AM Amanda Smeller, Planning/Special Projects Director**
17. NG911 Committee Presentation

Adjournment**Announcements**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, March 9, 2021 (KF).

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



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: March 8, 2021
SUBJECT: Highway Use Permit, Larson Construction, Inc
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Larson Construction, Inc. is requesting permission to work in the right of way to repair emergency water leak.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Larson Construction, Inc. permission to complete the work as outlined in the Permit.

Enclosures:

- 02.26.21-Larson_Terra Heights Dr. (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

LARSON CONST. INC. EMERGENCY WATER SVC. REPAIR
 Applicant Name Type of Construction

2616 EUREKA TERR. MANHATTAN KS 66505
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to REPAIR EMERGENCY WATER LEAK
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
 for said construction.

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

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

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: [Signature] 2/26/21
 Submitter's signature Date

DUSTY HELLER PM
 Printed Name & Title

785-766-8171 LARSON
 Submitter's Telephone Number Contractor Name

DHELLER.LARSON@GMAIL.COM 785-537-0160
 Submitter's Email Address Contractor Telephone Number

2/25/21 COMPLETE
 Proposed Date of Construction Estimated Duration of Construction

RECOMMENDED BY: [Signature]
 Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson _____

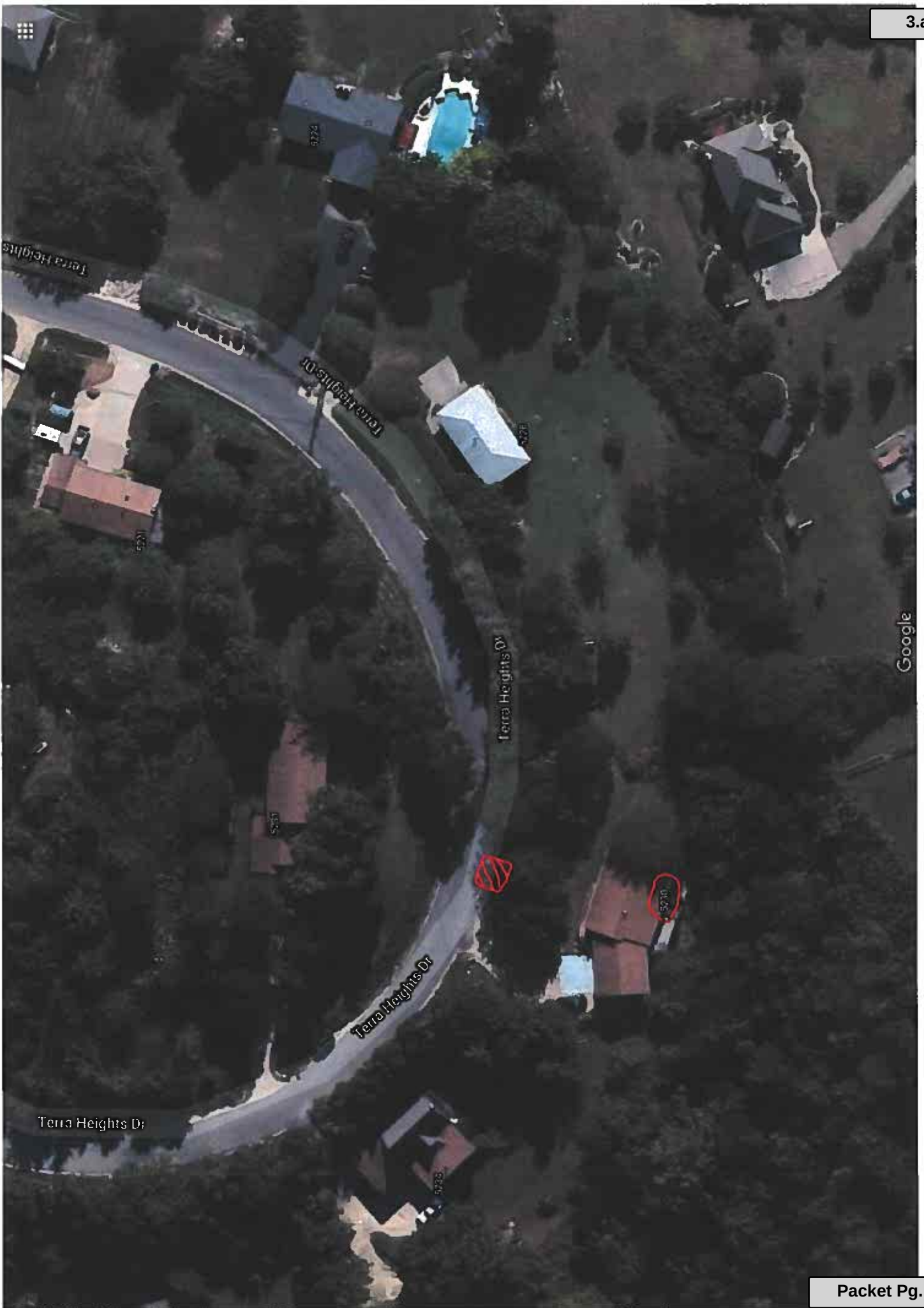
OFFICE USE ONLY:

Application Fee: 100.00

\$1,000 Deposit ____ Bond ____ Letter ____

Receipt No. 012505 Date: 3/2/21

Signature: [Signature]





**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 11, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

7. Staff update

10:30 AM

Budget and Planning Committee - Tami Robison, Budget and Finance Officer

8. Monthly Cash Flow Reports

Attachment: 03-11-21 tentative agenda (10429 : Tentative Agenda)

10:50 AM Michael Boller, Noxious Weed Director

9. Staff update

11:05 AM Tami Robison, Budget and Finance Officer

10. Presentation of Budget Calendar and discussion of 2022 budget baseline estimates

11:20 AM John Piskac, Manhattan Community Gardens

11. Community Gardens - Collins Lane compost

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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 15, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center update

1. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

10:00 AM

Julie Winter, Public Works Administrative Services Manager

3. Bid opening for trash service

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

10:30 AM

Amanda Smeller, Planning/Special Projects Director

5. Planning and Development 101

10:50 AM

Tami Robison, Budget and Finance Officer

6. Finalize 2022 budget baseline estimates

Attachment: 03-15-21 tentative agenda (10429 : Tentative Agenda)

12:00 PM Law Enforcement Agency Meeting**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: 03-15-21 tentative agenda (10429 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: March 8, 2021

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2021 YTD Wage-Overtime Report Overview 2021-03-01 (PDF)
- 2021 YTD Wage-Overtime Report Detail Page 2021-03-01 (PDF)
- Financial reports 2021 (PDF)

2021 YTD Wages/Overtime Compared to Budget

% of Year Used

16.67%

January	Regular Wages	Overtime Wages	2021 Budgeted Overtime	OT % of reg wage	Total Wages by department	2021 Wages Budget	2021 Wage/OT Budget	Budget Spent
Department								
Attorney	\$192,583.13	\$445.25	\$3,803.00	0.23%	\$193,028.38	\$1,395,357.00	\$1,399,160.00	13.80%
Clerk	\$97,010.36	\$341.47	\$4,623.00	0.35%	\$97,351.83	\$632,249.00	\$636,872.00	15.29%
Commissioners	\$21,496.28	\$0.00	\$0.00	0.00%	\$21,496.28	\$137,435.00	\$137,435.00	15.64%
Administrative Services	\$62,870.09	\$0.00	\$1,067.00	0.00%	\$62,870.09	\$408,766.00	\$409,833.00	15.34%
Register of Deeds	\$41,930.64	\$25.11	\$662.00	0.06%	\$41,955.75	\$329,620.00	\$330,282.00	12.70%
Treasurer	\$84,894.01	\$3,088.10	\$3,722.00	3.64%	\$87,982.11	\$588,117.00	\$591,839.00	14.87%
Emergency Mgt	\$25,509.93	\$431.77	\$726.00	1.69%	\$25,941.70	\$151,378.00	\$152,104.00	17.06%
Museum	\$48,908.65	\$94.43	\$0.00	0.19%	\$49,003.08	\$299,479.00	\$299,479.00	16.36%
Election	\$29,732.50	\$0.00	\$2,533.00	0.00%	\$29,732.50	\$319,151.00	\$321,684.00	9.24%
EMS/Ambulance	\$205,781.83	\$125,704.41	\$896,206.00	61.09%	\$331,486.24	\$1,380,991.00	\$2,277,197.00	14.56%
Appraiser	\$165,108.97	\$76.47	\$9,192.00	0.05%	\$165,185.44	\$1,083,795.00	\$1,092,987.00	15.11%
Planning & Development	\$58,703.98	\$87.79	\$1,861.00	0.15%	\$58,791.77	\$384,866.00	\$386,727.00	15.20%
Information Tech-GIS	\$92,348.07	\$29.10	\$5,131.00	0.03%	\$92,377.17	\$668,716.00	\$673,847.00	13.71%
General Serv.-Separation	\$113,696.84	\$23,694.31			\$137,391.15	\$100,000.00	\$100,000.00	137.39%
Public Works	\$432,561.69	\$18,797.82	\$88,256.00	4.35%	\$451,359.51	\$3,253,587.00	\$3,341,843.00	13.51%
Noxious Weed	\$51,411.45	\$1,723.53	\$6,186.00	3.35%	\$53,134.98	\$329,630.00	\$335,816.00	15.82%
NON-GENERAL FUNDS								
Solid Waste payroll	\$25,842.25	\$4,486.39	\$10,683.00	17.36%	\$30,328.64	\$165,482.00	\$176,165.00	17.22%
Motor Vehicle	\$32,361.62	\$17.60	\$1,437.60	0.05%	\$32,379.22	\$222,897.00	\$224,334.60	14.43%
Fire District #1	\$36,372.50	\$0.00	\$472.00	0.00%	\$36,372.50	\$290,803.00	\$291,275.00	12.49%
Subtotal-All County Funds	\$1,819,124.79	\$179,043.55	\$1,036,560.60	9.84%	\$1,998,168.34	\$12,142,319.00	\$13,178,879.60	
Health Dept.-General Fund	\$88,930.02	\$15,590.28	\$1,084.00	17.53%	\$104,520.30	\$265,808.00	\$266,892.00	39.16%
2 Health Dept.-Grant Funds	\$308,064.04	\$2,381.00	\$10,555.00	0.77%	\$310,445.04	\$2,199,974.00	\$2,210,529.00	14.04%
Full Grant Funds								
2 Youth Court Svcs	\$6,658.88	\$0.00	\$0.00	0.00%	\$6,658.88	\$6,658.88	\$44,322.00	15.02%
2 Juvenile Services	\$33,533.71	\$148.43	\$0.00	0.44%	\$33,682.14	\$223,470.00	\$223,470.00	15.07%
2 Adult Services	\$38,478.26	\$0.00	\$0.00	0.00%	\$38,478.26	\$255,929.00	\$255,929.00	15.03%
2 PIO (wages reflected in HD-Gen)	\$7,328.88	\$0.00	\$0.00	0.00%	\$7,328.88	\$65,707.00	\$65,707.00	11.15%
2 RADxUp coord & Spec	\$1,723.20	\$0.00	\$0.00	0.00%	\$1,723.20	\$82,000.00	\$82,000.00	2.10%
2 IRIS (wages reflected in HD-Gen)	\$2,794.08	\$0.00	\$0.00	0.00%	\$2,794.08	\$55,095.00	\$55,095.00	5.07%
Subtotal Grant Funds	\$90,517.01	\$148.43	\$0.00	0.44%	\$90,665.44	\$688,859.88	\$726,523.00	
Totals	\$2,306,635.86	\$197,163.26	\$1,048,199.60	8.55%	\$2,503,799.12	\$15,296,960.88	\$16,382,823.60	

1 Indicates Partial Grant fund

\$2,491,804.53

\$16,180,021.60

2 Indicates Full Grant fund

Attachment: 2021 YTD Wage-Overtime Report Overview 2021-03-01 (10598 : Year to date budget and expenditure reports)

			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2021	2021 Budget	
Department												
Attorney	Regular Salaries	1001	\$96,278.53	\$96,304.60		\$192,583.13	\$0.00	\$0.00	\$0.00	\$192,583.13	\$1,374,734.00	
	Seasonal/Temp	1003	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$20,623.00	
	Overtime	1005	\$133.74	\$311.51		\$445.25	\$0.00	\$0.00	\$0.00	\$445.25	\$3,803.00	
			\$96,412.27	\$96,616.11	\$0.00	\$193,028.38	\$0.00	\$0.00	\$0.00	\$193,028.38	\$1,399,160.00	
Clerk	Regular Salaries	1001	\$45,946.69	\$51,063.67		\$97,010.36	\$0.00	\$0.00	\$0.00	\$97,010.36	\$632,249.00	
	Overtime	1005	\$15.91	\$325.56		\$341.47	\$0.00	\$0.00	\$0.00	\$341.47	\$4,623.00	
			\$45,962.60	\$51,389.23	\$0.00	\$97,351.83	\$0.00	\$0.00	\$0.00	\$97,351.83	\$636,872.00	
Commissioners	Regular Salaries	1001	\$10,924.34	\$10,571.94		\$21,496.28	\$0.00	\$0.00	\$0.00	\$21,496.28	\$137,435.00	
Administrative Svcs	Regular Salaries	1001	\$31,435.05	\$31,435.04		\$62,870.09	\$0.00	\$0.00	\$0.00	\$62,870.09	\$408,766.00	
	Overtime	1005	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,067.00	
			\$31,435.05	\$31,435.04	\$0.00	\$62,870.09	\$0.00	\$0.00	\$0.00	\$62,870.09	\$409,833.00	
Register of Deeds	Regular Salaries	1001	\$22,222.98	\$19,707.66		\$41,930.64	\$0.00	\$0.00	\$0.00	\$41,930.64	\$329,620.00	
	Overtime	1005	\$7.06	\$18.05		\$25.11	\$0.00	\$0.00	\$0.00	\$25.11	\$662.00	
			\$22,230.04	\$19,725.71	\$0.00	\$41,955.75	\$0.00	\$0.00	\$0.00	\$41,955.75	\$330,282.00	
Treasurer	Regular Salaries	1001	\$42,413.42	\$42,480.59		\$84,894.01	\$0.00	\$0.00	\$0.00	\$84,894.01	\$588,117.00	
	Seasonal/Temp	1003	\$55.48			\$55.48	\$0.00				\$0.00	
	Overtime	1005	\$3,063.21	\$24.89		\$3,088.10	\$0.00	\$0.00	\$0.00	\$3,088.10	\$3,722.00	
			\$45,532.11	\$42,505.48	\$0.00	\$88,037.59	\$0.00	\$0.00	\$0.00	\$87,982.11	\$591,839.00	
Emergency Mgt	Regular Salaries	1001	\$13,044.57	\$9,689.36		\$22,733.93	\$0.00	\$0.00	\$0.00	\$22,733.93	\$133,334.00	
	Seasonal/Temp	1003	\$1,388.00	\$1,388.00		\$2,776.00	\$0.00	\$0.00	\$0.00	\$2,776.00	\$18,044.00	
	Overtime	1005	\$0.00	\$431.77		\$431.77	\$0.00	\$0.00	\$0.00	\$431.77	\$726.00	
			\$14,432.57	\$11,509.13	\$0.00	\$25,941.70	\$0.00	\$0.00	\$0.00	\$25,941.70	\$152,104.00	
Museum	Regular Salaries	1001	\$21,904.62	\$21,904.62		\$43,809.24	\$0.00	\$0.00	\$0.00	\$43,809.24	\$284,760.00	
	Seasonal/Temp	1003	\$2,569.29	\$2,530.12		\$5,099.41	\$0.00	\$0.00	\$0.00	\$5,099.41	\$14,719.00	
	Overtime	1005	\$94.43			\$94.43	\$0.00	\$0.00	\$0.00	\$94.43	\$0.00	
			\$24,568.34	\$24,434.74	\$0.00	\$49,003.08	\$0.00	\$0.00	\$0.00	\$49,003.08	\$299,479.00	
Election	Regular Salaries	1001	\$13,639.92	\$13,639.83		\$27,279.75	\$0.00	\$0.00	\$0.00	\$27,279.75	\$174,429.00	
	Seasonal/Temp	1003	\$1,919.55	\$533.20		\$2,452.75	\$0.00	\$0.00	\$0.00	\$2,452.75	\$144,722.00	
	Overtime	1005	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,533.00	
			\$15,559.47	\$14,173.03	\$0.00	\$29,732.50	\$0.00	\$0.00	\$0.00	\$29,732.50	\$321,684.00	
EMS/Ambulance	Regular Salaries	1001	\$95,942.06	\$97,165.41		\$193,107.47	\$0.00	\$0.00	\$0.00	\$193,107.47	\$1,272,846.00	
	Seasonal/Temp	1003	\$6,324.18	\$6,350.18		\$12,674.36	\$0.00	\$0.00	\$0.00	\$12,674.36	\$108,145.00	
	Overtime	1005	\$66,881.02	\$58,823.39		\$125,704.41	\$0.00	\$0.00	\$0.00	\$125,704.41	\$896,206.00	
			\$169,147.26	\$162,338.98	\$0.00	\$331,486.24	\$0.00	\$0.00	\$0.00	\$331,486.24	\$2,277,197.00	

			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2021	2021 Budget
Department											
Appraiser	Regular Salaries	1001	\$81,087.10	\$81,375.85		\$162,462.95	\$0.00	\$0.00	\$0.00	\$162,462.95	\$1,070,465.00
	Seasonal/Temp	1003	\$1,599.61	\$1,046.41		\$2,646.02	\$0.00	\$0.00	\$0.00	\$2,646.02	\$13,330.00
	Overtime	1005	\$57.35	\$19.12		\$76.47	\$0.00	\$0.00	\$0.00	\$76.47	\$9,192.00
			\$82,744.06	\$82,441.38	\$0.00	\$165,185.44	\$0.00	\$0.00	\$0.00	\$165,185.44	\$1,092,987.00
Planning & Development	Regular Salaries	1001	\$29,352.00	\$29,351.98		\$58,703.98	\$0.00	\$0.00	\$0.00	\$58,703.98	\$384,866.00
	Seasonal/Temp	1003				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Overtime	1005	\$9.29	\$78.50		\$87.79	\$0.00	\$0.00	\$0.00	\$87.79	\$1,861.00
			\$29,361.29	\$29,430.48	\$0.00	\$58,791.77	\$0.00	\$0.00	\$0.00	\$58,791.77	\$386,727.00
Information Tech-GIS	Regular Salaries	1001	\$46,178.88	\$46,169.19		\$92,348.07	\$0.00	\$0.00	\$0.00	\$92,348.07	\$668,716.00
	Seasonal/Temp	1003				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$14.55	\$14.55		\$29.10	\$0.00	\$0.00	\$0.00	\$29.10	\$5,131.00
			\$46,193.43	\$46,183.74	\$0.00	\$92,377.17	\$0.00	\$0.00	\$0.00	\$92,377.17	\$673,847.00
General-General	Regular Salaries	1001				\$0.00	\$6,357.91	\$17,336.40		\$23,694.31	
	Separation Payout	1005				\$0.00	\$0.00	\$37,961.15	\$75,735.69	\$113,696.84	\$100,000.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$6,357.91	\$55,297.55	\$75,735.69	\$137,391.15	\$100,000.00
Public Works	Regular Salaries	1001	\$207,153.67	\$220,324.08		\$427,477.75	\$0.00	\$0.00	\$0.00	\$427,477.75	\$3,146,462.00
	Seasonal/Temp	1003	\$2,534.00	\$2,549.94		\$5,083.94	\$0.00	\$0.00	\$0.00	\$5,083.94	\$107,125.00
	Overtime	1005	\$3,338.41	\$15,459.41		\$18,797.82	\$0.00	\$0.00	\$0.00	\$18,797.82	\$88,256.00
			\$213,026.08	\$238,333.43	\$0.00	\$451,359.51	\$0.00	\$0.00	\$0.00	\$451,359.51	\$3,341,843.00
Noxious Weed	Regular Salaries	1001	\$24,922.88	\$26,488.57		\$51,411.45	\$0.00	\$0.00	\$0.00	\$51,411.45	\$329,630.00
	Seasonal/Temp	1003					\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$288.94	\$1,434.59		\$1,723.53	\$0.00	\$0.00	\$0.00	\$1,723.53	\$6,186.00
			\$25,211.82	\$27,923.16	\$0.00	\$53,134.98	\$0.00	\$0.00	\$0.00	\$53,134.98	\$335,816.00
Motor Vehicle	Regular Salaries	1001	\$16,180.80	\$16,180.82		\$32,361.62	\$0.00	\$0.00	\$0.00	\$32,361.62	\$221,459.00
	Seasonal/Temp	1003				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,438.00
	Overtime	1005	\$7.56	\$10.04		\$17.60	\$0.00	\$0.00	\$0.00	\$17.60	\$1,437.60
			\$16,188.36	\$16,190.86	\$0.00	\$32,379.22	\$0.00	\$0.00	\$0.00	\$32,379.22	\$224,334.60
Community Corrections	Regular Salaries	1001	\$15,039.53	\$15,140.21		\$30,179.74	\$0.00	\$0.00	\$0.00	\$30,179.74	\$201,484.00
-Juvenile	Seasonal/Temp	1003	\$1,708.28	1497.26		\$3,205.54	\$0.00	\$0.00	\$0.00	\$3,205.54	\$21,986.00
	Overtime	1005		\$148.43		\$148.43	\$0.00	\$0.00	\$0.00	\$148.43	\$0.00
			\$16,747.81	\$16,785.90	\$0.00	\$33,533.71	\$0.00	\$0.00	\$0.00	\$33,533.71	\$223,470.00
Community Corrections	Regular Salaries	1001	\$19,124.28	\$19,221.87		\$38,346.15	\$0.00	\$0.00	\$0.00	\$38,346.15	\$255,929.00
-Adult	Seasonal/Temp	1003				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$11.14	\$120.97		\$132.11	\$0.00	\$0.00	\$0.00	\$132.11	\$0.00
			\$19,135.42	\$19,342.84	\$0.00	\$38,478.26	\$0.00	\$0.00	\$0.00	\$38,478.26	\$255,929.00
Community Corrections	Regular Salaries	1001	\$3,332.01	\$3,326.87		\$6,658.88	\$0.00	\$0.00	\$0.00	\$6,658.88	\$44,322.00

			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2021	2021 Budget	
Department												
-Youth Court	Seasonal/Temp	1003				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$15.42	\$30.84			\$0.00	\$0.00	\$0.00	\$0.00		
			\$3,332.01	\$3,326.87	\$0.00	\$6,658.88	\$0.00	\$0.00	\$0.00	\$6,658.88	\$44,322.00	
Solid Waste Payroll	Regular Salaries	1001	\$9,789.32	\$10,106.56		\$19,895.88	\$0.00	\$0.00	\$0.00	\$19,895.88	\$106,829.00	
	Seasonal/Temp	1003	\$2,897.82	\$3,048.55		\$5,946.37	\$0.00	\$0.00	\$0.00	\$5,946.37	\$58,653.00	
	Overtime	1005	\$2,449.65	\$2,036.74		\$4,486.39	\$0.00	\$0.00	\$0.00	\$4,486.39	\$10,683.00	
			\$15,136.79	\$15,191.85	\$0.00	\$30,328.64	\$0.00	\$0.00	\$0.00	\$30,328.64	\$176,165.00	
Fire District #1	Regular Salaries	1001	\$17,157.46	\$13,785.04		\$30,942.50	\$0.00	\$0.00	\$0.00	\$30,942.50	\$243,303.00	
	Seasonal/Temp	1003	\$3,185.00	\$2,245.00		\$5,430.00	\$0.00	\$0.00	\$0.00	\$5,430.00	\$47,500.00	
	Overtime	1005				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$472.00	
			\$20,342.46	\$16,030.04	\$0.00	\$36,372.50	\$0.00	\$0.00	\$0.00	\$36,372.50	\$291,275.00	
Health Dept.-General	Regular Salaries	1001	\$26,678.91	\$24,837.96		\$51,516.87	\$0.00	\$0.00	\$0.00	\$51,516.87	\$265,808.00	
COVID Tracers	Seasonal/Temp	1003	\$ 21,744.13	\$15,669.02		\$37,413.15	\$0.00	\$0.00	\$0.00	\$37,413.15	\$0.00	
	Overtime	1005	\$7,264.57	\$8,325.71		\$15,590.28	\$0.00	\$0.00	\$0.00	\$15,590.28	\$1,084.00	
			\$55,687.61	\$48,832.69	\$0.00	\$104,520.30	\$0.00	\$0.00	\$0.00	\$104,520.30	\$266,892.00	
Health Dept.-Grants	Regular Salaries	1001	\$148,613.02	\$147,979.75		\$296,592.77	\$0.00	\$0.00	\$0.00	\$296,592.77	\$2,119,573.00	
	Part Time	1003	\$5,921.75	\$5,549.52		\$11,471.27	\$0.00	\$0.00	\$0.00	\$11,471.27	\$80,401.00	
	Overtime	1005	\$564.94	\$1,816.06		\$2,381.00	\$0.00	\$0.00	\$0.00	\$2,381.00	\$10,555.00	
PIO (ELC Grant)			\$2,274.48	\$5,054.40		\$7,328.88				\$7,328.88	\$65,707.00	
RADxUP Coord & Spec			\$1,723.20	\$7,217.43		\$8,940.63				\$8,940.63	\$82,000.00	
IRIS Coord (KCCRF Grant)			\$0.00	\$2,794.08		\$2,794.08				\$2,794.08	\$55,095.00	
			\$155,099.71	\$155,345.33	\$0.00	\$310,445.04	\$0.00	\$0.00	\$0.00	\$310,445.04	\$2,210,529.00	
Totals			\$1,174,410.90	\$1,180,057.96	\$0.00	\$2,354,468.86	\$6,357.91	\$55,297.55	\$75,735.69	\$2,491,804.53	\$16,180,021.60	
					\$1,174,988.38					\$2,491,860.01	\$16,929,214.00	
										-\$55.48	-\$749,192.40	

2021 YTD BUDGET ACTIVITY

% of Year: 16.67%

			JAN	FEB	MAR	1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,127,075	\$144,037	\$138,726		\$282,763				\$0	\$0	\$0	\$282,763	\$1,844,312	13.29%
	Clerk	\$955,685	\$62,313	\$73,430		\$135,744				\$0	\$0	\$0	\$135,744	\$819,941	14.20%
	County Commissioners	\$239,201	\$12,887	\$18,619		\$31,506				\$0	\$0	\$0	\$31,506	\$207,695	13.17%
	Admin. Svcs/Counselor	\$627,489	\$41,939	\$43,062		\$85,002				\$0	\$0	\$0	\$85,002	\$542,487	13.55%
	Register of Deeds	\$515,953	\$29,714	\$28,204		\$57,919				\$0	\$0	\$0	\$57,919	\$458,034	11.23%
	Treasurer	\$876,696	\$60,434	\$61,149		\$121,583				\$0	\$0	\$0	\$121,583	\$755,113	13.87%
	District Court	\$168,175	\$2,376	\$6,975		\$9,351				\$0	\$0	\$0	\$9,351	\$158,824	5.56%
1.00	Emergency Management	\$265,466	\$20,953	\$18,820		\$39,773				\$0	\$0	\$0	\$39,773	\$225,693	14.98%
	Coroner	\$107,000	\$3,750	\$4,526		\$8,276				\$0	\$0	\$0	\$8,276	\$98,724	7.73%
	Juvenile Detention	\$95,000	\$20,900	\$0		\$20,900				\$0	\$0	\$0	\$20,900	\$74,100	22.00%
	Fair	\$102,400	\$2,702	\$3,007		\$5,709				\$0	\$0	\$0	\$5,709	\$96,691	5.58%
1.00	Museum	\$428,315	\$31,584	\$33,144		\$64,728				\$0	\$0	\$0	\$64,728	\$363,587	15.11%
	Election	\$581,735	\$23,685	\$101,778		\$125,463				\$0	\$0	\$0	\$125,463	\$456,272	21.57%
	Ambulance	\$3,674,370	\$254,771	\$262,257		\$517,027				\$0	\$0	\$0	\$517,027	\$3,157,343	14.07%
	Appraiser	\$1,669,039	\$119,857	\$120,899		\$240,756				\$0	\$0	\$0	\$240,756	\$1,428,284	14.42%
	Planning & Development	\$592,829	\$38,776	\$39,364		\$78,141				\$0	\$0	\$0	\$78,141	\$514,688	13.18%
	Budget Appropriations	\$1,591,541	\$795,771	\$0		\$795,771				\$0	\$0	\$0	\$795,771	\$795,770	50.00%
	Insurance	\$681,849	\$146,224	\$145,046		\$291,270				\$0	\$0	\$0	\$291,270	\$390,579	42.72%
	Information Systems	\$1,619,848	\$87,655	\$90,408		\$178,063				\$0	\$0	\$0	\$178,063	\$1,441,785	10.99%
	County General-General	\$4,385,170	\$185,582	\$163,601		\$349,184				\$0	\$0	\$0	\$349,184	\$4,035,986	7.96%
	Public Works	\$8,101,895	\$330,691	\$414,197		\$744,887				\$0	\$0	\$0	\$744,887	\$7,357,008	9.19%
	Noxious Weed	\$684,674	\$64,456	\$49,248		\$113,704				\$0	\$0	\$0	\$113,704	\$570,970	16.61%
	Juvenile Supervision	\$1,794	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$1,794	0.00%
	Payroll Clearing	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0	
	General Fund Transfers	\$5,207,634	\$5,212,634	\$0		\$5,212,634				\$0	\$0	\$0	\$5,212,634	-\$5,000	100.10%
	County General subtotal	\$35,300,833	\$7,693,691	\$1,816,461	\$0	\$9,510,152	\$0	\$0	\$0	\$0	\$0	\$0	\$9,510,152	\$25,790,681	26.94%
	Less Budget Stabilization	\$3,050,000													
	General Fund w/out Budget Stabilization	\$32,250,833													

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

2021 YTD BUDGET ACTIVITY

% of Year: 16.67%

			JAN	FEB	MAR	1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
2.00	Riley County Health Dept #30	\$4,906,190	\$356,422	\$435,724		\$792,146				\$0	\$0	\$0	\$792,146	\$4,114,044	16.15%
	EMS Grants #52	\$5,067	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0	
	Register of Deeds Tech Fund #106	\$91,568	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$91,568	0.00%
	Clerk's Tech Fund #107	\$106,703	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$106,703	0.00%
	Treasurer's Tech Fund #108	\$56,977	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$56,977	0.00%
	War Memorial #112	\$9,575	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$9,575	0.00%
	County Auction #118	\$86,238	\$0	\$270		\$270				\$0	\$0	\$0	\$270	\$85,968	0.31%
	P.A.T.F #128	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0	
	Motor Vehicle Operations #130	\$418,158	\$23,504	\$23,901		\$47,405				\$0	\$0	\$0	\$47,405	\$370,753	11.34%
	Special Alcohol Programs #132	\$9,023	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$9,023	0.00%
2.00	Community Corrections #144	\$987,649	\$64,067	\$85,365		\$149,432				\$0	\$0	\$0	\$149,432	\$838,217	15.13%
	Capital Improvements Fund #145	\$9,070,167	\$186,717	\$198,094		\$384,811				\$0	\$0	\$0	\$384,811	\$8,685,356	4.24%
	Economic Development #146	\$401,322	\$93,020	\$150,675		\$243,695				\$0	\$0	\$0	\$243,695	\$157,627	60.72%
	Radio Infrastructure Project #147	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0	
	Emergency 911 #148	\$810,000	\$143,853	\$8,007		\$151,860				\$0	\$0	\$0	\$151,860	\$658,140	18.75%
	Solid Waste #150	\$2,807,000	\$28,119	\$177,345		\$205,464				\$0	\$0	\$0	\$205,464	\$2,601,536	7.32%
	County Building #152	\$393,000	\$3,341	\$12,675		\$16,016				\$0	\$0	\$0	\$16,016	\$376,984	4.08%
	Road & Bridge Capital Projects #157	\$4,320,367	\$0	\$4,299		\$4,299				\$0	\$0	\$0	\$4,299	\$4,316,068	0.10%
	RCPD Operations #173	\$4,712,215	\$1,123,003	\$26,891		\$1,149,894				\$0	\$0	\$0	\$1,149,894	\$3,562,321	24.40%
	Landfill Closure #180	\$52,789	\$0	\$819		\$819				\$0	\$0	\$0	\$819	\$51,970	1.55%
	Bond & Interest # 181	\$598,752	\$0	\$16,923		\$16,923				\$0	\$0	\$0	\$16,923	\$581,830	2.83%
	Riley Co Fire Dist #1 #183	\$1,124,440	\$40,065	\$37,386		\$77,451				\$0	\$0	\$0	\$77,451	\$1,046,989	6.89%
	Riley Co Fire Dist Cap Out #184	\$357,523	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$357,523	0.00%
	Fire Station Projects #185	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0	

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

2021 YTD BUDGET ACTIVITY

% of Year: 16.67%

		JAN	FEB	MAR	1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$136,421	\$0	\$6,694	\$6,694				\$0	\$0	\$0	\$6,694	\$129,727	4.91%
	Fairmont Heights Cap Proj #231	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	
	University Park Sewer Capital #233	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	
	Keats Capital Project #236	\$499,000	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$499,000	0.00%
	Exp of Univ Park/Lakeside Heights #235	\$800,000	\$1,250	\$0	\$1,250				\$0	\$0	\$0	\$1,250	\$798,750	0.16%
	Univ Park W/S Reserve #284	\$95,540	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$95,540	0.00%
	Hunters Island Water #238	\$30,401	\$0	\$2,279	\$2,279				\$0	\$0	\$0	\$2,279	\$28,122	7.50%
	Hunters Island Reserve #241	\$9,027	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$9,027	0.00%
	Carson Sewer Operations #239	\$45,485	\$919	\$893	\$1,813				\$0	\$0	\$0	\$1,813	\$43,673	3.98%
	Carson Sewer Reserve #237	\$36,994	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$36,994	0.00%
	Deep Creek Sewer #242	\$14,236	\$0	\$295	\$295				\$0	\$0	\$0	\$295	\$13,941	2.07%
	Deep Creek Reserve #243	\$27,705	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$27,705	0.00%
	Moehlman Bottoms #244	\$19,354	\$0	\$1,162	\$1,162				\$0	\$0	\$0	\$1,162	\$18,192	6.01%
	Moehlman Bottoms Reserve #245	\$5,410	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$5,410	0.00%
	Terra Hts Sewer #252	\$33,953	\$75	\$848	\$923				\$0	\$0	\$0	\$923	\$33,030	2.72%
	Terra Hts Sinking #254	\$82,528	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$82,528	0.00%
	Konza Water Operations #256	\$121,704	\$75	\$6,031	\$6,106				\$0	\$0	\$0	\$6,106	\$115,598	5.02%
	Konza Water Reserve #257	\$149,874	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$149,874	0.00%
	Valleywood Cap Reserve #282	\$81,672	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$81,672	0.00%
	Valleywood Operations #248	\$46,871	\$0	\$64	\$64				\$0	\$0	\$0	\$64	\$46,807	0.14%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,945	\$0	\$70	\$70				\$0	\$0	\$0	\$70	\$2,875	2.37%
	Lakeside Heights Sewer Capital #286	\$8,080	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$8,080	0.00%
		\$33,578,106	\$2,064,430	\$1,196,709	\$0	\$3,261,140	\$0	\$0	\$0	\$0	\$0	\$3,261,140	\$30,311,899	
	Total including General Fund	\$68,878,939	\$9,758,122	\$3,013,170	\$0	\$12,771,292	\$0	\$0	\$0	\$0	\$0	\$12,771,292	\$56,102,580	

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

2021 COUNTY GENERAL-GENERAL

% of Year: 16.67%

COUNTY GENERAL-GENERAL	BUDGET	JAN EXP.	FEB EXP.	MAR EXP.	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	\$117,620	\$27,527	\$0		\$27,527				\$0	\$0	\$0	\$27,527	\$90,093	23.40%
Contractual	\$1,215,050	\$69,971	\$103,073		\$173,044				\$0	\$0	\$0	\$173,044	\$1,042,006	14.24%
Commodities	\$2,500	\$0	\$239		\$239				\$0	\$0	\$0	\$239	\$2,261	9.56%
Misc-Budget Stabilization	\$3,050,000	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	\$0	\$10,296	\$15,073		\$25,369				\$0	\$0	\$0	\$25,369	-\$25,369	
Transfers Out	\$0	\$77,788	\$45,216		\$123,004				\$0	\$0	\$0	\$123,004	-\$123,004	
Grand Total	\$4,385,170	\$185,582	\$163,601	\$0	\$349,184	\$0	\$0	\$0	\$0	\$0	\$0	\$349,184	\$4,035,986	7.96%
Other Expense Totals	Year-To- Date	Budget												
Indigent Attorney	\$60,151	\$407,550												
Incidentals:														
Postage	\$83													
Computer Software	\$630													
Mileage	\$0													
Copies	\$0													
Misc Fees	\$1,686													
Meals	\$0													
	\$2,400													
Base Panel fees	\$56,256													
Off Panel	\$1,495													

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

COMPARISON OF 2020 TO 2021 EXPENSES

DEPARTMENT	FEBRUARY		FEBRUARY DIFFERENCE	YEAR-TO-DATE THRU FEBRUARY		Y-T-D DIFFERENCE	2021 BUDGET
	2020	2021		2020	2021		
Attorney	\$151,618	\$138,726	-\$12,893	\$355,857	\$282,763	-\$73,095	\$2,127,075
Clerk	\$69,675	\$73,430	\$3,755	\$165,719	\$135,744	-\$29,975	\$955,685
County Commissioners	\$15,292	\$18,619	\$3,327	\$34,773	\$31,506	-\$3,267	\$239,201
Admin. Svcs/Counselor	\$44,145	\$43,062	-\$1,083	\$105,730	\$85,002	-\$20,728	\$627,489
Register of Deeds	\$33,385	\$28,204	-\$5,180	\$81,500	\$57,919	-\$23,582	\$515,953
Treasurer	\$60,074	\$61,149	\$1,075	\$142,712	\$121,583	-\$21,129	\$876,696
District Court	\$7,171	\$6,975	-\$197	\$14,453	\$9,351	-\$5,102	\$168,175
Emergency Management	\$24,876	\$18,820	-\$6,056	\$48,644	\$39,773	-\$8,872	\$265,466
Coroner	\$4,164	\$4,526	\$363	\$11,664	\$8,276	-\$3,387	\$107,000
Juvenile Detention	\$0	\$0	\$0	\$22,463	\$20,900	-\$1,562	\$95,000
Fair	\$3,061	\$3,007	-\$54	\$5,837	\$5,709	-\$128	\$102,400
Museum	\$32,236	\$33,144	\$907	\$77,446	\$64,728	-\$12,719	\$428,315
Election	\$103,512	\$101,778	-\$1,734	\$131,636	\$125,463	-\$6,173	\$581,735
Ambulance	\$263,003	\$262,257	-\$746	\$630,490	\$517,027	-\$113,463	\$3,674,370
Appraiser	\$119,759	\$120,899	\$1,140	\$287,760	\$240,756	-\$47,004	\$1,669,039
Planning & Development	\$45,378	\$39,364	-\$6,014	\$106,818	\$78,141	-\$28,677	\$592,829
Budget Appropriations	\$0	\$0	\$0	\$810,771	\$795,771	-\$15,000	\$1,591,541
Insurance	-\$1,641	\$145,046	\$146,688	\$3,273	\$291,270	\$287,997	\$681,849
Information Systems/GIS	\$94,016	\$90,408	-\$3,607	\$217,399	\$178,063	-\$39,336	\$1,619,848
County General-General	\$75,685	\$163,601	\$87,917	\$155,199	\$349,184	\$193,984	\$4,385,170
Public Works	\$414,742	\$414,197	-\$546	\$974,127	\$744,887	-\$229,240	\$8,101,895
Noxious Weed	\$42,179	\$49,248	\$7,069	\$128,916	\$113,704	-\$15,212	\$684,674
General Fund	\$1,602,331	\$1,816,461	\$214,130	\$4,513,187	\$4,297,518	-\$215,669	\$30,091,405

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

COMPARISON OF 2020 TO 2021 EXPENSES

DEPARTMENT	FEBRUARY		FEBRUARY DIFFERENCE	YEAR-TO-DATE THRU FEBRUARY		Y-T-D DIFFERENCE	2021 BUDGET
	2020	2021		2020	2021		
Health Department	\$308,935	\$435,724	\$126,789	\$683,220	\$792,146	\$108,926	\$4,906,190
EMS Grants Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$5,067
Register of Deeds Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$91,568
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$106,703
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$56,977
War Memorial	\$0	\$0	\$0	\$0	\$0	\$0	\$9,575
County Auction	\$461	\$270	-\$192	\$498	\$270	-\$229	\$86,238
P.A.T.F	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations	\$24,060	\$23,901	-\$159	\$56,628	\$47,405	-\$9,223	\$418,158
Special Alcohol Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$9,023
Community Corrections	\$77,392	\$85,365	\$7,973	\$175,529	\$149,432	-\$26,097	\$987,649
Capital Improvements Fund	\$65,939	\$198,094	\$132,155	\$306,812	\$384,811	\$77,999	\$9,070,167
Economic Development	\$156,153	\$150,675	-\$5,478	\$254,906	\$243,695	-\$11,211	\$401,322
Radio Infrastructure Project	\$1,394,822	\$0	-\$1,394,822	\$1,394,822	\$0	-\$1,394,822	\$0
Emergency 911	\$4,042	\$8,007	\$3,965	\$157,965	\$151,860	-\$6,105	\$810,000
Solid Waste	\$180,589	\$177,345	-\$3,244	\$212,405	\$205,464	-\$6,941	\$2,807,000
County Building	\$15,086	\$12,675	-\$2,411	\$26,200	\$16,016	-\$10,184	\$393,000
Road & Bridge Capital Projects	\$11,960	\$4,299	-\$7,661	\$13,293	\$4,299	-\$8,995	\$4,320,367
RCPD Operations	\$16,357	\$26,891	\$10,534	\$1,147,955	\$1,149,894	\$1,939	\$4,712,215
Landfill Closure	\$581	\$819	\$239	\$581	\$819	\$239	\$52,789
Bond & Interest	\$21,093	\$16,923	-\$4,170	\$21,093	\$16,923	-\$4,170	\$598,752
Riley Co Fire Dist #1	\$40,403	\$37,386	-\$3,017	\$71,855	\$77,451	\$5,596	\$1,124,440
Riley Co Fire Dist Cap Ou	\$12,410	\$0	-\$12,410	\$12,410	\$0	-\$12,410	\$357,523
Fire Station Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

COMPARISON OF 2020 TO 2021 EXPENSES

DEPARTMENT	FEBRUARY		FEBRUARY DIFFERENCE	YEAR-TO-DATE THRU FEBRUARY		Y-T-D DIFFERENCE	2021 BUDGET
	2020	2021		2020	2021		
University Park W&S	\$5,416	\$6,694	\$1,278	\$5,416	\$6,694	\$1,278	\$136,421
Fairmont Heights Cap Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University Park Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$0	\$0	\$0	\$499,000
Exp of Univ Park/Lakeside Heights	\$0	\$0	\$0	\$0	\$1,250	\$1,250	\$800,000
Univ Park W/S Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$95,540
Hunters Island Water	\$1,647	\$2,279	\$632	\$1,647	\$2,279	\$632	\$30,401
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$9,027
Carson Sewer Operations	\$949	\$893	-\$56	\$1,865	\$1,813	-\$53	\$45,485
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$36,994
Deep Creek Sewer	\$320	\$295	-\$25	\$320	\$295	-\$25	\$14,236
Deep Creek Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$27,705
Moehlman Bottoms	\$654	\$1,162	\$508	\$654	\$1,162	\$508	\$19,354
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$5,410
Terra Hts Sewer	\$556	\$848	\$293	\$556	\$923	\$368	\$33,953
Terra Hts Sinking	\$0	\$0	\$0	\$0	\$0	\$0	\$82,528
Konza Water Operations	\$2,837	\$6,031	\$3,194	\$2,912	\$6,106	\$3,194	\$121,704
Konza Water Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$149,874
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$81,672
Valleywood Operations	\$27	\$64	\$37	\$118	\$64	-\$54	\$46,871
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$30	\$70	\$40	\$30	\$70	\$40	\$2,945
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$8,080
Total Including General Fund	\$3,945,048	\$3,013,170	-\$931,878	\$9,062,875	\$7,558,658	-\$1,504,217	\$63,669,511

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
2021 YTD EXPENSES

	BUDGET	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$150,269	\$21,136	\$22,811		\$43,948				\$0	\$0	\$0	\$43,948	\$106,321
Laboratory	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$120,000	\$3,055	\$3,120		\$6,175				\$0	\$0	\$0	\$6,175	\$113,825
Land Rental/Lease	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$10,500	\$875	\$875		\$1,750				\$0	\$0	\$0	\$1,750	\$8,750
Office Supplies	\$500	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$500
Juvenile Transport	\$6,000	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$20,000	\$0	\$84		\$84				\$0	\$0	\$0	\$84	\$19,916
Storm Drainage	\$2,200	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$2,200
Other Contractual	\$0	\$0	\$0		\$0				\$0	\$0	\$0	\$0	\$0
Budget Appropriation	\$4,391,746	\$1,097,937	\$0		\$1,097,937				\$0	\$0	\$0	\$1,097,937	\$3,293,809
TOTAL	\$4,712,215	\$1,123,003	\$26,891	\$0	\$1,149,894	\$0	\$0	\$0	\$0	\$0	\$0	\$1,149,894	\$3,562,321

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2015 - 12/31/2021

	2015	2016	2017	2018	2019	2020	2021	Total
Dental	\$878	\$131	\$0	\$0	\$0	\$0	\$0	\$1,009
Physician	\$127,580	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$43,948	\$865,075
Laboratory	\$499	\$69	\$0	\$0	\$0	\$0	\$0	\$569
Hospital	\$10,668	\$3,323	\$0	\$500	\$0	\$0	\$0	\$14,491
Advertising/Legal	\$0	\$0	\$210	\$473	\$0	\$0	\$0	\$683
Prescriptions	\$829	\$15	\$391	\$0	\$0	\$0	\$0	\$1,235
Bldg Maintenance	\$139,218	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$6,175	\$591,744
Land Rental/Lease	\$1,204	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$6,173
Office Supplies	\$0	\$125	\$251	\$0	\$125	\$0	\$0	\$501
Office Space Rental	\$9,900	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$1,750	\$62,425
Juvenile Transport	\$8,638	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$0	\$37,581
Water, Electric	\$0	\$0	\$0	\$0	\$0	\$252	\$84	\$336
Storm Drainage	\$1,715	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$7,619
Other Contractual Srv	\$0	\$0	\$0	\$400,000	\$8,091	\$693,906	\$0	\$1,101,998
Budget Appropriation	\$3,783,672	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$1,097,937	\$25,729,693
Total	\$4,084,802	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$1,149,894	\$28,421,132

Prepared by: Tami Robison
 Budget and Finance Officer

Attachment: Financial reports 2021 (10598 : Year to date budget and expenditure reports)

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2021 \$31,000 POOL

	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	OCT	NOV	DEC	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0		\$0				\$0				\$0				\$0	\$0
Physician	\$0	\$402		\$402				\$0				\$0				\$0	\$402
Laboratory	\$0	\$10		\$10				\$0				\$0				\$0	\$10
Hospital	\$0	\$509		\$509				\$0				\$0				\$0	\$509
Prescriptions	\$0	\$695		\$695				\$0				\$0				\$0	\$695
Supplies	\$0	\$0		\$0				\$0				\$0				\$0	\$0
TOTAL	\$0	\$1,617	\$0	\$1,617	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,617
Savings from Medicaid Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$31,000	\$29,383	\$29,383		29,383	29,383	29,383		29,383	29,383	29,383		29,383	29,383	29,383		

Quarterly ADP: (Contract)																	
County Inmate (72 base census)	67	67															
Non-County Inmate (0 base census)	0	0															
Billing Adjustments for prior years	\$8,761	\$10,306	\$19,067					\$0				\$0				\$0	\$19,067



PUBLIC WORKS
Project Update

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: March 8, 2021

SUBJECT: Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #1

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

Construction of the Fairmont Heights Sanitary Sewer Benefit District Improvements began in November, 2020. Work is nearing completion waiting for temperatures to warm back up to finish landscaping, clean-up and some asphalt patching. The project is still on schedule to be completed in April.

DISCUSSION

Attached for your approval is Change Order #1 for the Fairmont Heights Sanitary Sewer Benefit District Improvements. Descriptions of the changes are as follows:

Bid Item #21- Additional Manhole Height

It was necessary to increase a manhole height an additional foot over plan quantity to meet the existing surface elevation. Increase to the contract amount is \$210.00.

Bid Item #28- Concrete Driveway/Sidewalk Replacement (6" thick)

Due to the time year and availability of material, it was determined to use concrete instead of asphalt to repair the roadway crossings. Increase to the contract is \$23,545.00.

Bid Item #29- Asphalt Driveway for Road way Patching (Match Existing)

As a result of using concrete to repair the roadway crossings, this bid item decreased by \$14,450.00.

CO1.1-Relocate water main at Deibler & Rannells (West Intersection)

Existing water line required adjustment in order to avoid conflict with new sanitary sewer.
Increase to contract is \$3000.00.

CO1.2- Adjust Sewer Grade to Water Main at Deibler & Rannells (East Intersection)

The elevation of the sanitary sewer was adjusted to avoid conflict with the existing water line.
Increase to contract amount is \$250.00.

CO1.3 Remove and Reset Water Meter at 801 Rannells

A water meter required relocation after it was found to be in line with the sewer installation.
Increase to contract was \$500.00

CO1.4- Repair Unmarked Water Service at Messenger and Rannells Rd.

Contractor damaged a water service line which the Rural Water District hadn't known about.
Increase to contract is \$350.00.

CO1.5 Service Call to Economy electric- Disconnect Electric to Unknown Pump in Tank

In order to abandon an existing septic tank, it was necessary to disconnect the electric service to a pump which had not been known to exist. Increase to the contract is \$80.00.

FISCAL IMPACT

Change Order #1 increases the contract amount for the Fairmont Heights Sanitary Sewer Benefit District Improvements by \$13,485.00. Final cost of the contract is \$444,095.70

RECOMMENDATION(S)

Staff Recommends approval

POSSIBLE MOTION(S)

Move to approve Fairmont Heights Sanitary Sewer Benefit District Improvements
Change Order #1.

Move to deny Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order
#1.

Move to table for further discussion.

Enclosures:

- Change Order NO. 1_signed (PDF)

Change Order No. 1

Date of Issuance: 02/02/2021
Owner: Riley County, KS
Contractor: J & K Contracting, L.C.
Engineer: BG Consultants, Inc.
Project: Fairmont Heights Sanitary Sewer Benefit District
Improvements

Effective Date: 08/27/2020
Owner's Contract No.:
Contractor's Project No.:
Engineer's Project No.: 18-1318M
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Increase for relocating water mains to maintain minimum 2' clearance per minimum design standards and this included concrete encasement. Increase for moving and reset water meter for construction of sewer main. Increase for repair of unmarked water service. Increase for electrician to disconnect unknown pump in septic tank which was used to pump liquid to lateral field. Decrease in asphalt surfacing and switched to concrete surfacing so didn't have to wait till late spring to repair roads. Increase in concrete surfacing due to existing road conditions, extended driveways to match existing asphalt or to nearest concrete joint, and unknown service line and tank under existing concrete patio.
Attachments: [Change Order Summary Worksheet]

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ 430,610.70	Original Contract Times: Substantial Completion: <u>110</u> Ready for Final Payment: <u>120</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ N/A	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days or dates
Contract Price prior to this Change Order: \$ 430,610.70	Contract Times prior to this Change Order: Substantial Completion: <u>110</u> Ready for Final Payment: <u>120</u> days or dates
[Increase] of this Change Order: \$ 13,485.00	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order: \$ 444,095.70	Contract Times with all approved Change Orders: Substantial Completion: <u>110</u> Ready for Final Payment: <u>120</u> days or dates

RECOMMENDED:
By: Samuel Johnson, P.E.
Engineer (if required)
Title: Project Manager
Date: 02/08/21

ACCEPTED:
By: _____
Owner (Authorized Signature)
Title: _____
Date: _____

ACCEPTED:
By: _____
Contractor (Authorized Signature)
Title: _____
Date: 3-2-21

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

Fairmont Heights Sanitary Sewer Benefit District Improvements
 Fairmont Heights, Riley County, KS
 CHANGE ORDER SUMMARY
 18-1318M

(T# 1 signed : Fairmont Heights Sewer Project Change Order NO. 1 signed : 50961) Attachment: Change Order NO. 1 signed : 50961

No.	Description	Quantity	Units	Unit Price	Contract Price	Change Order 1 Add - (Less)	Current Quantity	Current Price	Change in Price
General									
1	Mobilization	1	LS	\$ 10,000.00	\$10,000.00		1	\$ 10,000.00	\$ -
2	Clearing and Grubbing	1	LS	\$ 25,000.00	\$25,000.00		1	\$ 25,000.00	\$ -
3	Traffic Control	1	LS	\$ 3,000.00	\$3,000.00		1	\$ 3,000.00	\$ -
4	Seeding	1	Acres	\$ 6,500.00	\$6,500.00		1	\$ 6,500.00	\$ -
5	Erosion Control	1	LS	\$ 6,000.00	\$6,000.00		1	\$ 6,000.00	\$ -
6	Landscaping Activities	1	LS	\$ 8,500.00	\$8,500.00		1	\$ 8,500.00	\$ -
7	Contractor Construction Staking	1	LS	\$ 8,100.00	\$8,100.00		1	\$ 8,100.00	\$ -
8	Pre and Post Photo Documentation	1	LS	\$ 1,000.00	\$1,000.00		1	\$ 1,000.00	\$ -
Sanitary Sewer Design									
9	Septic Tank Pumping and Demolition	1	LS	\$ 20,000.00	\$20,000.00		1	\$ 20,000.00	\$ -
10	8" Diam. SDR 26 Sanitary Sewer Main(6-Depth)(Open Trench)	696.5	LF	\$ 37.00	\$25,770.50		696.5	\$ 25,770.50	\$ -
11	8" Diam. SDR 26 Sanitary Sewer Main(6-10Depth)(Open Trench)	1166.4	LF	\$ 37.00	\$43,156.80		1166.4	\$ 43,156.80	\$ -
12	8" Diam. SDR 26 Sanitary Sewer Main(10-14 Depth)(Open Trench)	437	LF	\$ 39.00	\$17,043.00		437	\$ 17,043.00	\$ -
13	8" Diam. Sanitary Sewer Main(Depth Varies)(Boring)	45	LF	\$ 65.00	\$2,925.00		45	\$ 2,925.00	\$ -
14	6" Diam. Sanitary Sewer Main(Depth Varies)(Boring)	222.6	LF	\$ 50.00	\$11,130.00		222.6	\$ 11,130.00	\$ -
15	4" Sanitary Sewer Service Pipe(Open Trench)(Includes All Fittings)	2695	LF	\$ 25.00	\$67,375.00		2695	\$ 67,375.00	\$ -
16	4" Sanitary Sewer Service Pipe(Boring)	580	LF	\$ 35.00	\$20,300.00		580	\$ 20,300.00	\$ -
17	4" Sanitary Sewer Service Cleanout	48	EA	\$ 225.00	\$10,800.00		48	\$ 10,800.00	\$ -
18	4"x8" Service Tap Connection	28	EA	\$ 225.00	\$6,300.00		28	\$ 6,300.00	\$ -
19	48" Diam. Standard Precast Drop Manhole(6ft Depth)	11	EA	\$ 3,100.00	\$34,100.00		11	\$ 34,100.00	\$ -
20	48" Diam. Standard Precast Drop Manhole(6ft Depth)	2	EA	\$ 5,000.00	\$10,000.00		2	\$ 10,000.00	\$ -
21	Additional Manhole Height	25.9	VF	\$ 210.00	\$5,439.00	1	26.9	\$ 5,649.00	\$ 210.00
22	Connect to Existing Manhole	1	EA	\$ 1,000.00	\$1,000.00		1	\$ 1,000.00	\$ -
23	Grinder Station(Private)	1	LS	\$ 12,000.00	\$12,000.00		1	\$ 12,000.00	\$ -
24	Air Release Station(Private)	1	LS	\$ 4,000.00	\$4,000.00		1	\$ 4,000.00	\$ -
25	2" Forcemain(Open Trench)(Private)	218.5	LF	\$ 8.00	\$1,748.00		218.5	\$ 1,748.00	\$ -
26	2" Forcemain(Boring)(Private)	143.8	LF	\$ 13.00	\$1,869.40		143.8	\$ 1,869.40	\$ -
27	Gravel Surfacing(6" Thick)	271	SV	\$ 15.00	\$4,065.00		271	\$ 4,065.00	\$ -
28	Concrete Driveway/Sidewalk Replacement(6" Thick)	86	SV	\$ 85.00	\$7,310.00	277	363	\$ 30,855.00	\$ 23,545.00
29	Asphalt Driveway for Roadway Patching(Match Existing)	229	SV	\$ 85.00	\$19,465.00	-170	49	\$ 4,165.00	\$ (14,450.00)
30	Flowable Fill	214	CV	\$ 100.00	\$21,400.00		214	\$ 21,400.00	\$ -
31	Remove and Replace Curb and Gutter	30	LF	\$ 50.00	\$1,500.00		30	\$ 1,500.00	\$ -
32	15" Diam. CMP ARCH Remove and Install New	96	LF	\$ 42.50	\$4,080.00		96	\$ 4,080.00	\$ -
33	18" Diam. CMP ARCH Remove and Install New	70	LF	\$ 42.00	\$2,940.00		70	\$ 2,940.00	\$ -
34	28"x20" Diam. CMP ARCH Remove and Replace Existing	72	LF	\$ 52.00	\$3,744.00		72	\$ 3,744.00	\$ -
35	15" CMP ARCH End Section	6	EA	\$ 290.00	\$1,740.00		6	\$ 1,740.00	\$ -
36	18" CMP End Section	4	EA	\$ 330.00	\$1,320.00		4	\$ 1,320.00	\$ -
37	28"x20" CMP ARCH End Section	2	EA	\$ 420.00	\$840.00		2	\$ 840.00	\$ -
				Subtotal =	\$439,915.70		Subtotal =	\$439,915.70	\$9,205.00
Additions									
CO1.1	Relocate water main at Deblair & Rannells (West Intersection)	1	LS	\$ 3,000.00		1	1	\$ 3,000.00	\$ 3,000.00
CO1.2	Adjust sewer grade to clean water main at Deblair & Rannells (East Intersection)	1	LS	\$ 250.00		1	1	\$ 250.00	\$ 250.00
CO1.3	Remove & Reset Water Meter at 901 Rannells	1	LS	\$ 500.00		1	1	\$ 500.00	\$ 500.00
CO1.4	Repair unmarked water service at Messenger and Rannells Rd.	1	LS	\$ 350.00		1	1	\$ 350.00	\$ 350.00
CO1.5	Service call to Economy Electric-Disconnect electric to unowned pump in tank	1	LS	\$ 80.00		1	1	\$ 80.00	\$ 80.00
				Subtotal =			0	\$ -	\$ -
				Subtotal =					\$ 4,180.00

 Original Contract Price \$430,610.70
 Change Order No. 1 \$13,485.00
 Current Contract Price \$444,095.70



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Brevia Spencer, LBSW, Maternal and Child Health Supervisor

MEETING: March 8, 2021

SUBJECT: Maternal and Child Health (MCH) Position Reclassification Request for MCH Home Visitor

PRESENTER: Julie Gibbs, MPH, Health Department Director and Brevia Spencer, LBSW, Maternal and Child Health Supervisor

BACKGROUND

The Maternal and Child Health Home Visitor (MCHHV) position has evolved over time and the job description and classification have not been updated to align with the changes. The position duties and responsibilities have significantly changed over the course of many years. The current job description dates back to before 2008. I have assessed the department needs and made a recommendation to update and revise the position duties and responsibilities, include a minimum of a bachelors degree as well as recommend the position is exempt status. As the position reads now, a minimum of a high school diploma is required and a bachelor's degree preferred. The position is currently non-exempt. The position will now align with similar positions within the community and state. This will attract high level candidates and provide competitive pay to similar positions within the county. The position description has been updated to include all the duties and responsibilities the MCHHV is responsible for currently, such as grant writing, data collection, managing the Becoming a Mom classes and curriculum and responsible for projects assigned for performance management and quality improvement within the MCH program. See attached job description.

The position has been compared to similar positions within our internal pay structure and after consulting with the Human Resource Manager, the findings seem comparable to a Grade M, exempt. If approved, the position will be submitted to McGrath for placement and determine if the position does qualify for exempt status.

The cost difference in 2021 from the current position to the reclassification is provided in the table below:

Position	Current Salary	Benefits	Annual Difference
Maternal Child – Grade G – Current hourly at \$18.64/hour	\$38,771.20	15,314.55	\$1,666.92
Maternal Child – Grade M – Proposed Salary at biweekly rate – \$1653.60	\$42,993.60	\$16,982.47	

FISCAL IMPACT

Currently the Health Department budget can absorb this increase if the position reclassification is approved. The increase will be budgeted and requested through the Kansas Department of Health and Environment Aid to Local Maternal and Child Health grant application for FY2022, which begins July 1, 2021.

RECOMMENDATION(S)

Recommendation is to approve the reclassification of the Maternal and Child Health Home Visitor position and follow recommendations for placement and status open the position for recruitment.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

The Board agreed by consensus to

Enclosures:

- Maternal and Child Health Home Visitor position description (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	MATERNAL AND CHILD HEALTH HOME VISITOR (MCHHV)	
Department:	Health Department	Division: Maternal Child Health (MCH) Program
Reports To:	MCH Supervisor	
Pay Grade:		Status: Full Time
FLSA Status:	Non-Exempt	

POSITION SUMMARY: the Maternal and Child Health Home Visitor provides information and education, initiates referrals and assists with accessing community systems of care. The position is responsible for the Maternal and Child Health grant efforts to include reviewing grant proposals, data collection and grant writing. The position is also responsible for managing the Becoming a Mom® education series and Perinatal Community Collaborative Program. Position requires team work with the Maternal and Child Health (MCH) staff and other professionals within the Community. Position schedules and makes frequent home visits as well as completes written/data entry reports. Must be culturally competent, empathetic, aware of professional boundaries and safety precautions, organized and able to work independently.

ESSENTIAL FUNCTIONS:

1. Visit each mother/family expecting an infant or that has an infant less than 12 months of age to provide support, education and community resources as needed. Conduct return visits for ongoing education and support to families as determined by the MCH Supervisor.
2. Is the subject matter expert of community resources, nutrition, breastfeeding, healthy home environments, safe sleep for infants, infant mental health best practices and other safety and health issues that relate to perinatal conditions.
3. Provide assistance to Responsible for staff on data collection and grant writing of the MCH Aid to Local application and grant reports as assigned by the MCH Supervisor.
4. Research available grant opportunities that align with the vision and mission of the MCH program and serve as primary grant writer for these grant applications and reports.
5. Develop and revise a base curriculum used for each prenatal and postpartum visit as well as develop and revise local policy and procedures for the MCHHV service, Becoming a Mom® program and other policy and procedures assigned by the MCH Supervisor.
6. Demonstrate strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value system and behavior norms. Works with culturally diverse families and is culturally sensitive and appropriate.
7. Seek client referrals from Health Department, Women's Health Group, Irwin Army Hospital, Via Christi Labor and Delivery, Department of Children and Families, Parents as Teachers, and other facilities as necessary.
8. Facilitate the Becoming a Mom® Class on healthy eating, appropriate exercise and stress management.
9. Manage the Becoming a Mom® education series, which includes developing class schedules and updating new or existing curriculum as needed.
10. Serve as the point of contact for the Kansas Department of Health and Environment Perinatal Community Collaborative Program.
11. Provide education and outreach to other Community organizations to strengthen the understanding of the role of the MCHHV. This includes, developing and updating a written outreach plan. Collaborate on community projects which align with MCH priorities.

12. Promote and market the MCHHV service as well as other MCH services.
13. Participate in Health Department and/or community collaborations for quality improvement of services offered to families.
14. Establish and maintain personal/ programmatic boundaries, while providing supportive services.
15. Make appropriate referrals to local resources. Promote home visiting services to at-risk families and refer to Maternal Child Health Social Worker for formal evaluation.
16. Provide families with a resource list and parent education topics as appropriate.
17. Document all contacts/visits in a timely, objective and accurate manner.
18. Participate in emergency response health department efforts.
19. Conform to HIPAA privacy regulations specific to position held. Regularly manages and records PHI within appropriate guidelines.

NOMINAL FUNCTIONS:

- Participate in training workshops to include [MCH Aid to Local](#) orientation, initial training requirements and annual/ongoing training requirements.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: A Bachelor's degree in nursing, social work, community health, early childhood, or other related field is required. Master's degree in related field or RN license preferred. Equivalent combination of experience and education will be considered.

License(s)/Certification(s): Must have valid driver's license and good driving record. Must complete Certified Lactation Counselor (CLC) training, within 12 months of hire

Experience: Breastfeeding Peer Counselor, Certified Lactation Counselor (CLC) and/or personal breast feeding experience preferred. Must have experience delivering support and education services. Must possess at least one year medical office experience. Experience with the operation of specialized office equipment, particularly computers is required. Experience in Maternal Child Health, Public Health, Labor and Delivery, Medical Assistant, or related field is required.

Skills: Demonstrated ability in typing and knowledge of basic or commonly-used office rules, procedures and operations. Must possess good communication skills and be able to work with diverse clientele. Must be proficient with data entry. Must have ability to work with the public. Must understand and demonstrate basic computer skills. Bilingual English/Spanish is preferred.

Supervisory Controls: The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: None

Guidelines: Procedures for doing the work have been established and a number of specific guidelines are available.

Complexity: The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected

from many alternatives.

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public.

Purpose of Contacts: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

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

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

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

While performing the duties of this job, the employee is exposed to a normal noise level.

Public health facility requires a non-smoker.

Approved: _Date: _____ (Supervisor)

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

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



PUBLIC WORKS
Project Update

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

STAFF REPORT

FROM: John Ellermann, Public Works Director
MEETING: March 8, 2021
SUBJECT: Public Works Project Update
PRESENTER: John Ellermann, Public Works Director

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 030821 Project Update (PDF)
- Location Map (PDF)

Project Update

Public Works Department

3/08/2021

Fairmont Heights Sewer Project

- Clean-up, seeding and asphalt patching remain.
- [Change Order No. 1](#)
- [Pay Estimate No. 4](#)

Lakeside Heights Sewer/Water District

- Plans have been approved by KDHE
- Working on collecting hook-up agreements from users and bonding.

Keats Sewer District

- Preliminary Engineer Report
- Costs estimates for City and District maintenance
- Concern that the monthly per user costs are too high, other options are being researched

K-113 Corridor Study – Jt City/County/KDOT project

- Final report completed.
- Awaiting MOU

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates is the consultant
- Working on office check plans

Rose Hill Rd. Bridge (O.7-2.6)

- Approximately ¼ mi. S. of Swede Creek Rd.
- KDOT Off-System Bridge Program (80/20 grant for construction)
- BG Consultant working on final plans and easement acquisition.
- Bid letting scheduled for May by KDOT

West 32nd Ave Bridge (T.0-30.8)

- Approximately ¼ mi. N. of McDowell Creek Rd.
- Field Check meeting Friday Jan 22nd with Alfred Benesch & Co.
- Working on Office Check plans, r/w acquisition and utility relocation

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Field check held January 27, 2021

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021

South Otter Bridge (D.5-9.1)

- Approximately 0.1 mi. S. of Green-Randolph Rd.
- Schwab-Eaton
- Field check held October 23, 2020
- [Public Works Staff reviewing office check plans](#)

Peach Grove Culvert (I.0-4.2)

- Approximately 1.0 mi N. Winkler Mills Rd.
- Reece Construction began project early December
- [Back filling and grading completed](#)
- [Seeding remains](#)

Senn Rd Bridge (I.1-10.8)

- Approximately 0.1 mi. E. of Union Rd.
- All permits received and utilities relocated and Easements acquired.
- BG Consultants
- Office check held January 13, 2021
- Working on setting bid date

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton working on field check plans.

Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- Field check meeting held with SMH Dec. 2, 2020
- SMH working on office check plans

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- Field check held Dec. 2, 2020
- SMH working on office check plans

EMS Kitchen Remodel

- RM Baril has counters ordered
- Delivered and installed in March

Riley County Police Department Firing Range

- Anticipating a mid-March completion date on the building
- Water Line project – Larson Construction was low bidder
- Pre-Construction meeting in next week or so
- Late start April 12th.

Parks:

- Repairs and maintenance to exercise trail and equipment at CICO Park
- Trimming trees along Avery and around CICO Park
- Began project renovating playground at Keats Park
- Prep work for concrete around shelter at Keats Park

Operations:

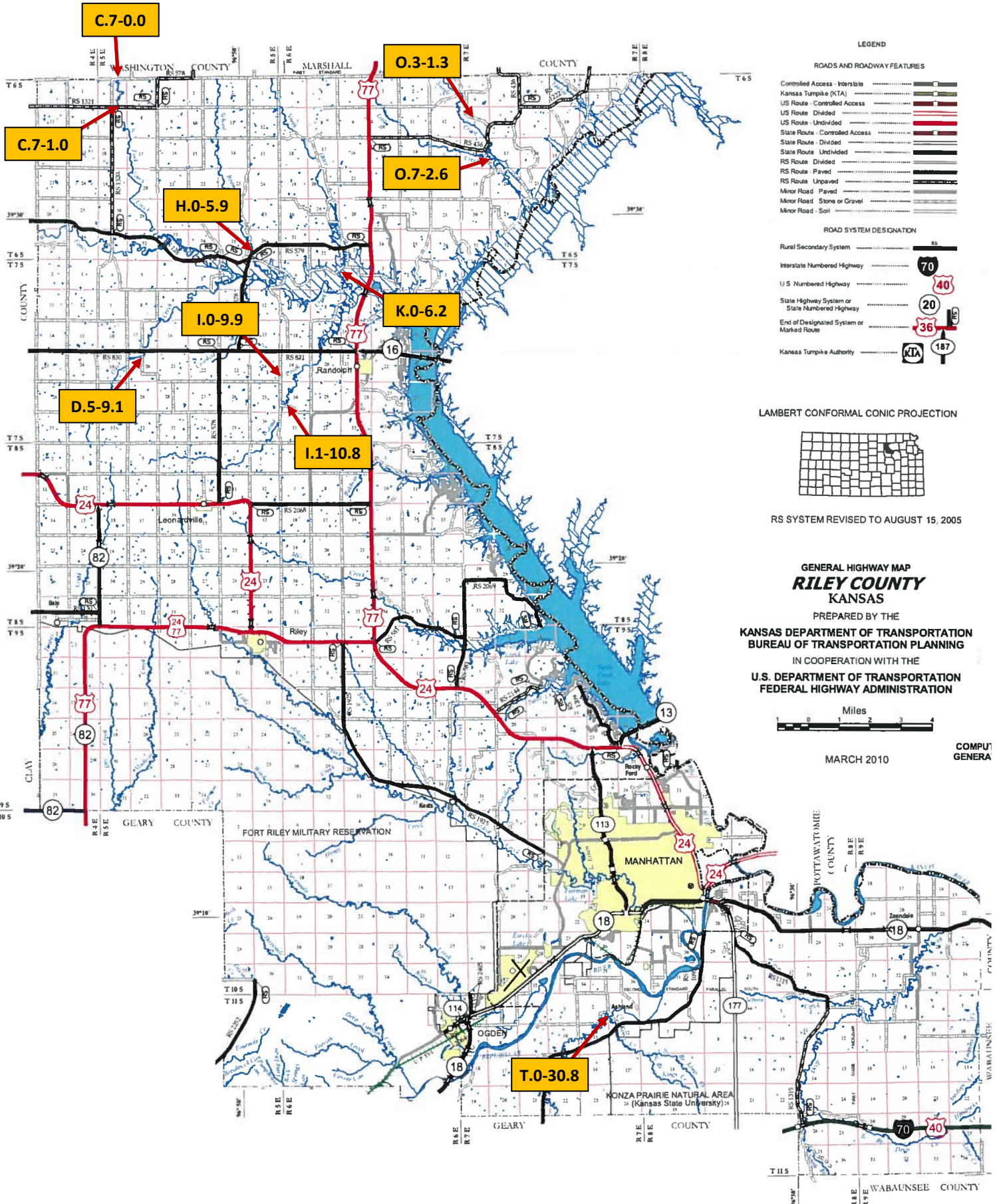
- Repaired guard rail on Scenic Dr.
- Working on service requests
- Inspection of small structures completed
- Cut cores and profiled roads in preparation of Asphalt Overlay Projects
- Ordered materials for Equipment Storage Building at Leonardville Yard. Pad preparation.
- Crack filling of asphalt pavement has begun

Sales Tax Discussion-

- Staff, along with the R&B Advisory Board, is working project list and prioritization
- Working on update for Commission

Miscellaneous

- US-24/K113 survey of intersection has begun
- Discovery Meeting for I-70/K-18 interchange





COMMUNITY CORRECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Riley County Community Corrections Director

MEETING: March 8, 2021

SUBJECT: Request to Fill JIAS On-Call Officers

PRESENTER: Shelly Williams, Riley County Community Corrections Director

BACKGROUND

JIAS On-Call Officers

A roster of night Juvenile Intake & Assessment Services On-Call Officers rotate covering night intakes from Monday's at 5:00pm to the following Monday at 8:00am, covering 5:00pm-8:00am Monday-Friday, and 24 hours per day on Saturday and Sunday. An on-call calendar is published every two months and is based on their availability to cover evening and weekend shifts.

DISCUSSION

JIAS On-Call Officers

After hours On-Call Officers are contacted through a night on-call telephone provided by Community Corrections that is leased through the RCPD. 100% of night intakes are conducted at a law enforcement center.

Ideally it is good to have six to eight On-Call Officers so they do not get burnt out, as it is not uncommon for staff to get called out 2 to 3 nights in a seven day time period. We currently have 3 On-Call Officers. Since we had to eliminate a supervisor position a few years back due to flat and reduced funding, I am on-call 24/7/365 unless I am out of the country.

I reached out to the other 30 Judicial Districts to see how they were running their on-call after hour services including hours on-call, number of days on-call at a time, weekend, etc.

I will be presenting a revised job description on Tuesday.

FISCAL IMPACT

We budget \$14,820.00 for the daily on-call fees, and \$13,166.50 for hours called out.

On Call Daily Fee	
weekends @ \$60.00/day	\$6,360.00
holidays @ \$60.00/day	\$660.00
weekdays @ \$30.00/day	\$7,800.00
	\$14,820.00

RECOMMENDATION(S)

Allow RCCC to advertise and hire additional JIAS On-Call Officers.

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:

- On-Call Juvenile Intake Office Position Description (DOCX)
- 2021-02 On-Call Juvenile Intake Off - Curtis (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	On-Call Juvenile Intake & Assessment Officer		
Department:	Community Corrections	Division:	Intake
Reports To:	Director or their designee		
Pay Grade:	B	Status:	As Needed
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The As-Needed, On-Call Juvenile Intake and Assessment Officer conducts intake and assessment on children-in-need-of-care (CINC), status offenders (SO) or juvenile offenders (JO) in custody by law enforcement, and coordinates emergency placement such as relative placements, foster care, emergency shelter, attendant care or detention placements on evenings, weekends and holidays. The assessment interview includes an in-depth face-to-face interview with children and youth.

ESSENTIAL FUNCTIONS:

- Assist law enforcement officers in screening, assessment, placement, and release of children-in-need-of-care, status offenders and juvenile offenders in custody by law enforcement from 5:00pm to 6:00am Monday through Friday, and 24 hours a day on weekends and county holidays. On-Call Officers shall respond to law enforcement by phone within ten (10) minutes of notification and physically within thirty (30) minutes.
- Determine ability of child/youth's participation in interview process by considering age, impairment due to the usage of drugs and/or alcohol, cognitive challenges, and current emotional state due to traumatic events.
- If a youth is exhibiting signs of active trauma and the JIAS worker's attempts are not adequate to provide support and relief, the JIAS worker should follow local policy and procedure for obtaining additional mental health guidance and support.
- Appropriately assess potential placements, taking into consideration the least restrictive placement, considering the safety of the child/youth, safety of the community and available community resources.
- Determine if the child or youth can be returned home or if placement is appropriate pending a subsequent court hearing.
- Administer and score the Kansas Detention Risk Assessment Instrument to determine the eligibility of detention placements. Assess whether or not an override of the detention instrument decision is necessary and request such override of the Director of JIAS.
- Administer and score the MAYSI-II, and further administer MAYSI-II Secondary Screening Instruments used to identify the needs of the youth. If youth score at or above the caution cut-off on any subscale, determine the need for further recommendations and referral of the youth for mental health assessment.

Updated 2020

Attachment: On-Call Juvenile Intake Office Position Description (10614 : JIAS On-Call Officers)

- Based on the results of the intake and assessment screenings, refer for services to local program providers for assistance and/or support for the youth and/or family.
- Conditionally release a child-in-need-of-care or a juvenile offender who is subject to requirements or conditions imposed on the youth and/or family members to be completed prior to Court action.
- Preparation, completion and submission of applicable state-mandated forms.
- Provide crisis intervention services and serve as a resource broker.
- Maintain a working knowledge of the Kansas Juvenile Justice Code, Kansas Child-in-Need-of-Care-Code and Riley County Community Corrections policies and procedures.

POSITION REQUIREMENTS:

Education: This position requires a High School Diploma or General Educational Development GED equivalent, at a minimum, and two (2) years of college coursework in human services or other related field preferred

License(s)/Certificate(s): Must be twenty-one (21) years of age or older, possess a valid driver's license, be qualified for access to any KS Criminal Justice Information System (KCJIS) and not be registered on the Kansas adult or child abuse registry.

Experience: One (1) year of experience working with juveniles and families is preferred. This position requires knowledge of RCCC Policies and Procedures, applicable KDOC JIA Standards, the CINC Code, and the Kansas Juvenile Justice Code. It requires knowledge of the juvenile justice system, effective oral and writing skills and counseling skills when appropriate.

Skills: Ability to work with diverse populations in difficult situations.

Supervisory Control: The Director or their designee sets the overall policies, procedures, objectives and resources available. The Director or their designee develops deadlines and work assignments. The employee acts independently in the general aspect of screenings and placements and consults/refers to the Director or their designee when appropriate.

Guidelines: This position requires knowledge of RCCC Policies and Procedures, applicable KDOC JIA Standards, the CINC Code and Kansas Juvenile Justice Code. Due to the nature of the job, discretion is required. Depending on the level of discretion, continuous input and approval from the Director or their designee may be required.

Complexity: All contact with CINC's and juvenile offenders is potentially difficult or dangerous with some of them being violent. These contacts vary from day-to-day, CINC-to-CINC, and offender-to-offender. The contacts will differ in environment from office visits to meeting at law enforcement agencies . The unexpected can happen at any time on any visit.

As stated before, the unusual situations are considered the norm for the Juvenile Intake Officer and therefore, the officer must be well versed in the appropriate discretion allowed youth. The

Updated 2020

Juvenile Intake Officer must be able to make quick judgments that are reasonable, yet not rash.

Scope and Effect of Work: If proper intervention is not provided to a CINC or a juvenile offender, then the youth's penetration into the CINC or juvenile justice system may be higher. Any undue penetration by a child or a youth into the system may adversely impact the child or youth, as well as consuming more resources than necessary.

Personal Contacts: Intake CINCs or juvenile offenders, family members, legal representative, treatment or mental health professionals, local and state law enforcement personnel, the Department of Children & Family, court officials, other members of Community Corrections, Court Services personnel, neighbors, school officials, and other service providers of the CINC or juvenile offender

Purpose of Contacts: The purpose of these contacts is to obtain knowledge of the CINC or juvenile offender for the intake and assessment. The purpose of contacts with school officials, employers, and treatment or mental health professionals is to ensure an appropriate placement is secured. It is also for the purpose of obtaining information, which may aid the CINC or juvenile offender in improving his/her life. Contact with family members and girlfriends/boyfriends is to ensure that the CINC or juvenile offender follows established rules at home upon release. Court officials and other officials of the state and government are ordinarily a professional contact that is the direct result of a requirement or coordination of other official action involving the CINC or juvenile offender.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb; stoop, kneel, crouch, or crawl; talk or hear; smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to sit long periods of time, both in traveling and when working at respective workstation.

This position is a high stress and crisis-filled position, therefore flexibility is needed. Due to working with CINCs and juvenile offenders, there exists the risk of possible injury and/or loss of life. When traveling, must deal with various weather elements. The JIAO must have the ability to use ones senses to perceive the detailed cues of body language, speech and reactions.

The physical demands require that the JIAO be readily able to move without difficulty, be able to drive an automobile, be acute to the aroma of alcohol/THC, and be able to access public buildings, private buildings and/or dwellings. Most contacts occur at the Riley County Police Department. This position also entails an element of physical danger due to situations that could escalate into a physical confrontation.

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

Updated 2020

While performing the duties of this job, the employee is often exposed to dangerous elements of potentially criminal behaviors, wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually moderate.

LOCATION OF WORK:

The primary work location for this position will be the Riley County Law Enforcement Center, Clay Co Sheriff/Police Department, and Kansas State University Policy Department. Considerable fieldwork will be required, mostly within a radius of 50 miles. A county vehicle will ordinarily be provided, however, the position holder must have access to a personal vehicle for use when a county car is not available.

WORK SCHEDULE: This is an as-needed, on-call position. Due to the responsibilities associated with this position, the position holder will be required to carry agency- issued cell phone from 5:00pm to 6:00am, Monday through Friday, including 24 hours a day on weekends and holidays. The position requires an immediate response to all calls and reporting in-person within thirty minutes.

OTHER: This position is contingent upon receiving continued grant - funding.

Approved:

Date:

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.

Department Community Corrections Date 2/24/2021 Job Title On-call Juvenile Intake and Assessment Officer

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>B</u>	Hours per ☒ Week ☐ Month	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☒ As Needed	☐ Intern	☐ Temporary	>20		End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Lundsey Curtis</u>	2. Effective date of promotion, transfer, termination, or change: <u>3/31/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? incumbent resignation
2. Is it possible to fill this position internally? If no, why not? NA

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
 Highschool diploma, w years college coursework in Human Services preferred, at least 21 years of age, valid DL, not registered on KS abuse registries

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Administrative Assistant II

MEETING: March 8, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 03.08.2021 (DOC)

PENDING COUNTY PROJECTS ▪ March 8, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



MUSEUM
Staff Update

Cheryl Collins
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Cheryl Collins, Director, Riley County Historical Museum

MEETING: March 8, 2021

SUBJECT: Riley County Historical Museum Staff Update- Freedom's Frontier National Heritage Area

PRESENTER: Cheryl Collins, Riley County Historical Museum; Marcia Rozell, Visit Manhattan; Dr. Caronda Moore, Kansas State University

Freedom's Frontier National Heritage Area (FFNHA) is a federally designated U.S. National Heritage Area located in eastern Kansas and Western Missouri. FFNHA was authorized on October 12, 2006 by Congress.

Freedom's Frontier National Heritage Area, which has 41 counties in Missouri and Kansas (including Riley County), is a grassroots effort to preserve and promote the cultural landscape and nationally significant stories about the struggle over freedom on the frontier, the continued impact of that struggle and the defining of freedom, and to make those stories available for the benefit of the public and the heritage area.

Freedom's Frontier involves residents, and public and private organizations working together to build awareness of this area's freedom stories. Leveraging federal, state, local and private funding, Freedom's Frontier empowers communities and individuals to serve as stewards of their place and stories. We strive to build new alliances to support our heritage. We work to build our economy using our unique heritage.

Freedom's Frontier is a partnership unit of the National Park Service.

There are currently eight FFNHA Partners in Riley County: Flint Hills Discovery Center, Goodnow House State Historic Site, Konza Prairie, Marianna Kistler Beach Museum of Art, Riley County Genealogical Society, Riley County Historical Society and Museum, Wonder Workshop, and Visit Manhattan.

Dr. Caronda Moore, Kansas State University Licensing Associate, serves on the FFNHA Board of Trustees. Marcia Rozell, Visit Manhattan, and Cheryl Collins, Riley County Historical Museum, serve on the FFNHA Partner Advisory Committee. Jim Ogle is the FFNHA Executive Director.

More information is available on the FFNHA web site www.freedomsfrontier.org and a mobile application is available on Google Play and in the App Store- Apple.

Enclosures:



PLANNING & DEVELOPMENT
Presentation

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: March 8, 2021

SUBJECT: NG911 Committee Presentation

PRESENTER: Amanda Smeller, Planning Director

DISCUSSION

The committee made a presentation before the Board of County Commissioners at their regular meeting on February 25, 2021. At this meeting, the committee presented the purpose and background of Next Generation 911 and the committee itself, as well as outlined addressing procedures and the importance of naming/renaming and numbering/renumbering private roads in Riley County. The BOCC was supportive of the committee moving forward through the list of identified private roads. The BOCC requested additional information be presented at a future meeting.

The following items are included in this packet:

- NG911 Committee Roster (an updated list of all committee members)
- Resolution #031317-13 (the original resolution signed by the BOCC in March 2017 establishing the committee and outlining the process by which naming/renaming and numbering/renumbering takes place).
- Private Road Naming Completed to Date spreadsheet (these are all of the identified private roads that have been named/renamed to date).
- Private Road Naming Completed to Date Map (corresponds to the Private Road Naming Completed to Date spreadsheet)
- Private Roads that still need to be renamed spreadsheet (these are all of the identified private roads that still need to be named/renamed).

FISCAL IMPACT

While the overall fiscal impact is unknown, it is anticipated that the costs of signs, notices of public hearings, and Register of Deeds filing fees will be paid from the 911 fund.

RECOMMENDATION(S)

The committee recommends the BOCC uphold Resolution 031317-13 and direct the NG911 committee to move forward with naming/renaming/renumbering private roads in unincorporated Riley County.

POSSIBLE MOTION(S)

Move to direct the NG911 committee to move forward with naming/renaming/renumbering private roads in unincorporated Riley County.

Enclosures:

- NG911 Committee Members (DOCX)
- NG911 Private Road Naming to date (XLSX)
- NG911 Private Road Naming Project Maps (PDF)
- Private Roads that still need to be renamed (XLSX)
- Res# 031317-13 (PDF)

NG911 Committee Members:

Name	Department/Title
David Adams	Emergency Medical Services Director
Cheryl Collins	Historical Museum Director
John Ellermann	Public Works Director
Joshua Gering (alternate)	Emergency Medical Services Assistant Director
Clancy Holeman	County Counselor
Kevin Howser	IT/GIS Director
Amanda Smeller	Planning & Development Director
Russel Stukey	Emergency Management Director
Sherie Taylor	IT/GIS Analyst
Tyler Siefkes	Riley County Police Department

NG911 - PRIVATE ROAD NAMING AND RENUMBERING

Map #	Year	Road Name Being Used for Private Road	Suggested NG911 Private Road Name	Alternate Road Name	Existing Address	New Address	Comments
#1	2017	Baldwin Park Road	Baldwin Park Lane	Whippoorwill Lane	8320 Baldwin Park Road	12353 Whippoorwill Lane	
					8300 Baldwin Park Road	12720 Whippoorwill Lane	
#2	2017	Anderson Avenue	Otto Ranch Lane		6700 Anderson Avenue	3084 Otto Ranch Lane	
					6702 Anderson Avenue	3083 Otto Ranch Lane	
#3	2017	Deep Creek Road	Sterrett Lane	Goose Creek Lane	1801 Deep Creek Road	1491 Goose Creek Lane	
					1781 Deep Creek Road	1535 Goose Creek Lane	
#4	2017	Pillsbury Drive	Garibay Lane		3101 Pillsbury Drive	1286 Garibay Lane	
					3141 Pillsbury Drive	1340 Garibay Lane	
#5	2017	Deep Creek Road	Fearon Lane		4181 Deep Creek Road	1437 Fearon Lane	
					4177 Deep Creek Road	1561 Fearon Lane	
#6	2018	Pillsbury Drive	Colburn Lane	Austin Lane	2480 Pillsbury Drive	799 Austin Lane	
					2560 Pillsbury Drive	877 Austin Lane	
#7	#6	Zeandale Road	Keating Lane		874 Zeandale Road 861 Zeandale Rd		Due to particular medical situation the NG911 Committee choose not to pursue a change in address at that time. The committee decided to reevaluate the priority of all private roads and first consider locations where emergency responders have had difficulty locating properties.
#8	2019	N Seth Child Road	Lyman Lane and Lyman Spur	High Plains Ranch and High Plains Trail	3708 N Seth Child Road	3836 High Plains Ranch	
					3714 N Seth Child Road	3948 High Plains Ranch	
					3722 N Seth Child Road	3041 High Plains Trail	
					3716 N Seth Child Road	3925 High Plains Ranch	
					3712 N Seth Child Road	3901 High Plains Ranch	
					3706 N Seth Child Road	3787 High Plains Ranch	
					3718 N Seth Child Road	3954 High Plains Ranch	
					3720 N Seth Child Road	3040 High Plains Trail	

NG911 - PRIVATE ROAD NAMING AND RENUMBERING

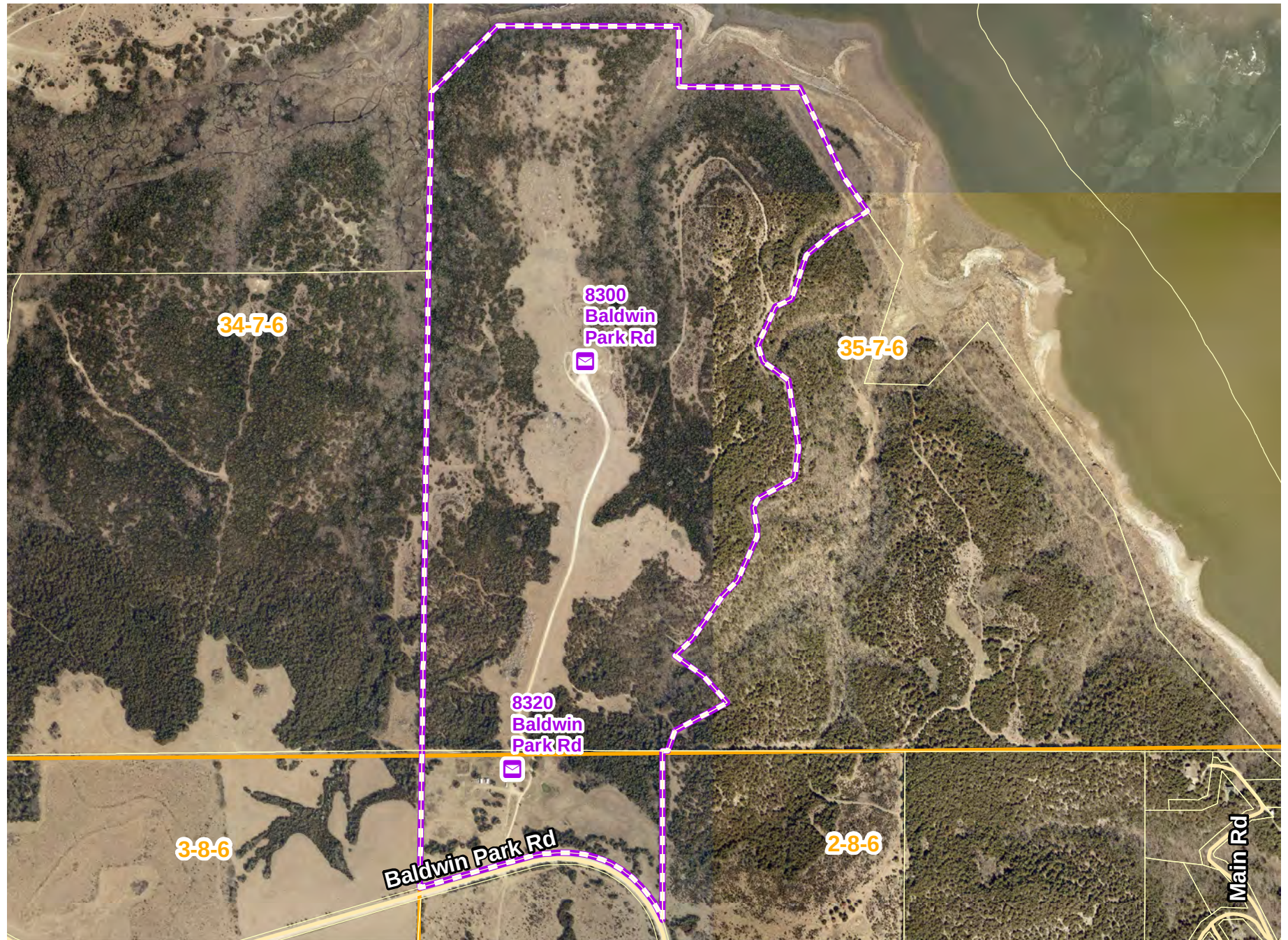
#9	2020	W 60th Avenue	Hidden Valley Lane and Hidden Valley Trail		2340 W 60th Avenue	5635 Hidden Valley Lane	
					2440 W 60th Avenue	2663 Hidden Valley Trail	
					2480 W 60th Avenue	2730 Hidden Valley Trail	
					2402 W 60th Avenue	5520 Hidden Valley Lane	
					2460 W 60th Avenue	2683 Hidden Valley Trail	
					2420 W 60th Avenue	5460 Hidden Valley Lane	
					2418 W 60th Avenue	2575 Hidden Valley Trail	
					2430 W 60th Avenue	5400 Hidden Valley Lane	
					2340 W 60th Avenue	5635 Hidden Valley Lane	
#10	2020	Anderson Avenue	Clack Lane	Anderson Lane	5500 Anderson Avenue 5504 Anderson Avenue 5514 Anderson Avenue 5524 Anderson Avenue		Property owners suggested an alternative road name but didn’t want their addresses to be renumbered.

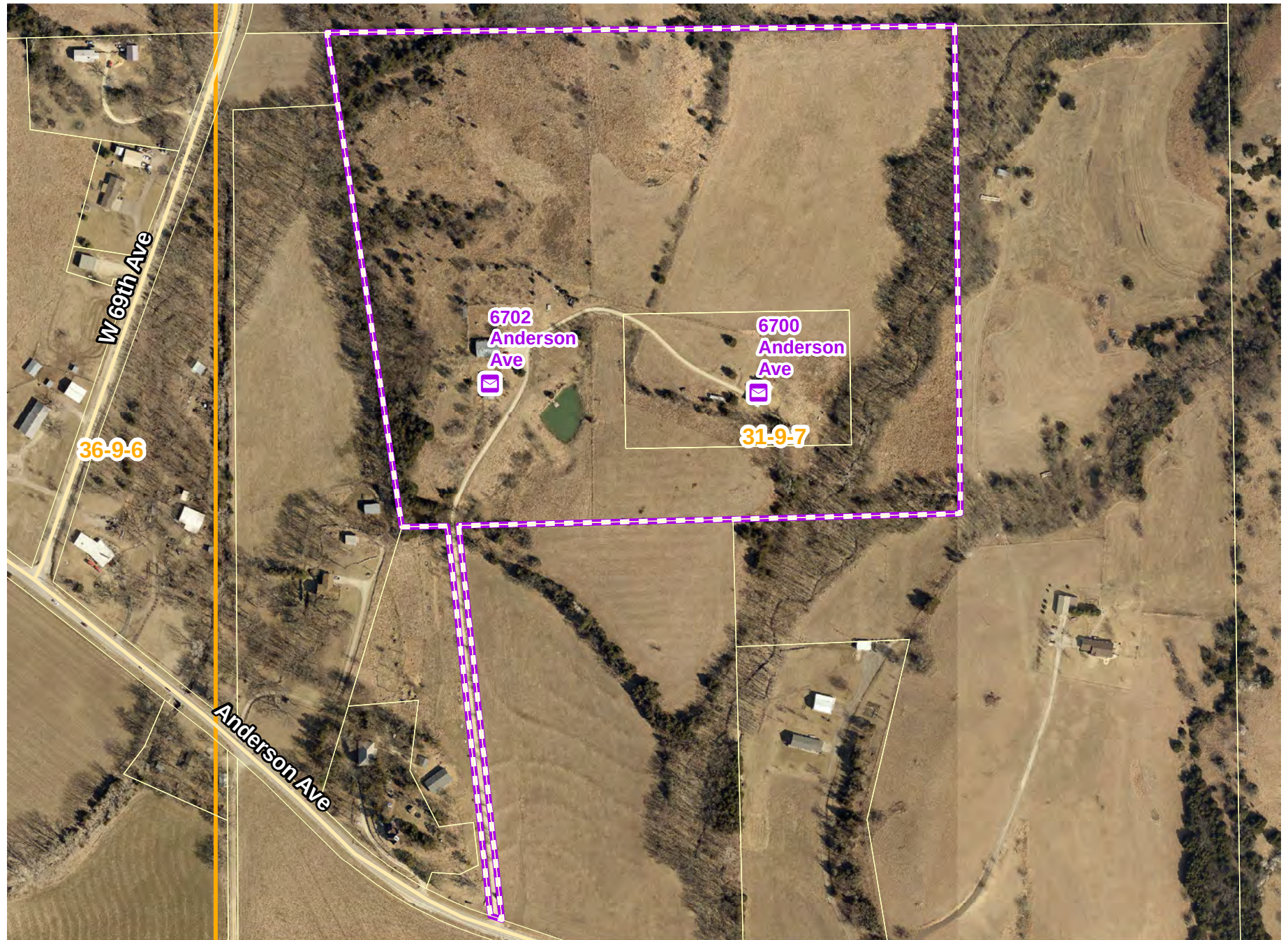
#1

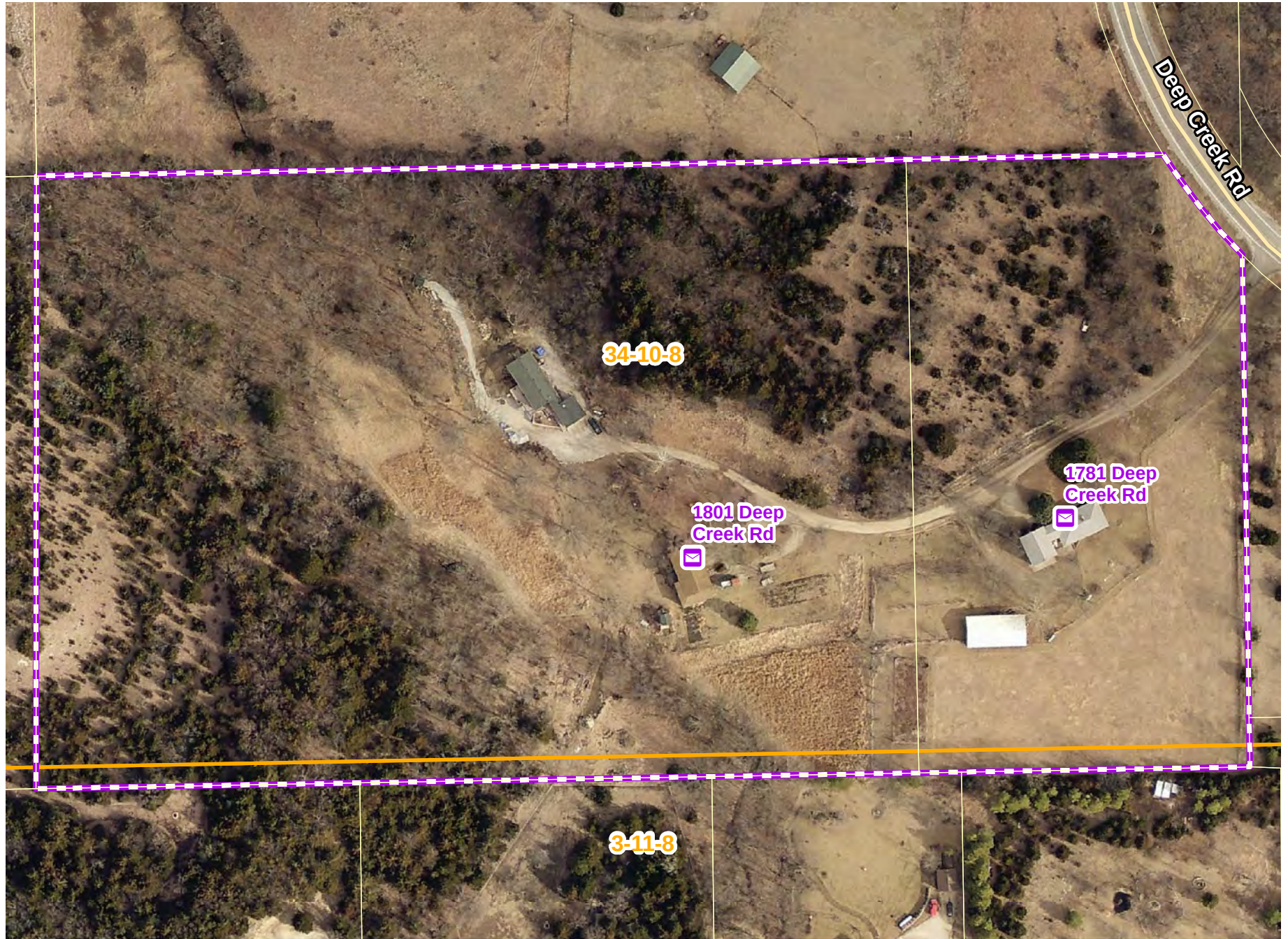
Baldwin Park Rd 35-7-6 & 2--6

Completed 2017 - Whippoorwill Lane

17.c



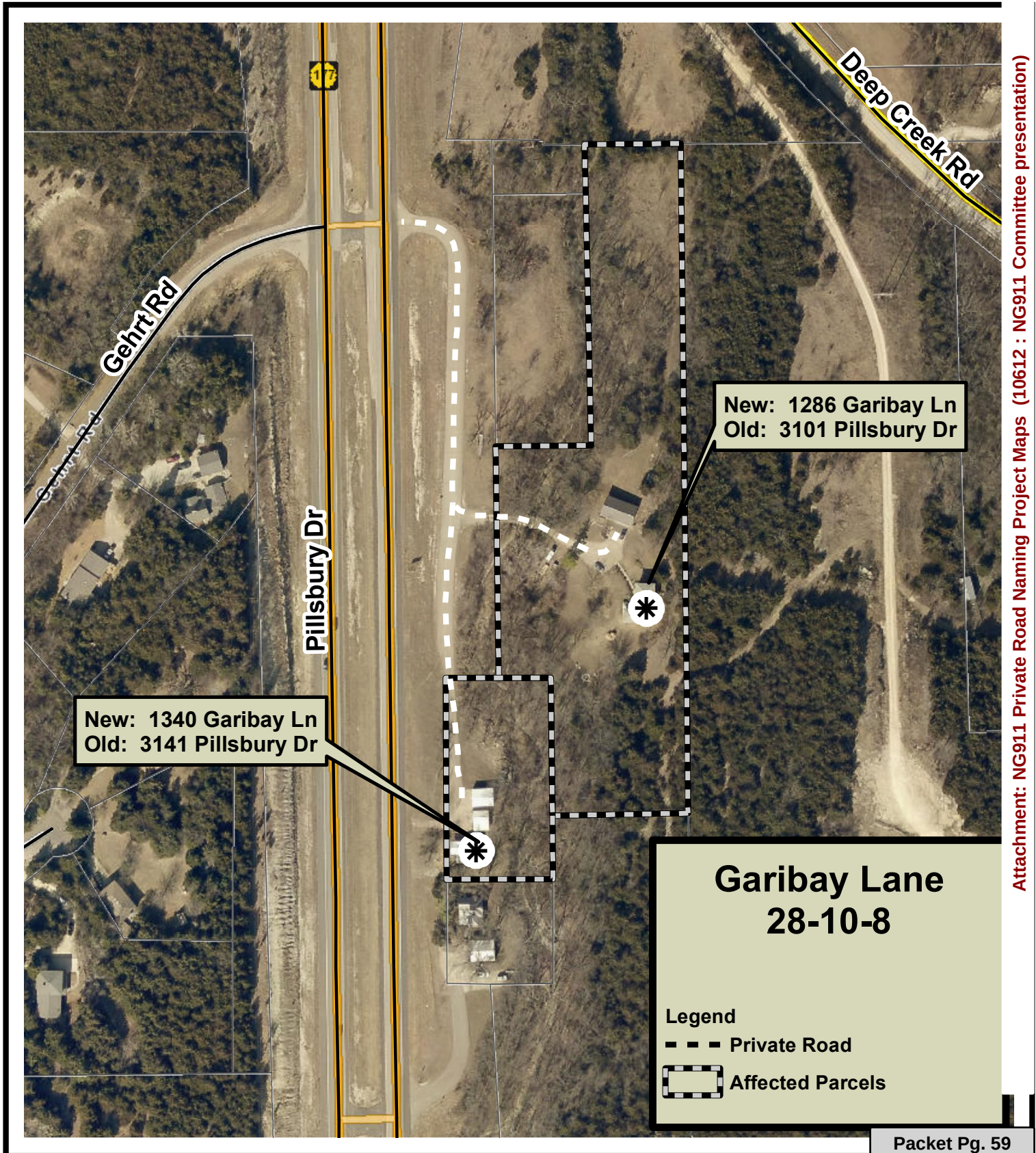




#4

Completed in 2017 - Garibay Lane

EXHIBIT A



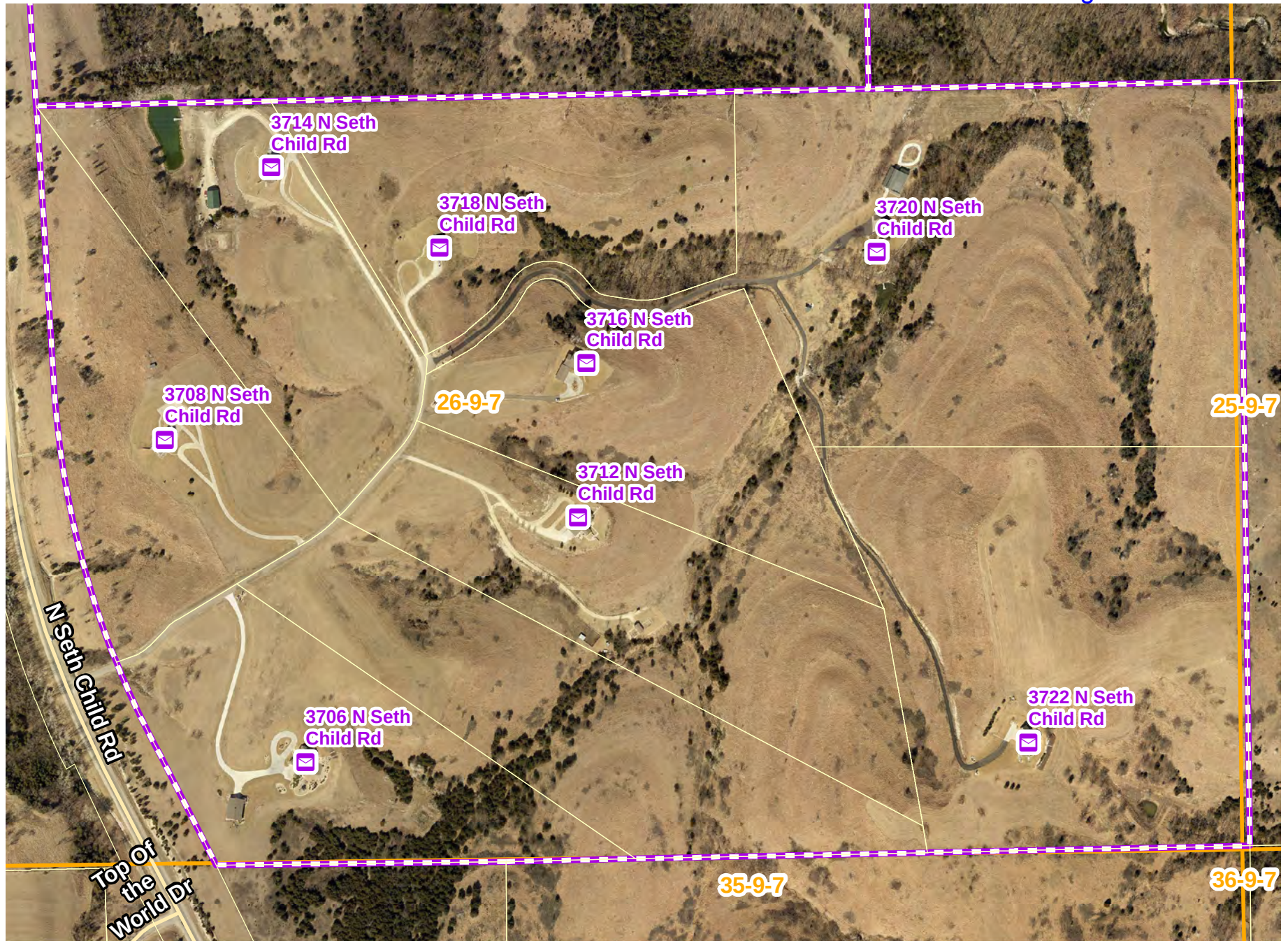


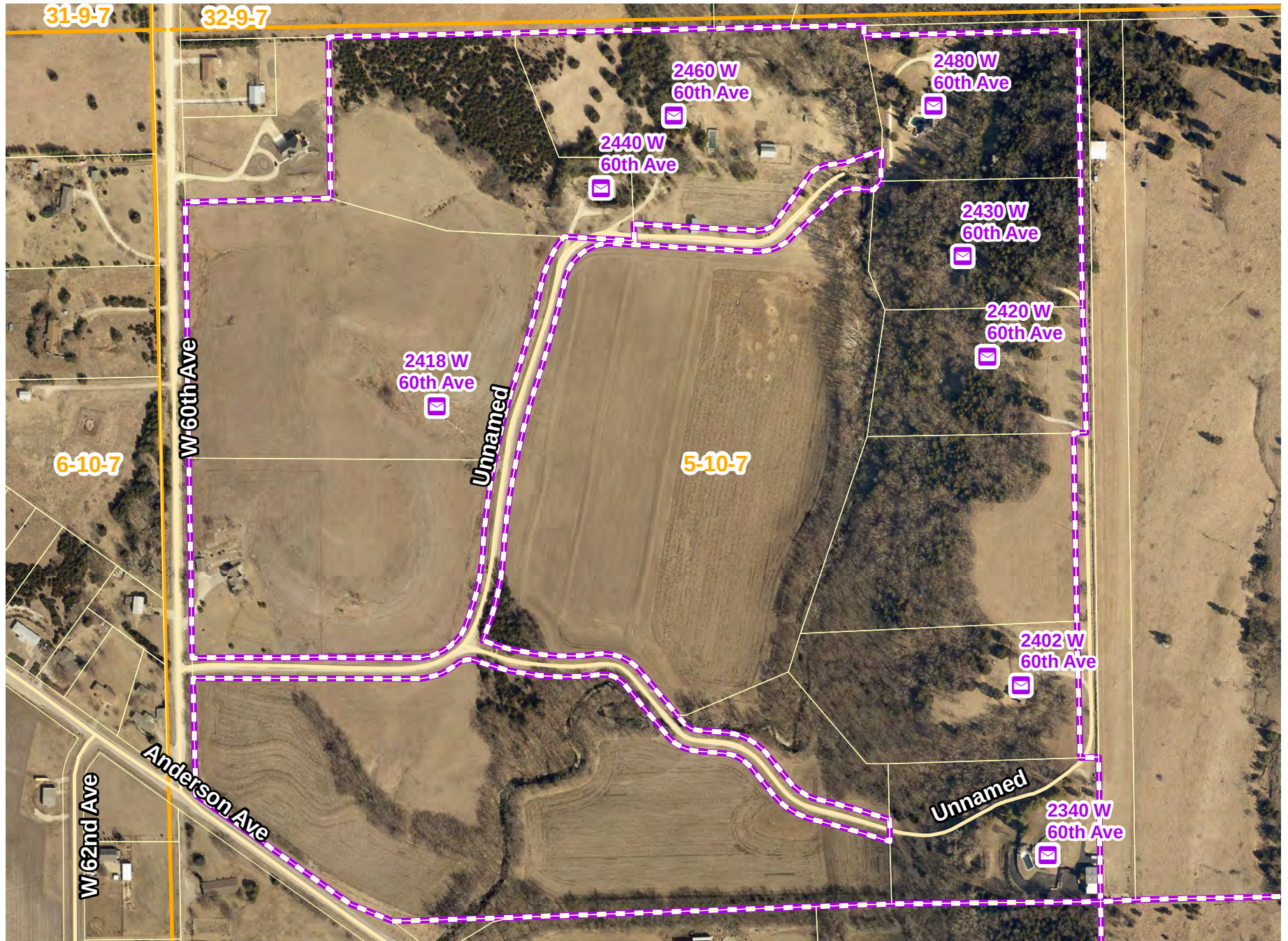


#7

Zeandale Rd 21-10-8 On hold due to medical issue - Keating Lane

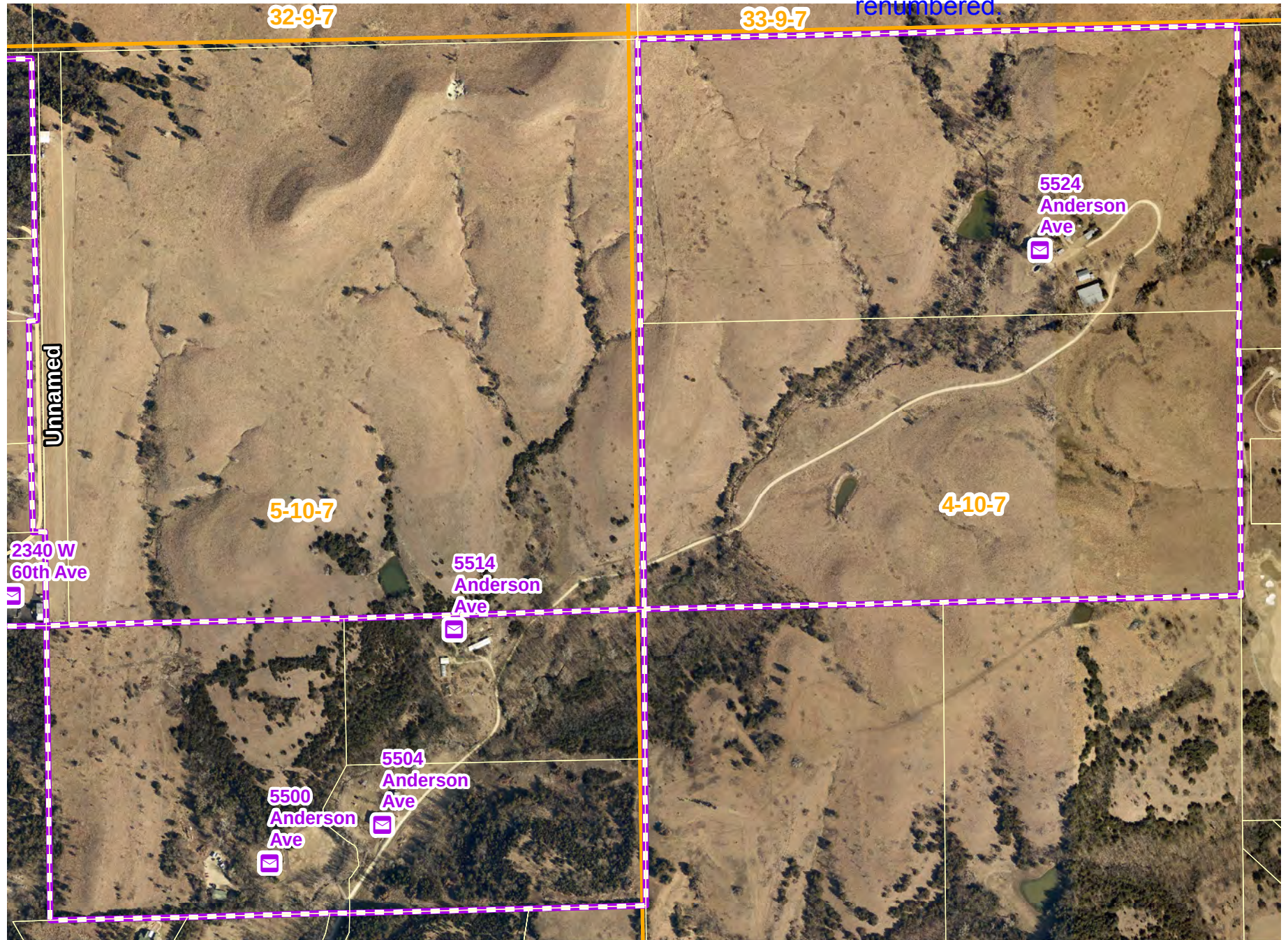






Anderson Ave 4 & 5-10-7

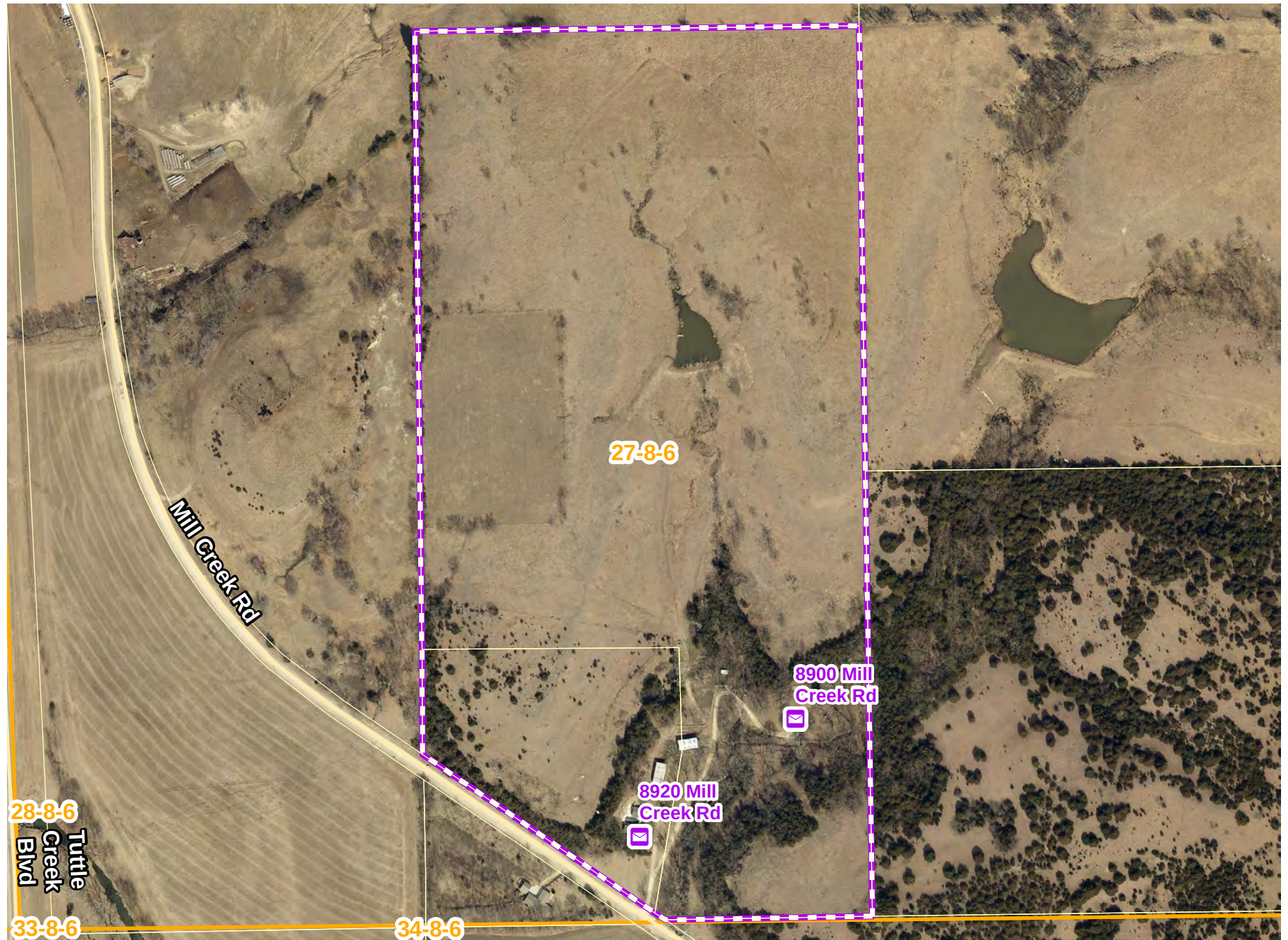
2020 on hold - property owners suggested Anderson Lane but didn't want to be renumbered

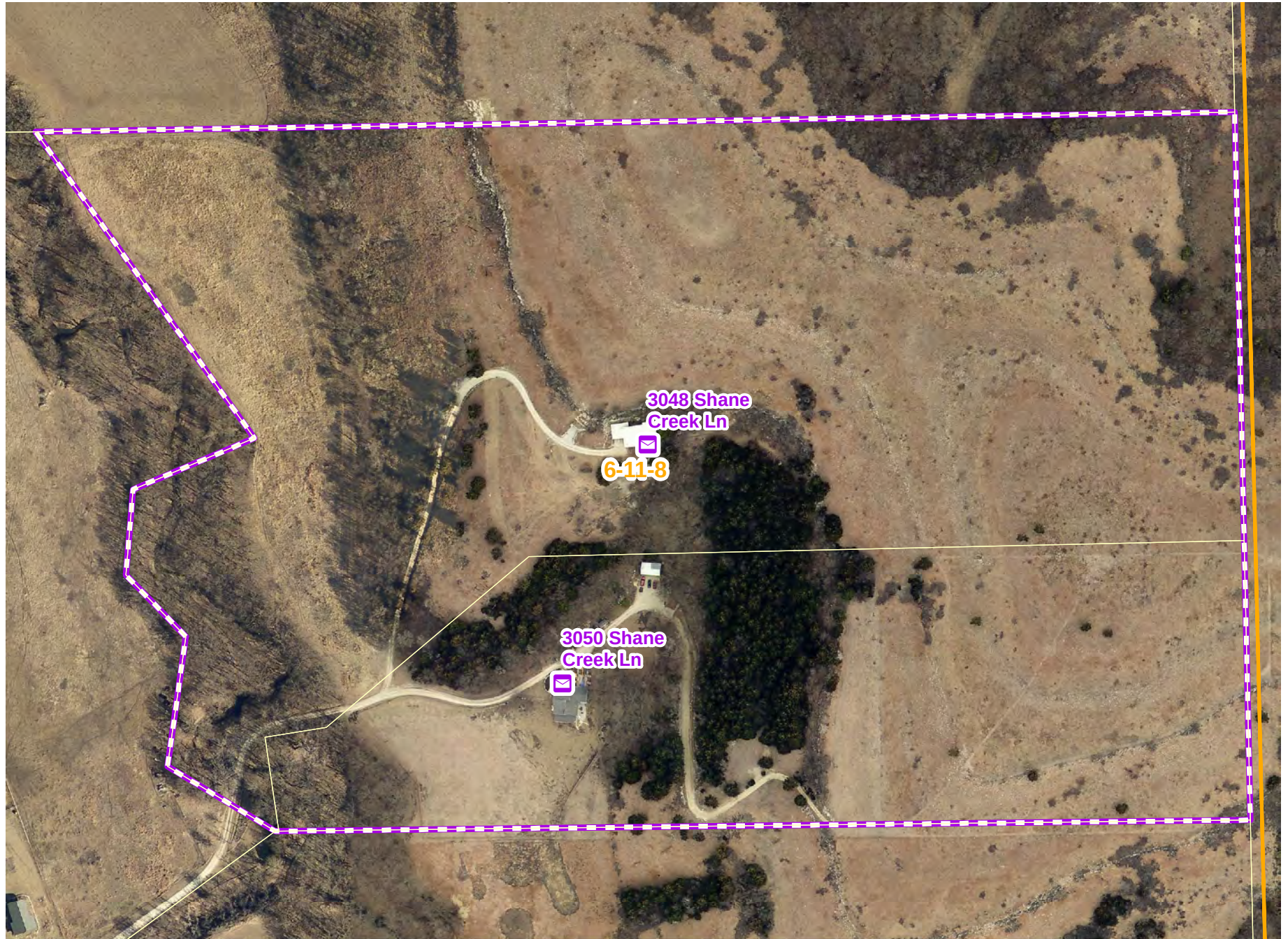


Marlatt Ave 31-9-8

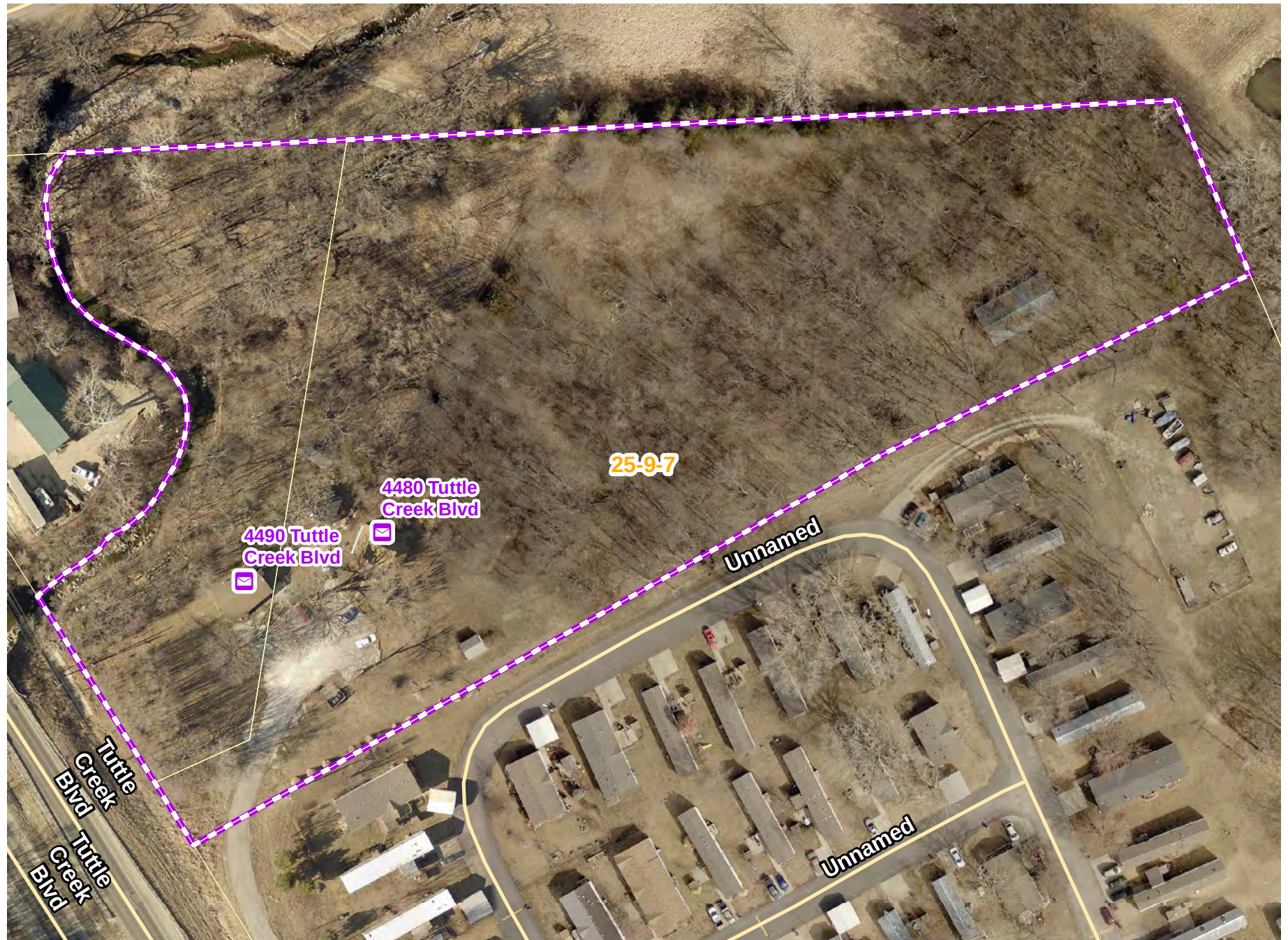


Mill Creek Rd 27-8-6

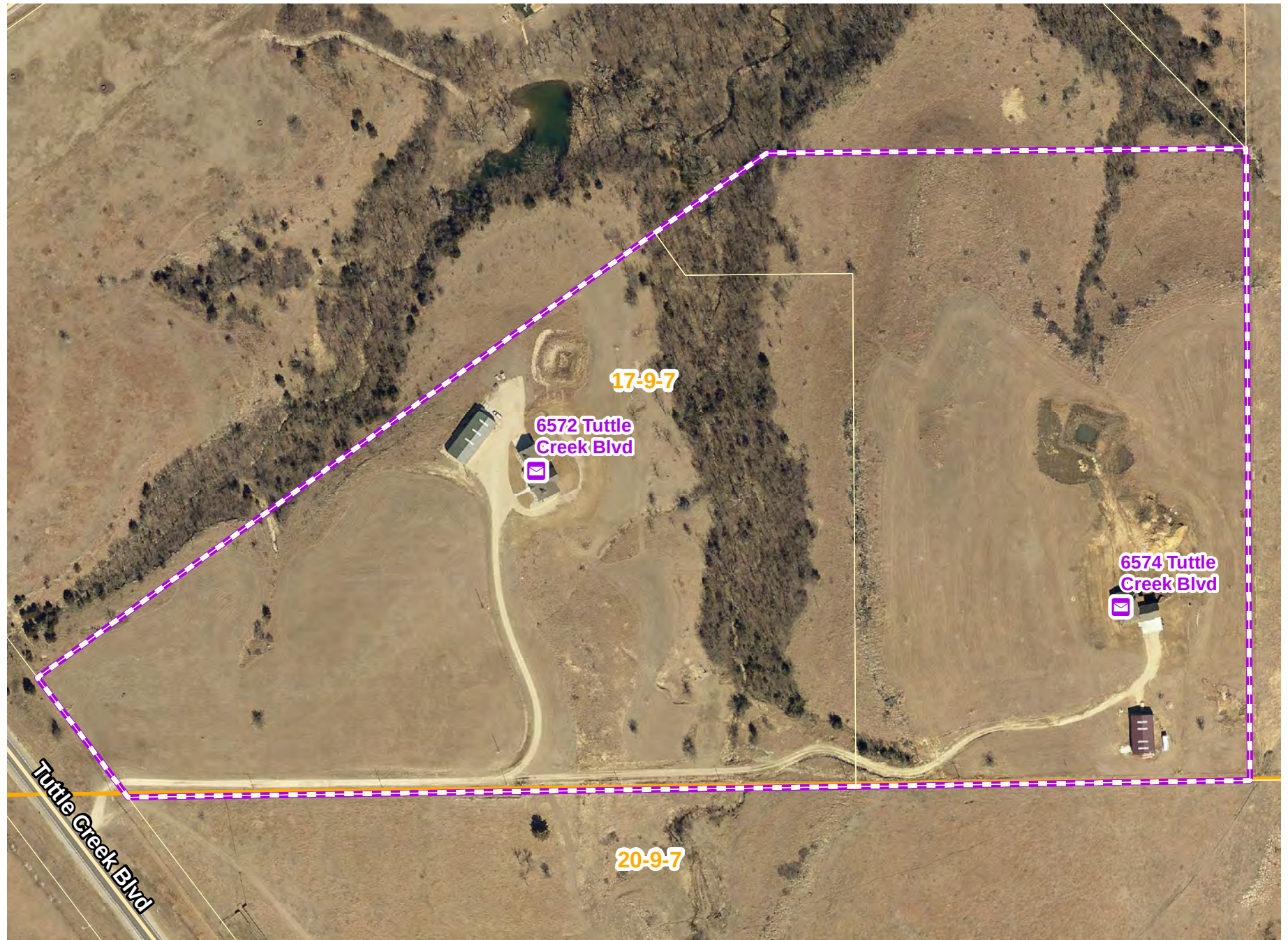




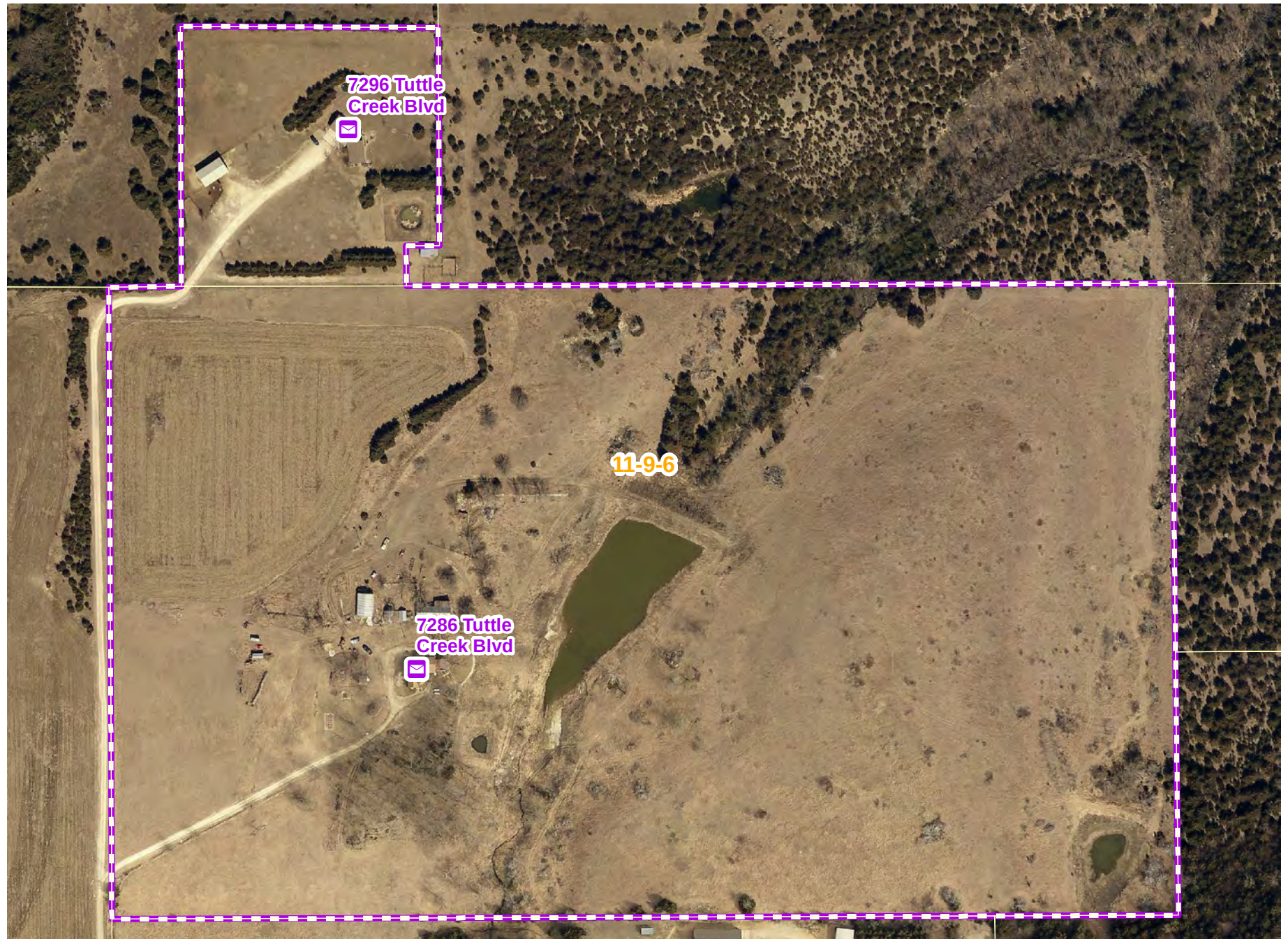
Tuttle Creek Blvd 25-9-7



Tuttle Creek Blvd 17-9-7



Tuttle Creek Blvd 11-9-6

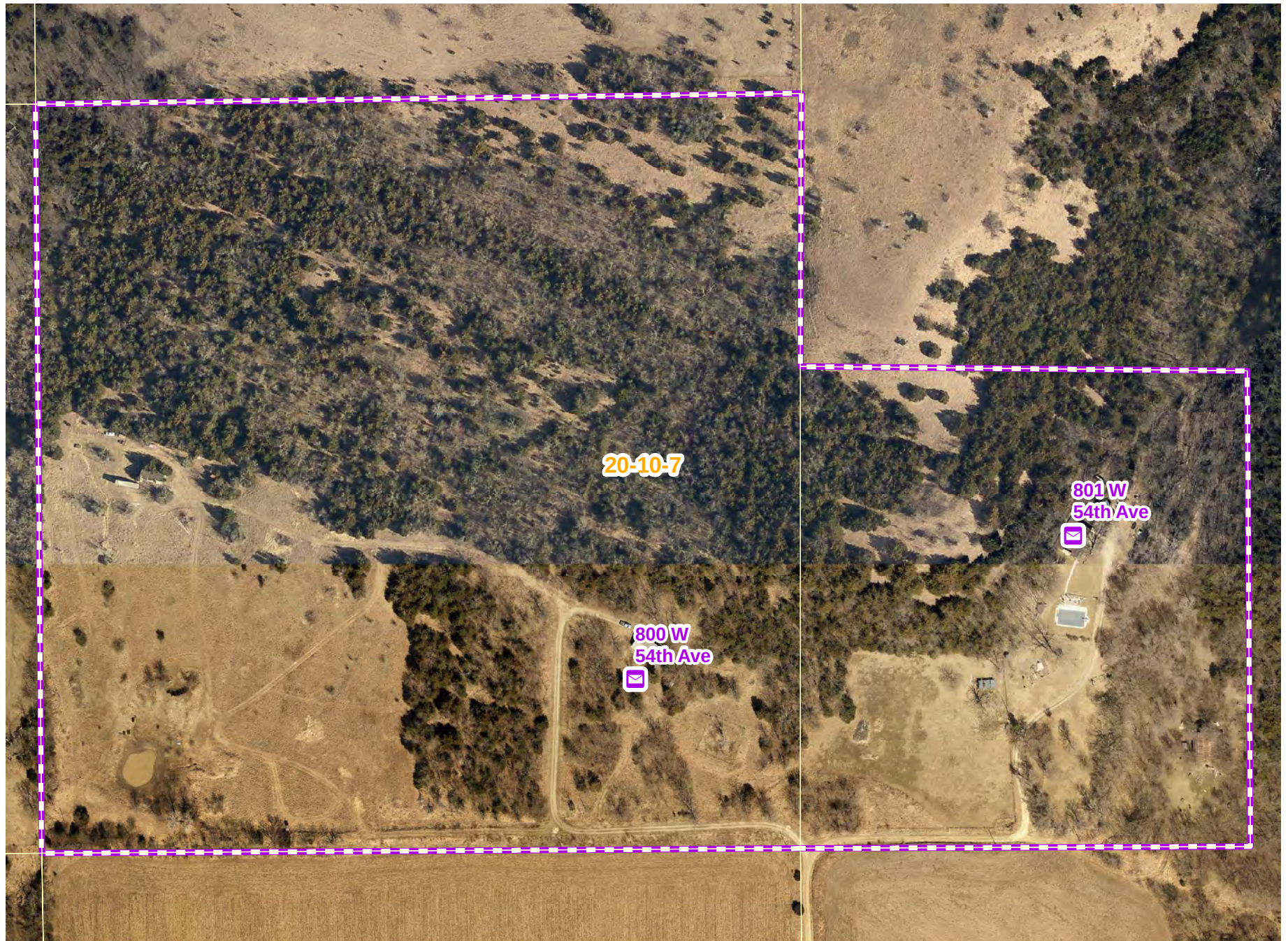


Tuttle Creek Blvd 4-9-6



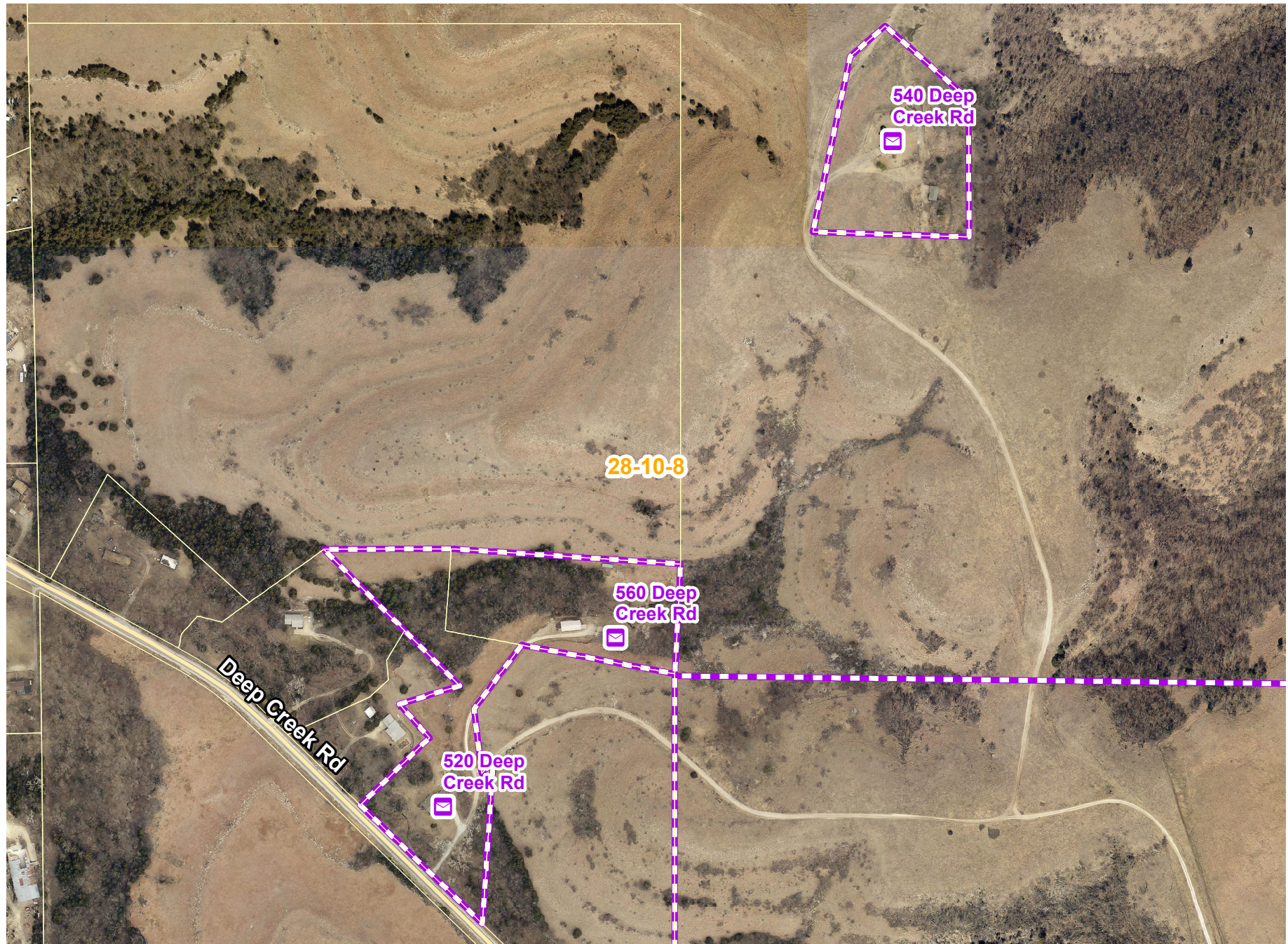
Tuttle Creek Blvd 9 & 16-7-6



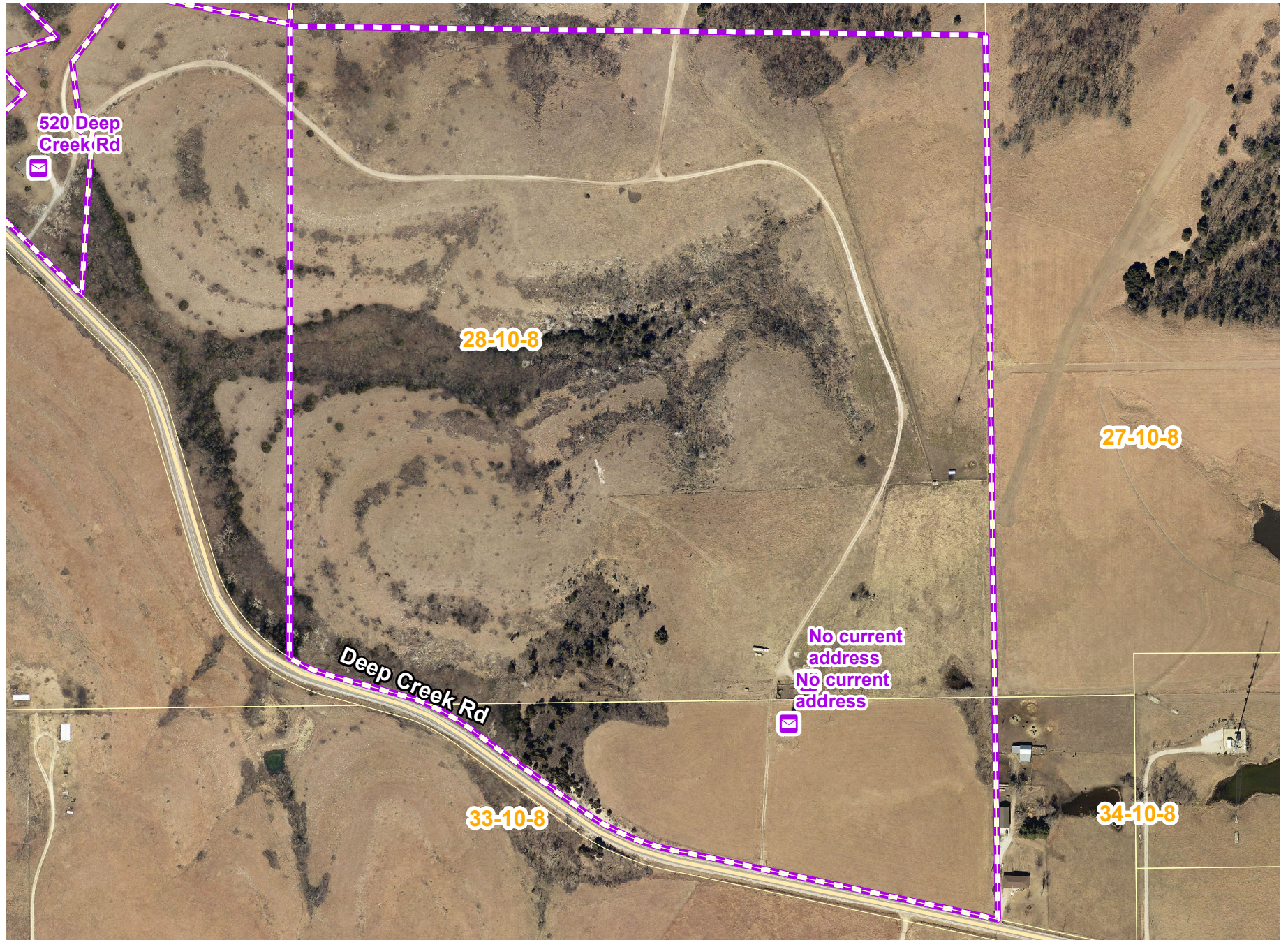


Anderson Ave 1-10-6 & 6-10-7

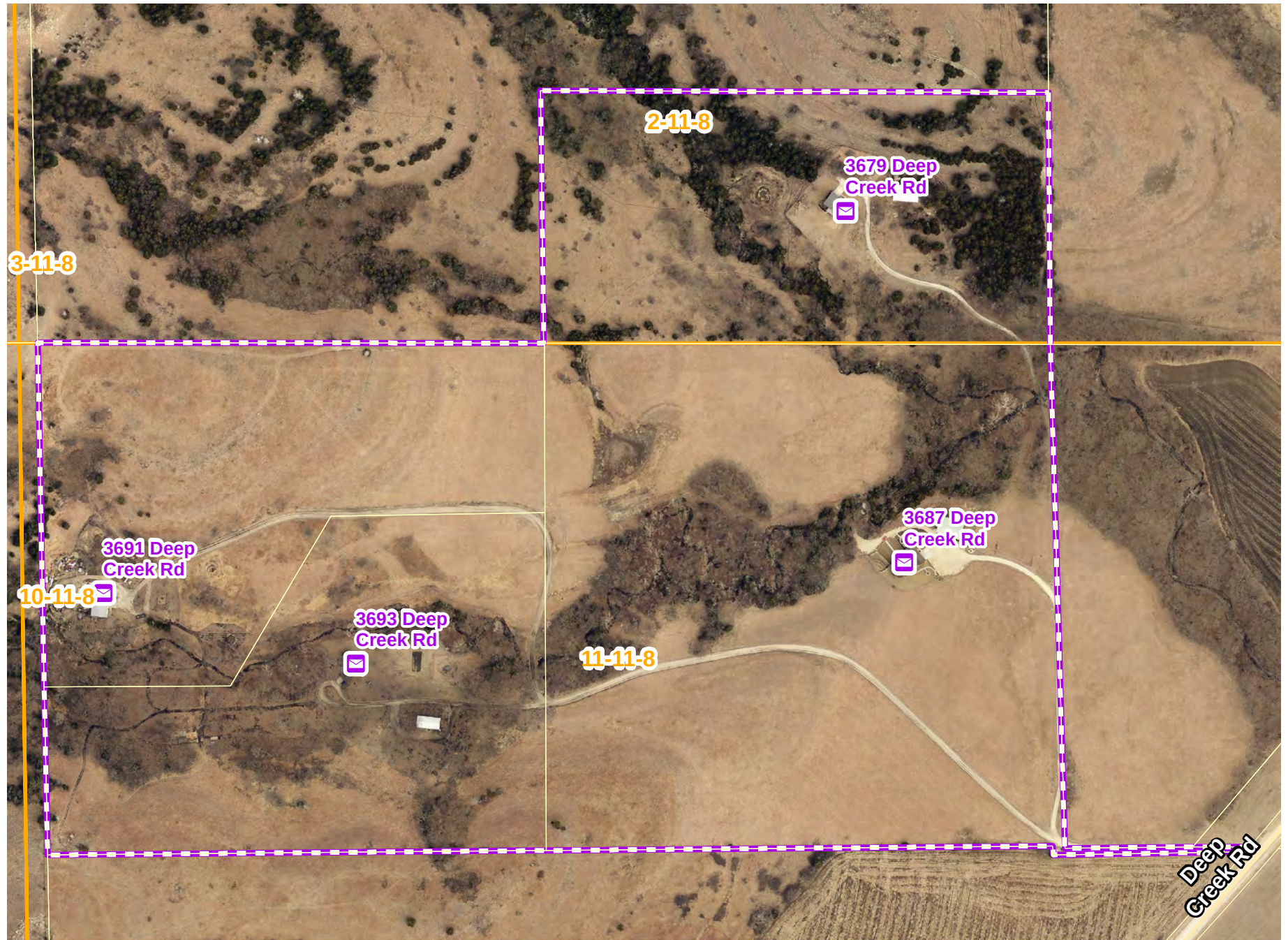




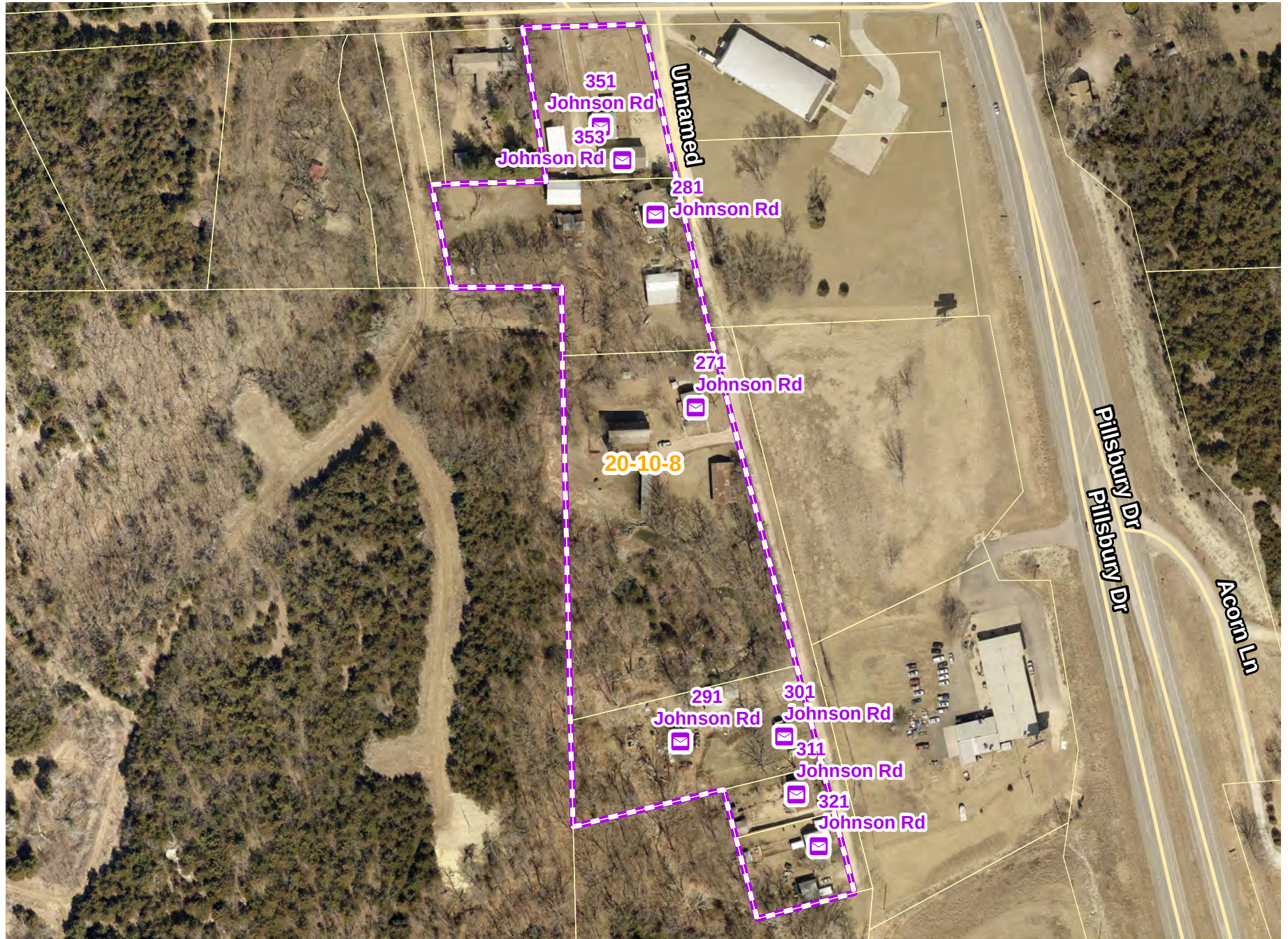
Deep Creek Rd 28 & 33-10-8



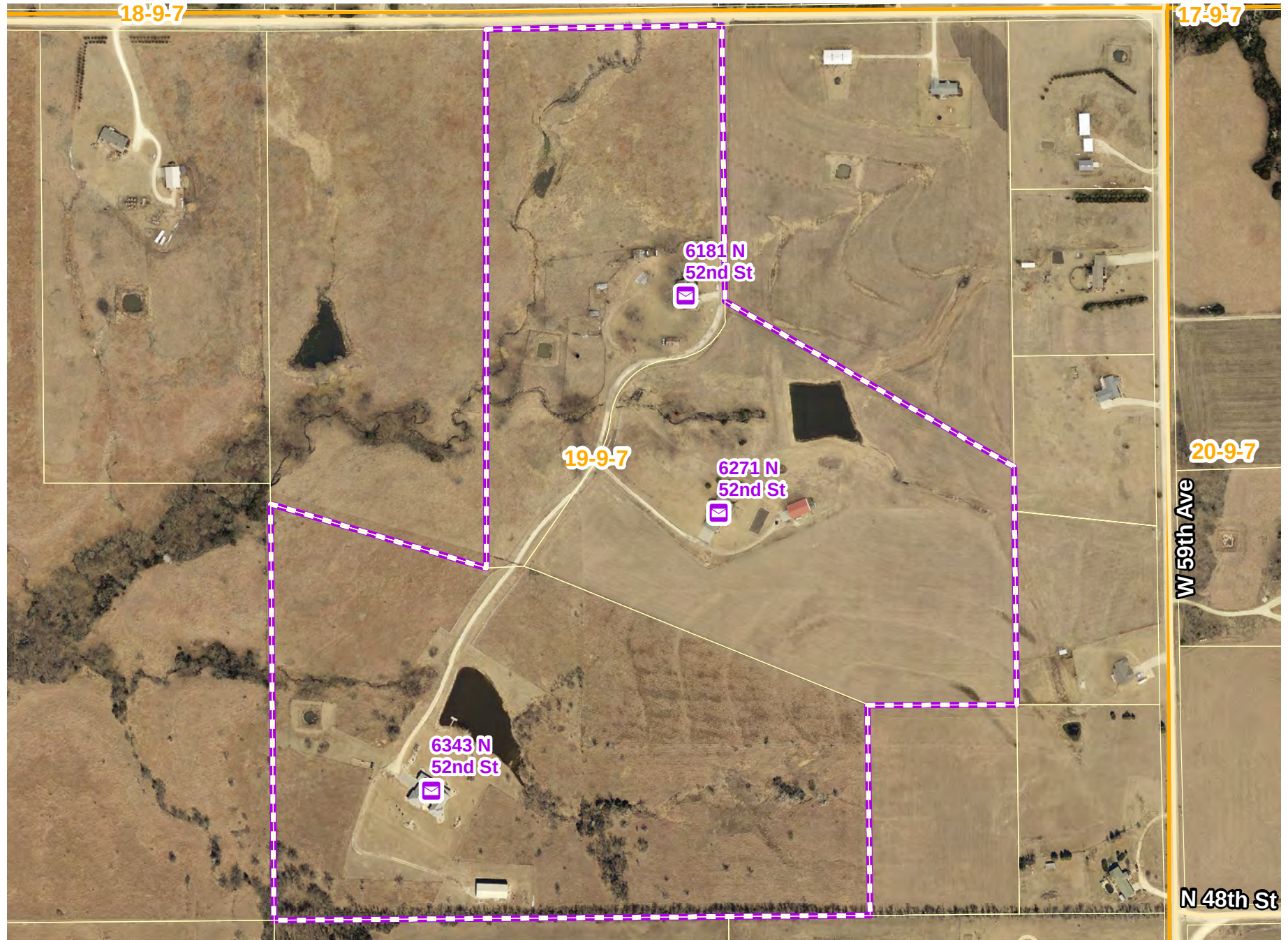
Deep Creek Rd 2 & 11-11-8



Johnson Rd 20-10-8



N 52nd St 19-9-7



S Scenic Dr 21-10-7



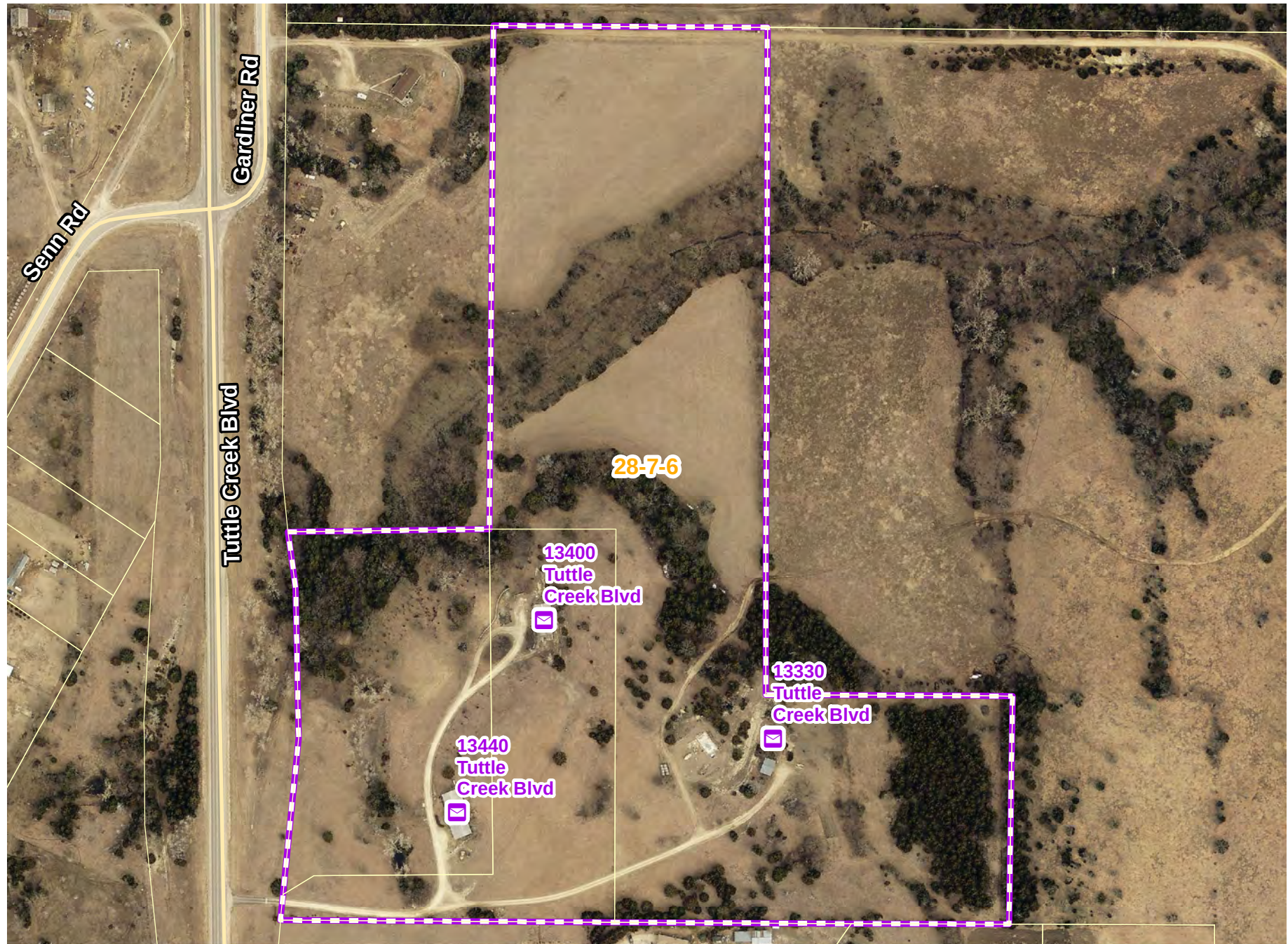
Stagg Hill Rd 26-10-7



Tuttle Cove Rd 15-9-7



Tuttle Creek Blvd 28-7-6

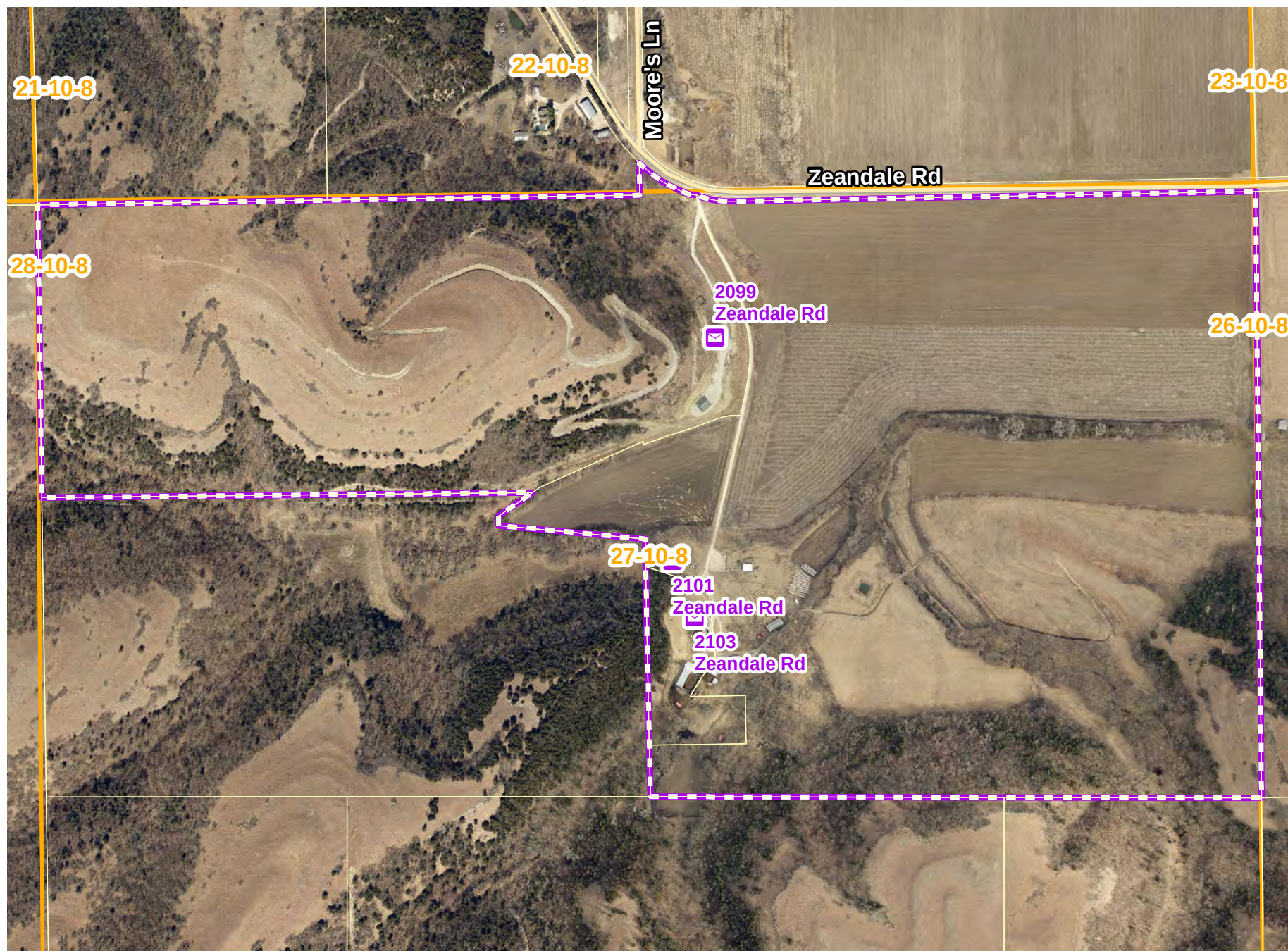


Tuttle Creek Blvd 26-9-7

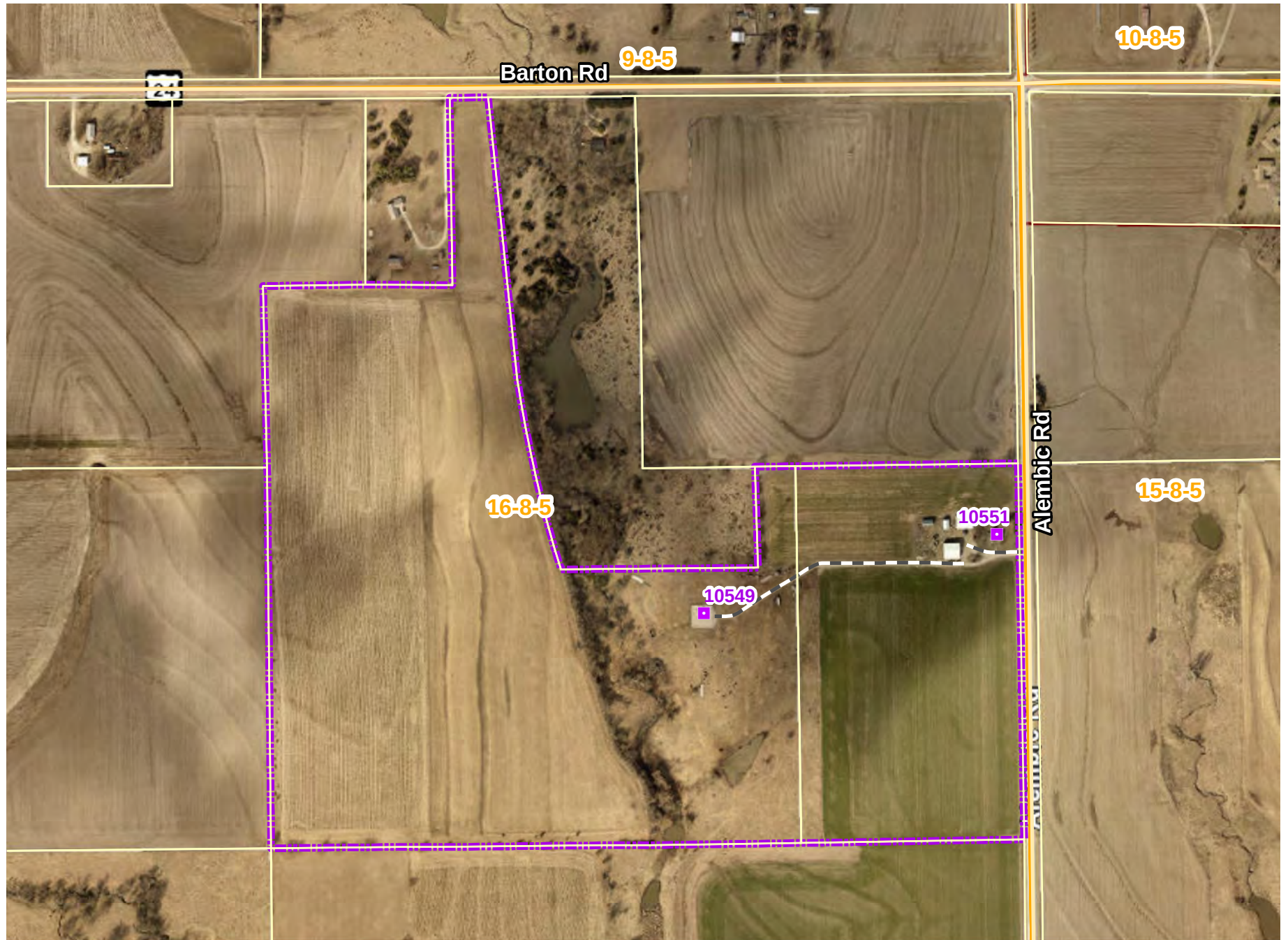




Zeandale Rd 27-10-8



Alembic Rd

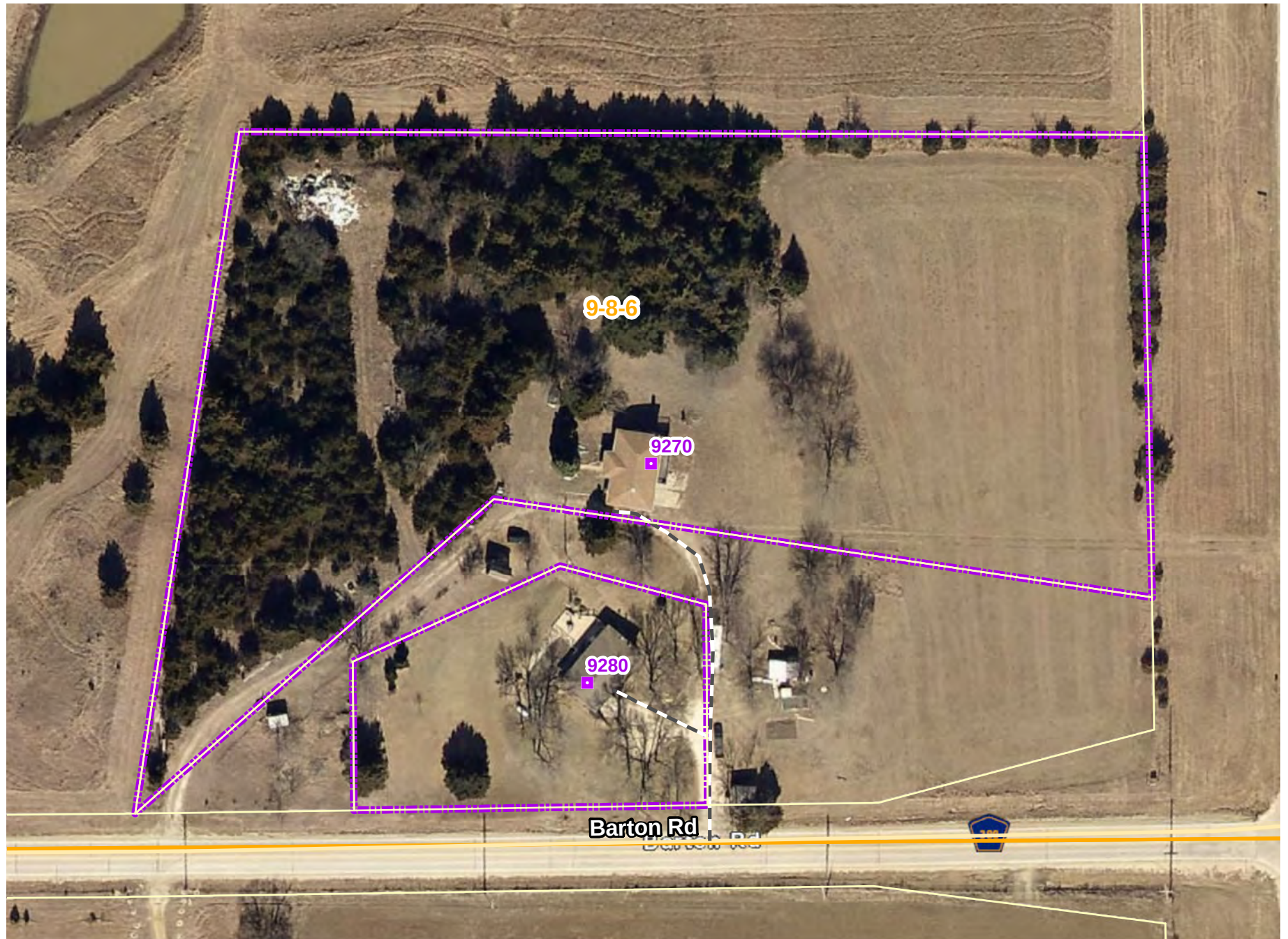


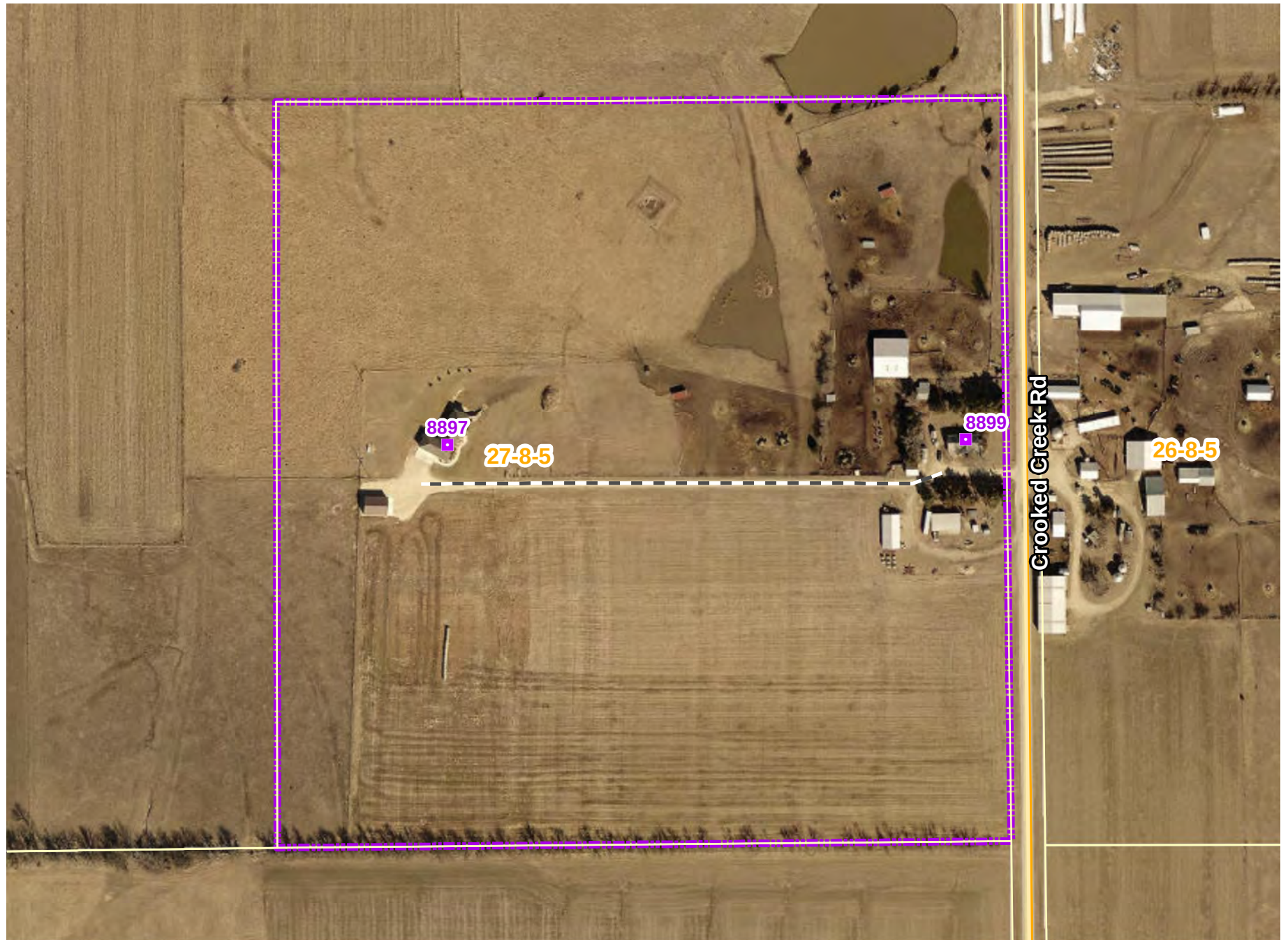
Anderson Ave



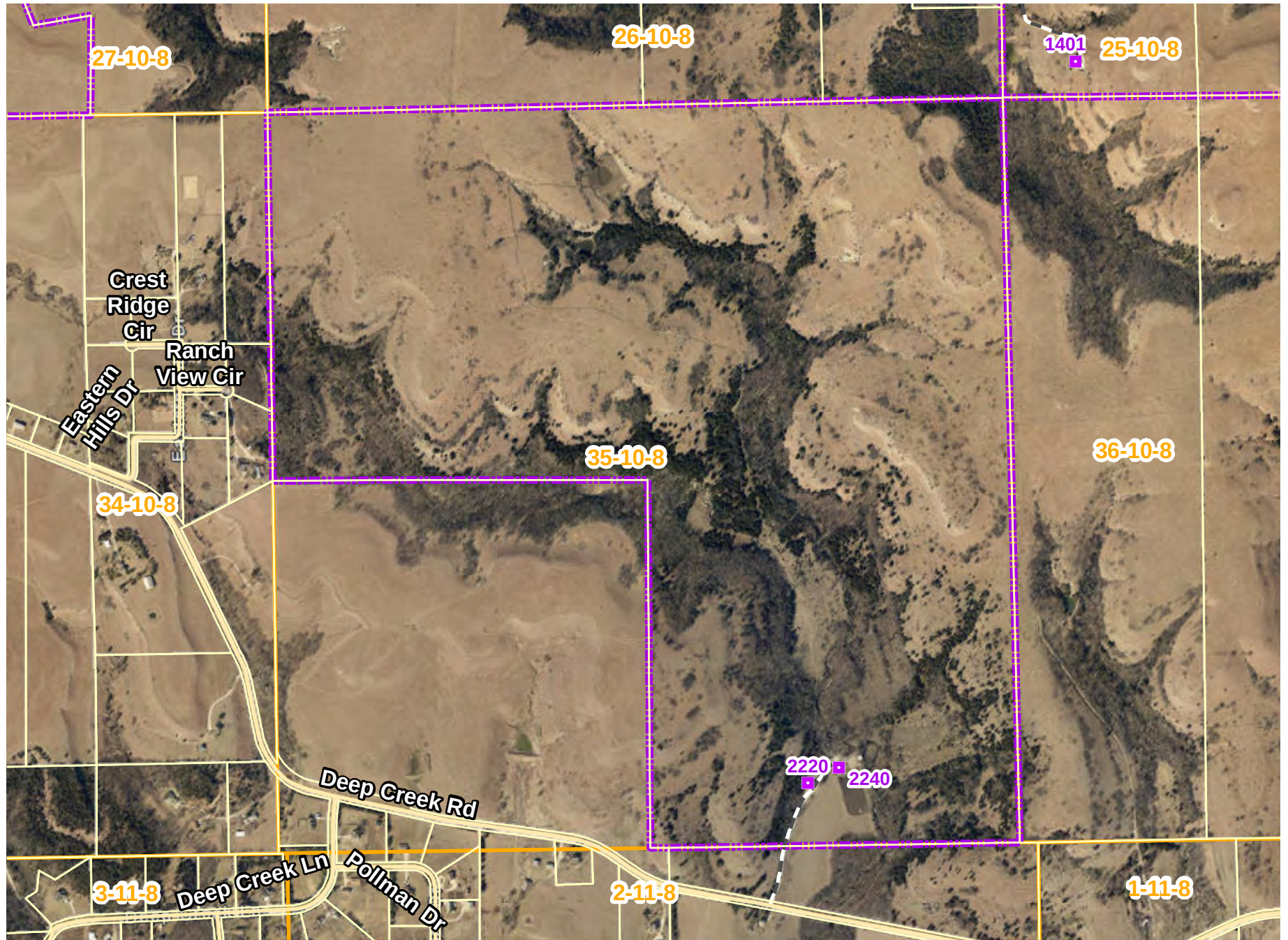
Barnes Rd



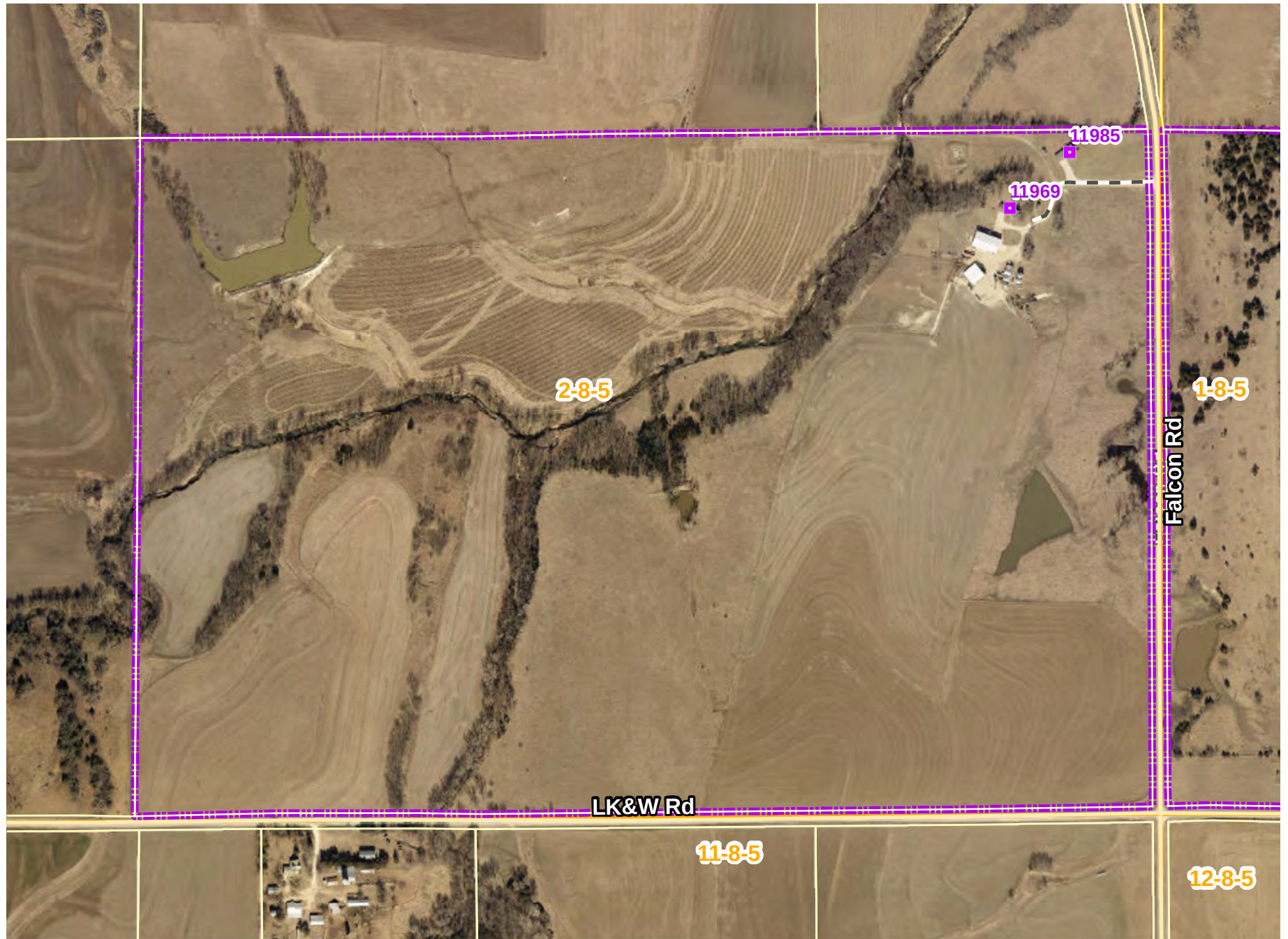




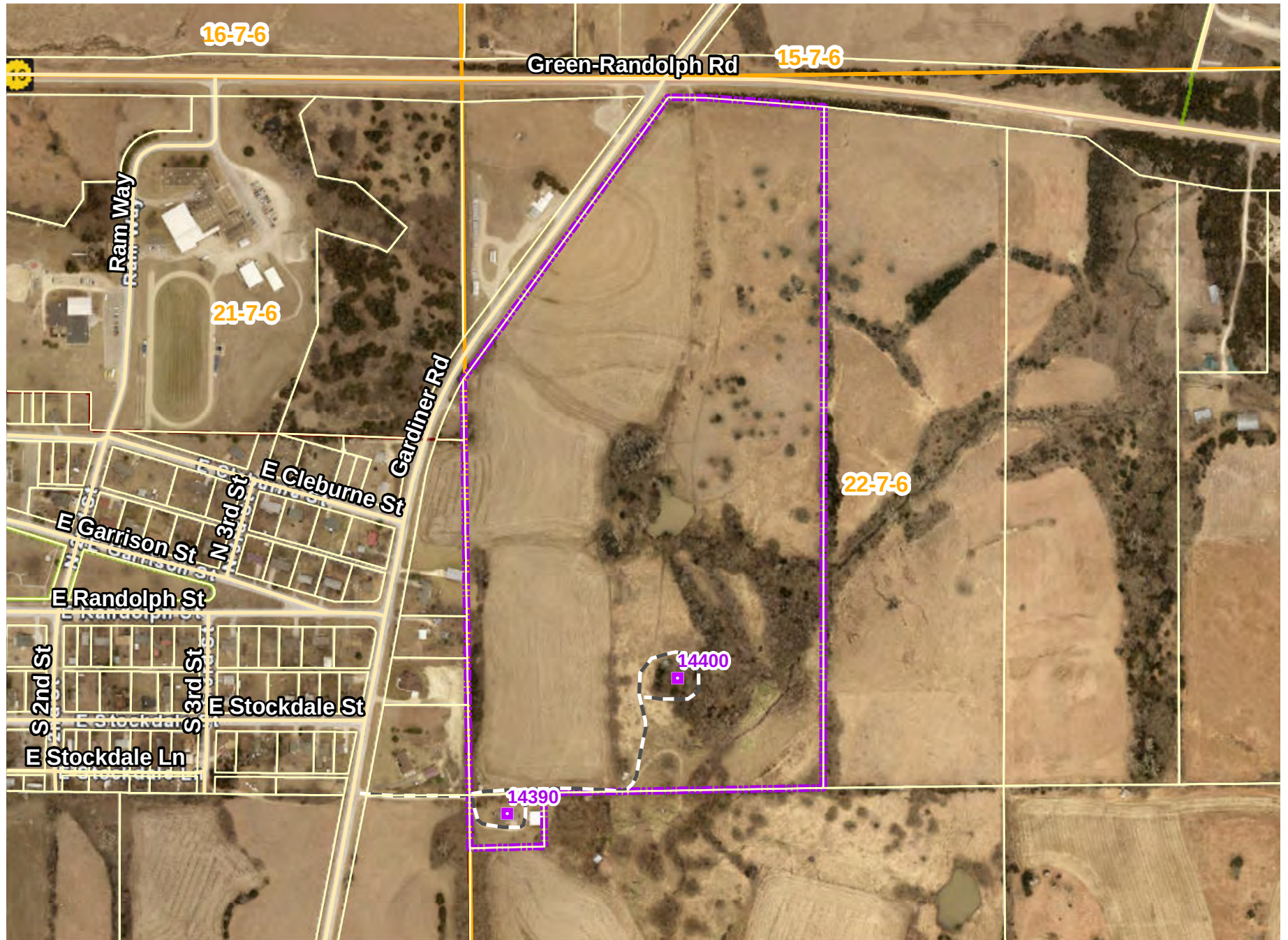
Deep Creek Rd



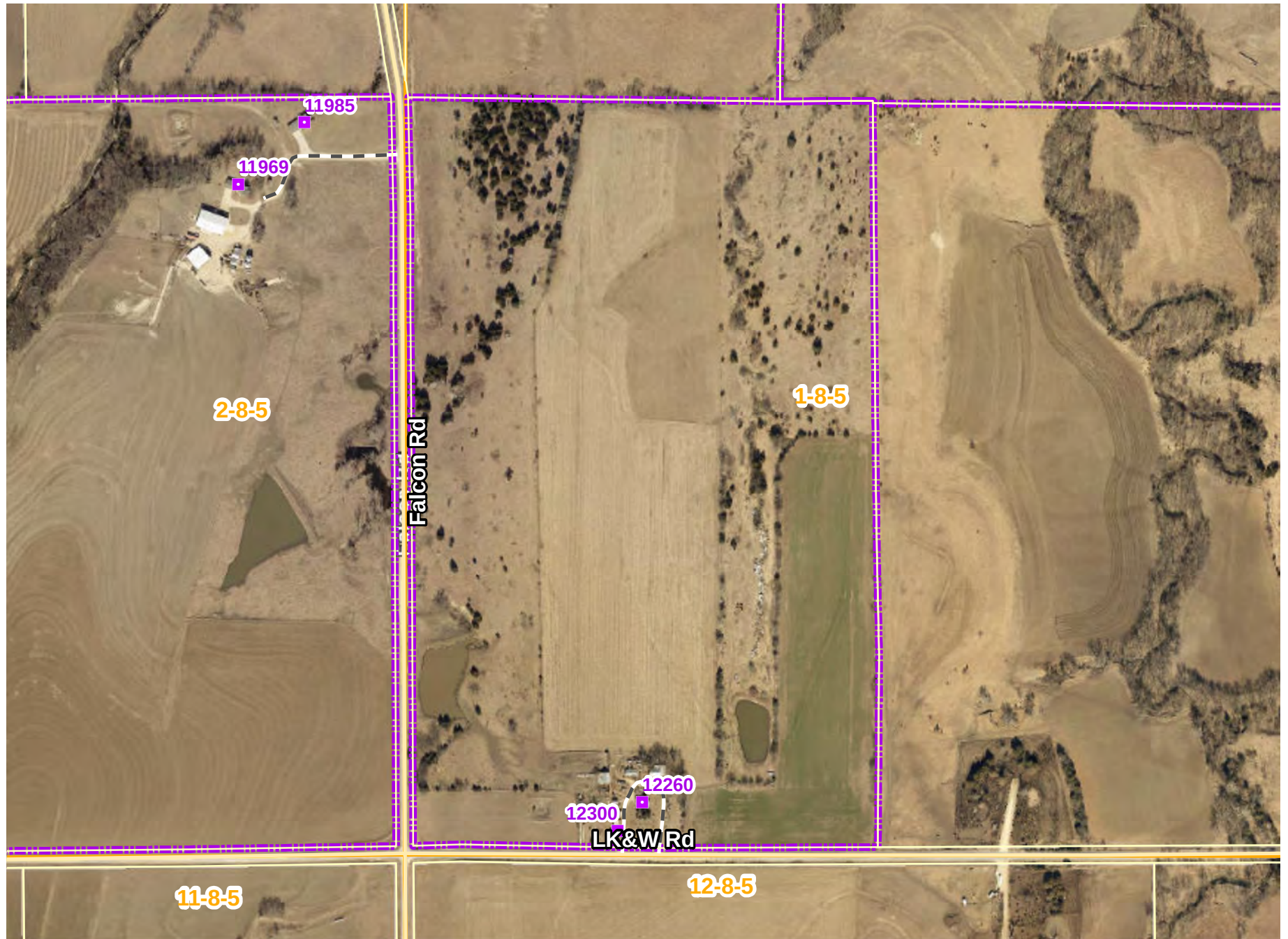
Falcon Rd



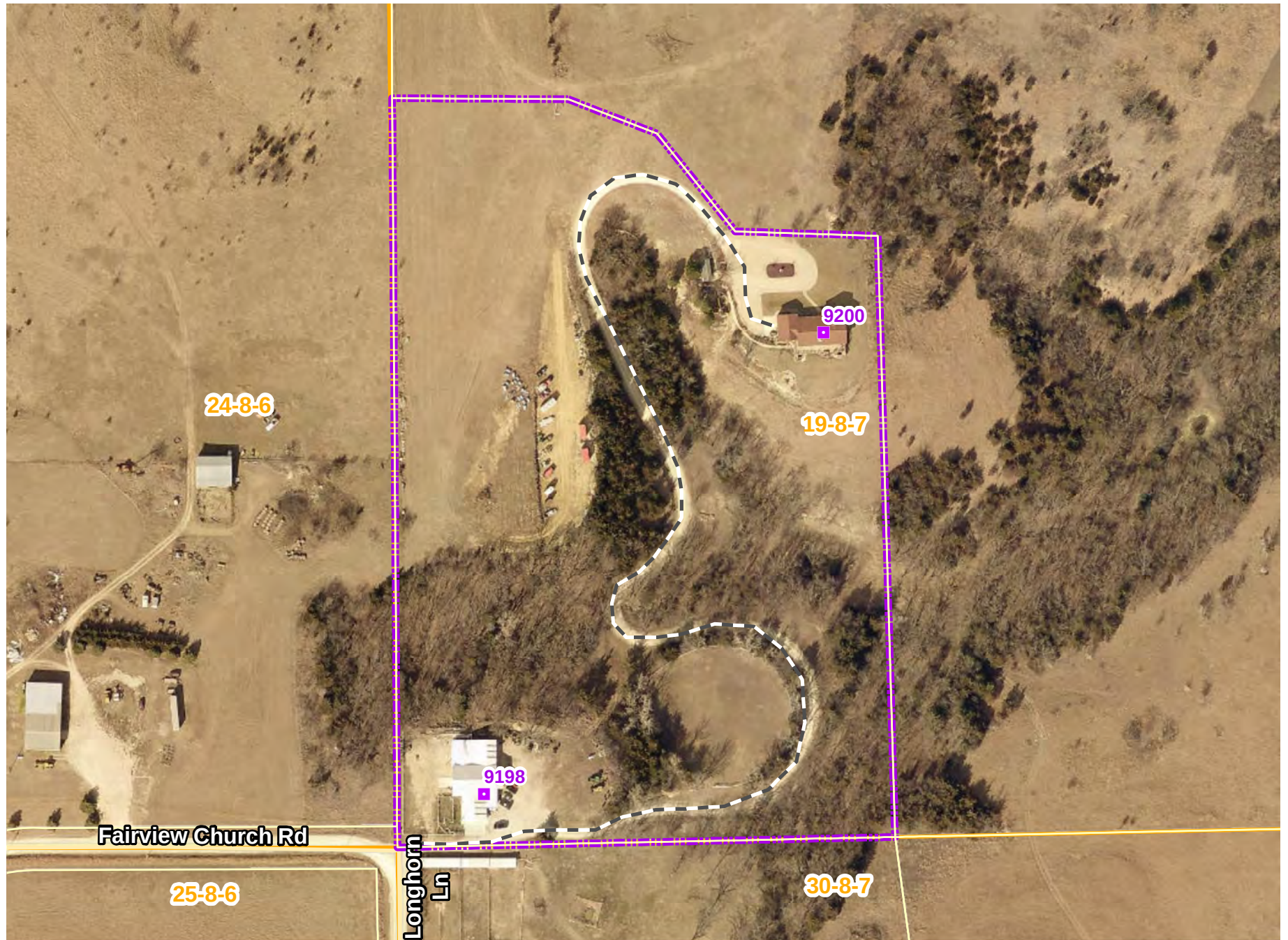
Gardiner Rd

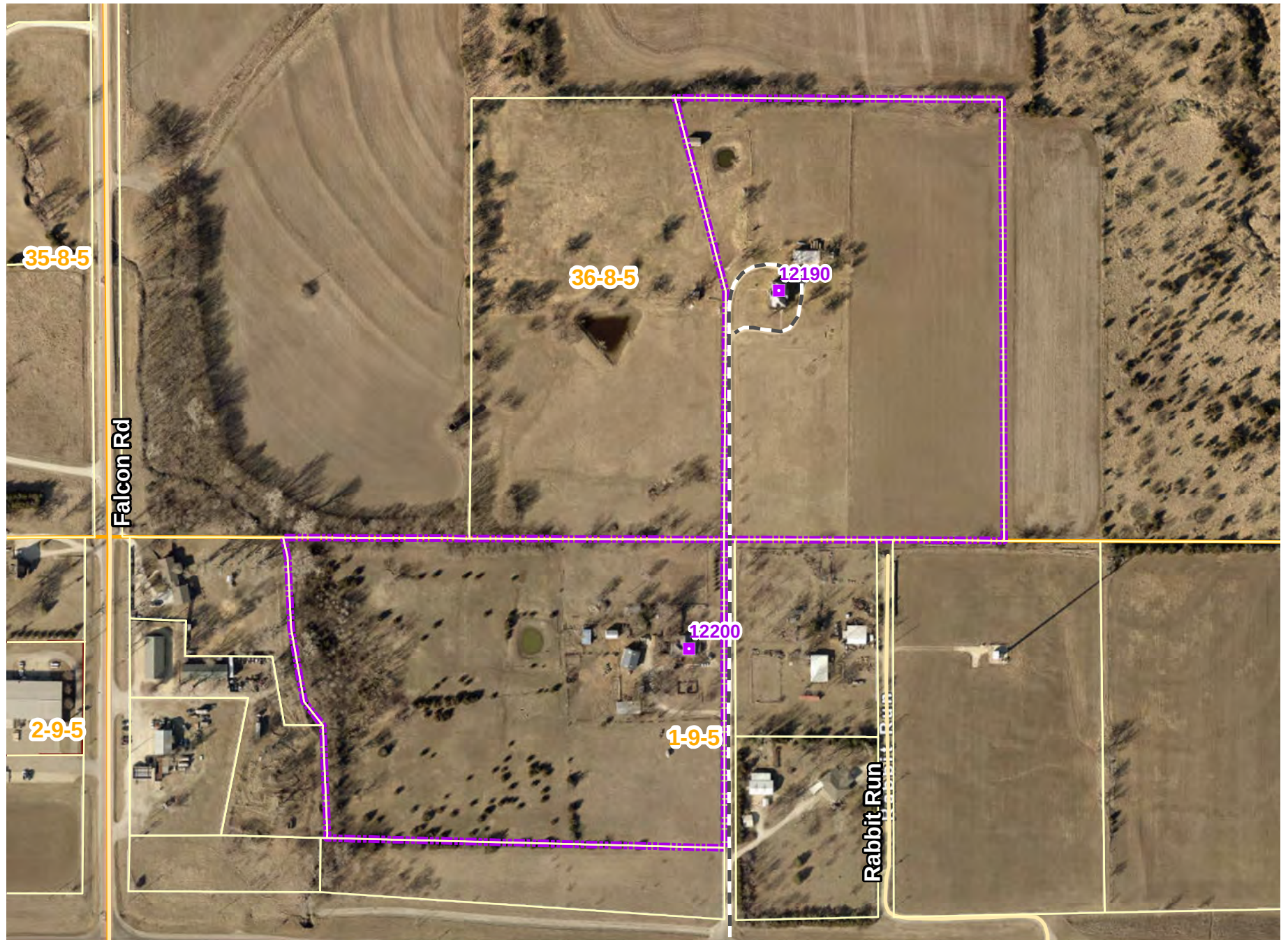


LK&W Rd

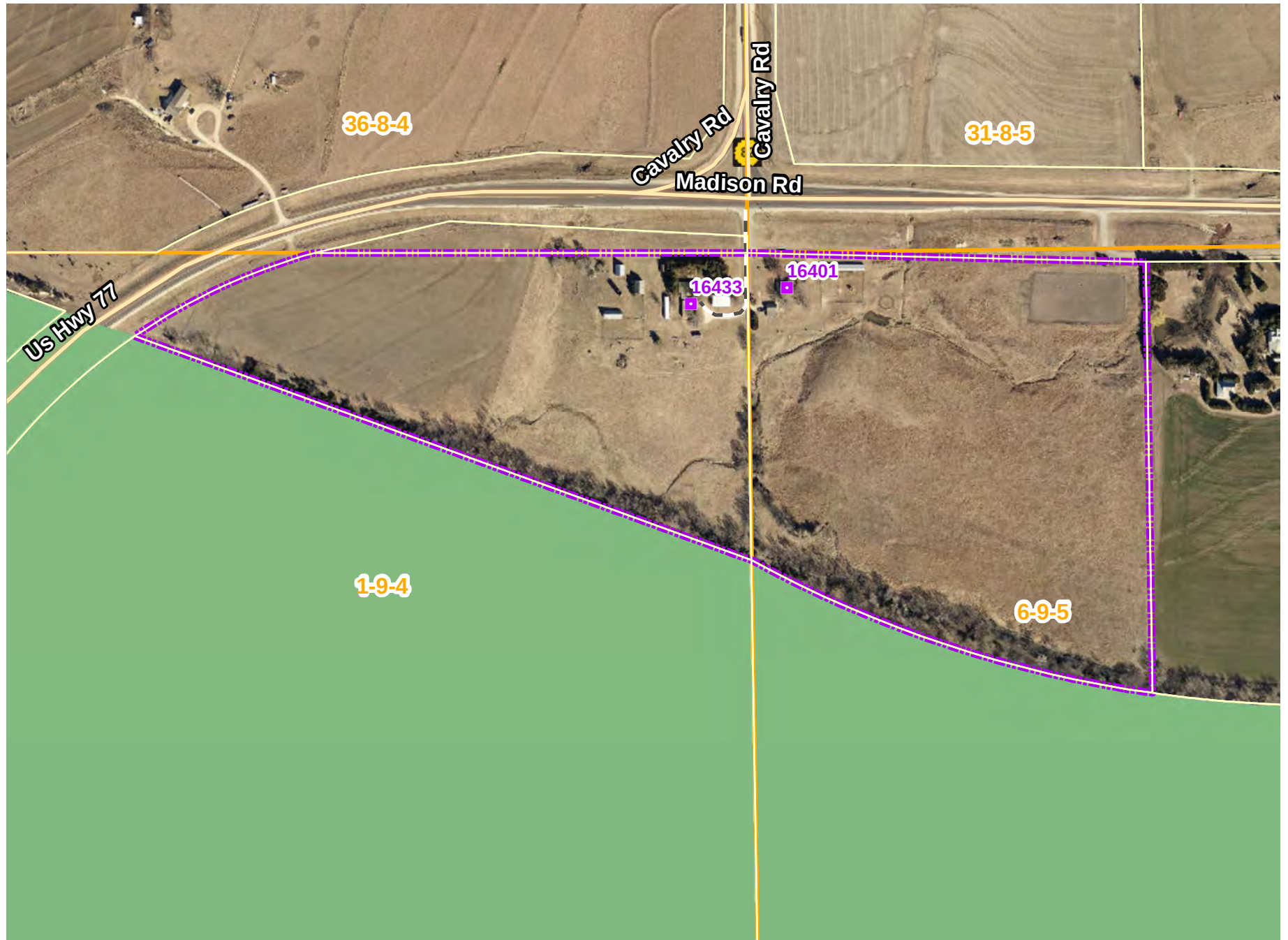


Longhorn Ln



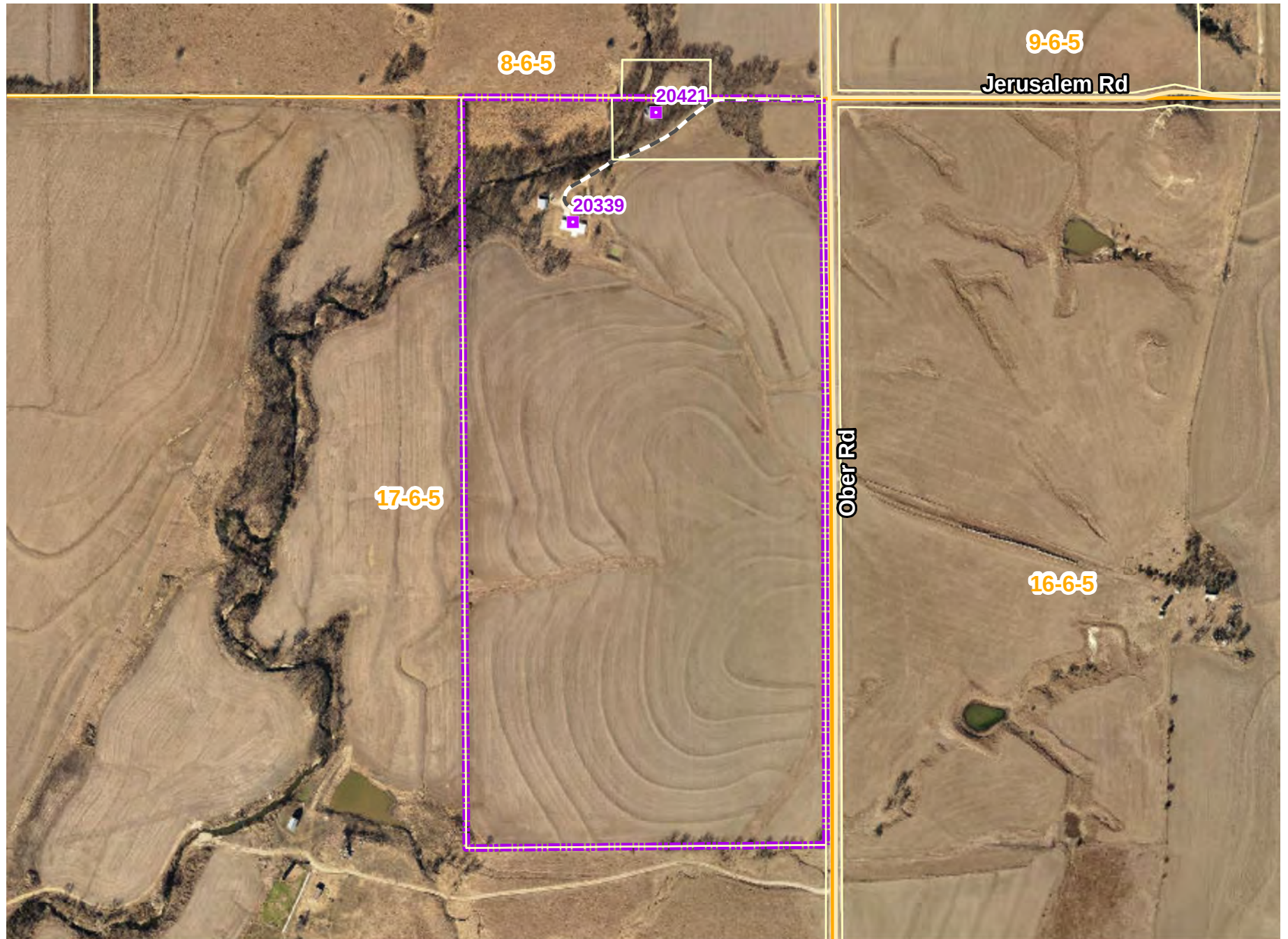


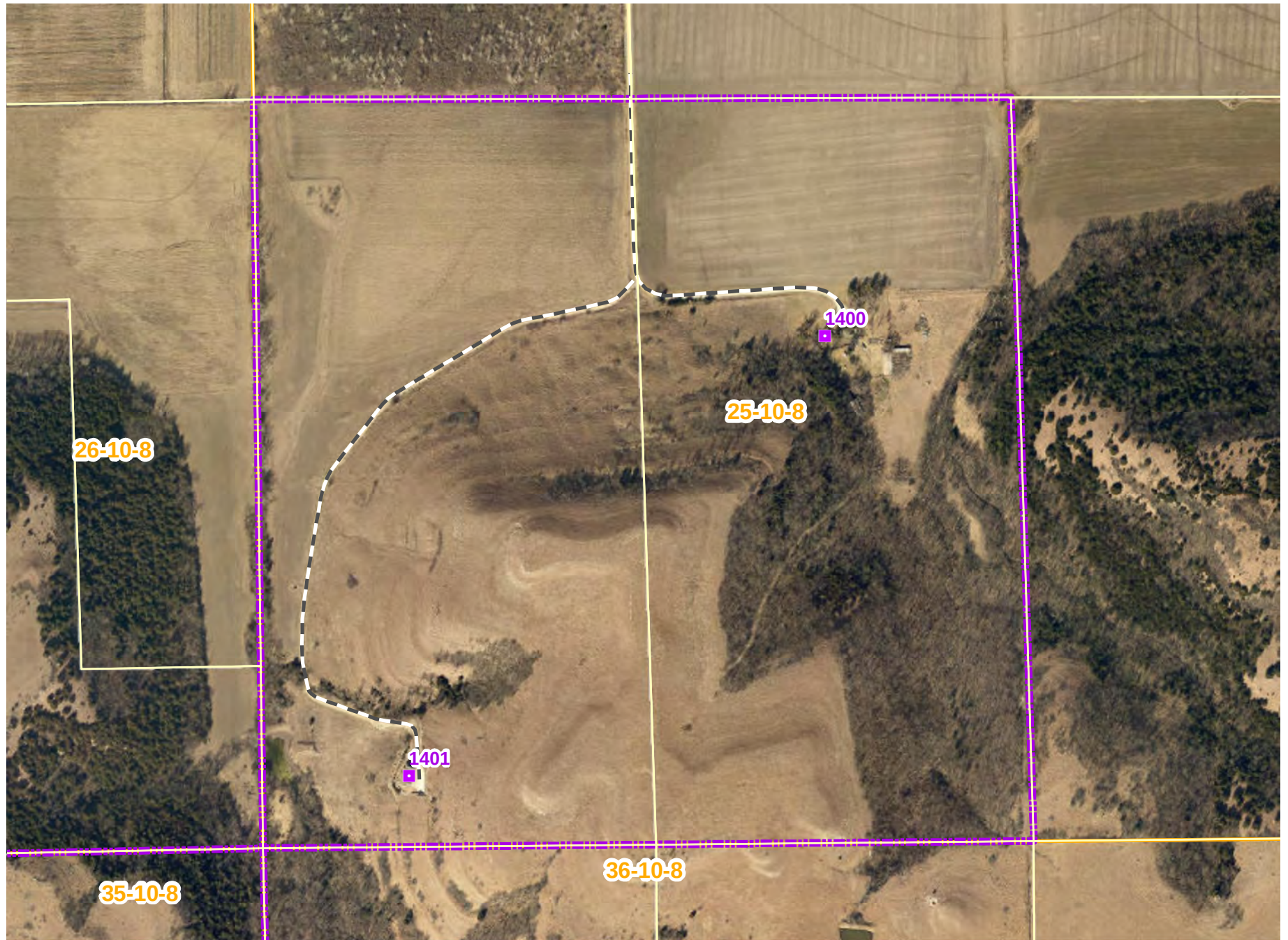
Madison Rd



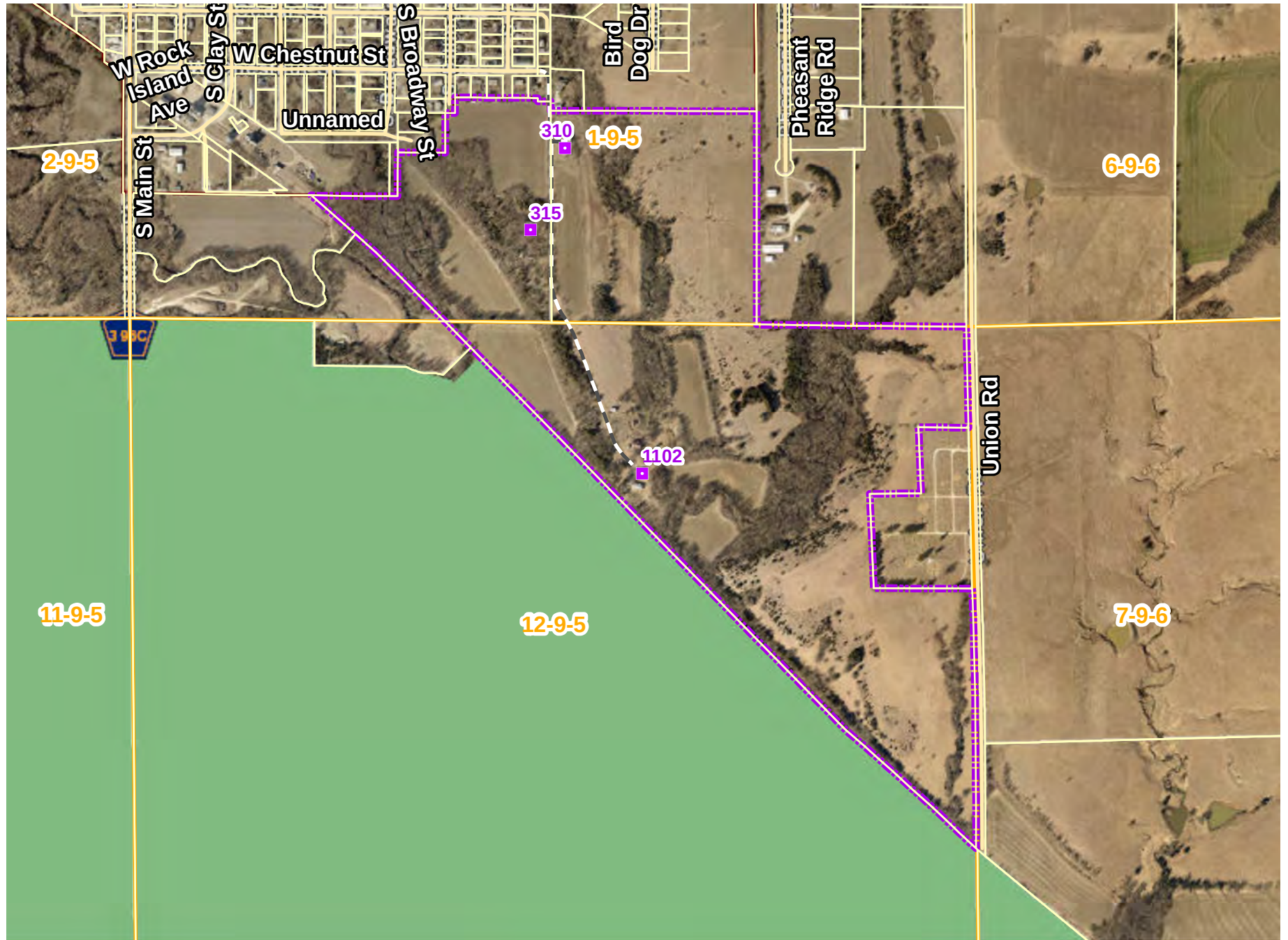
Mineral Springs Spur



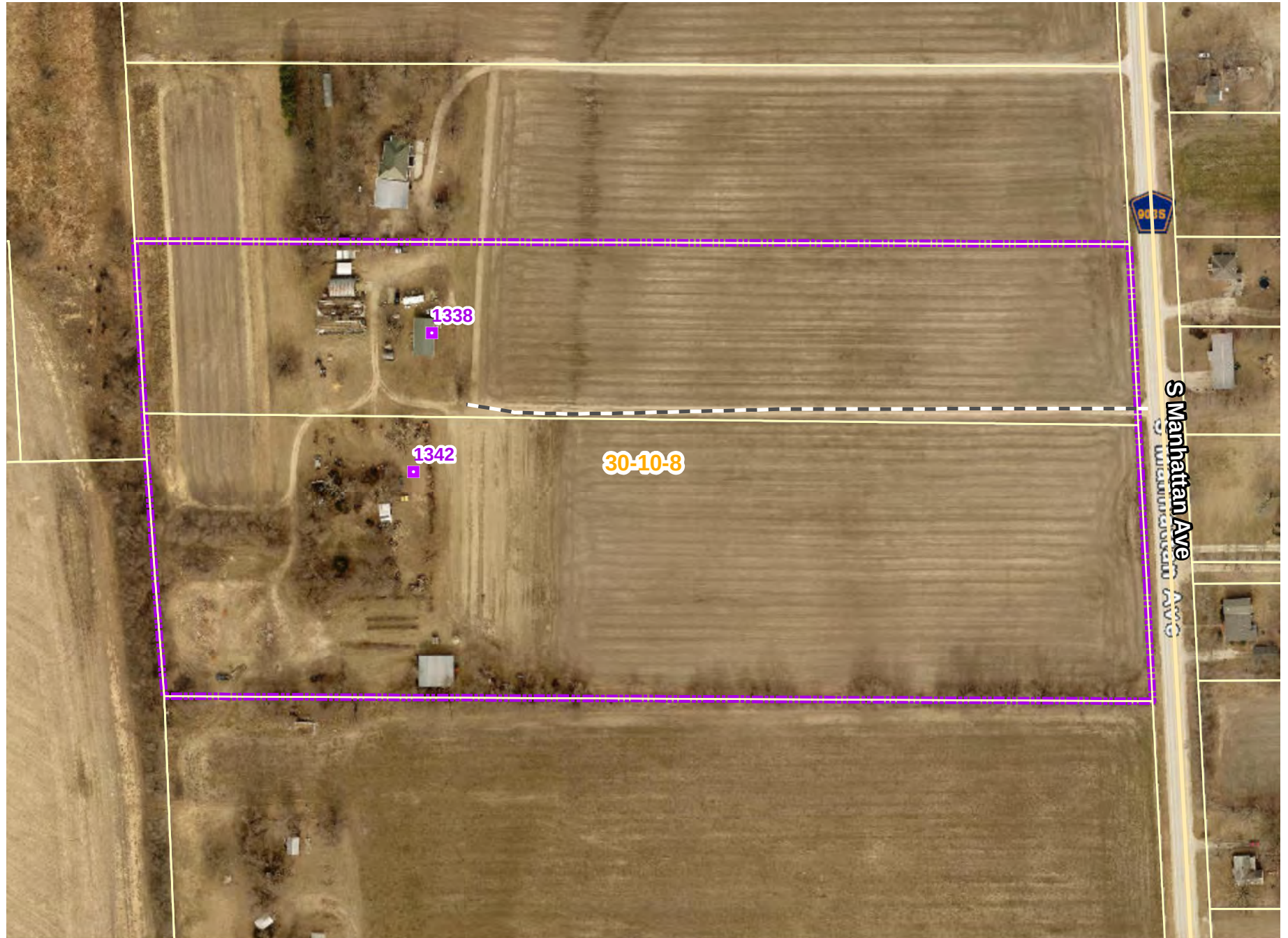




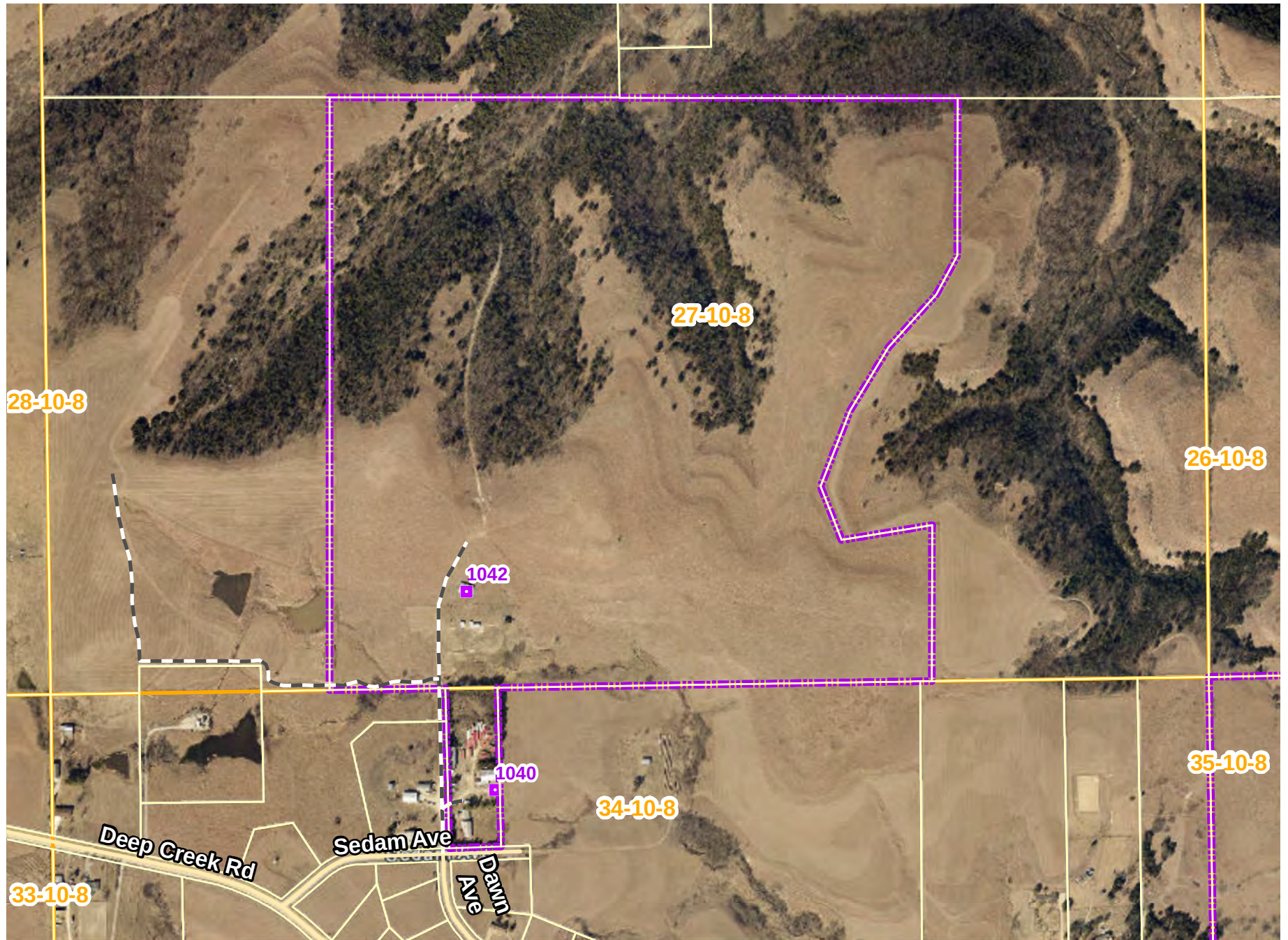
S Chestnut St

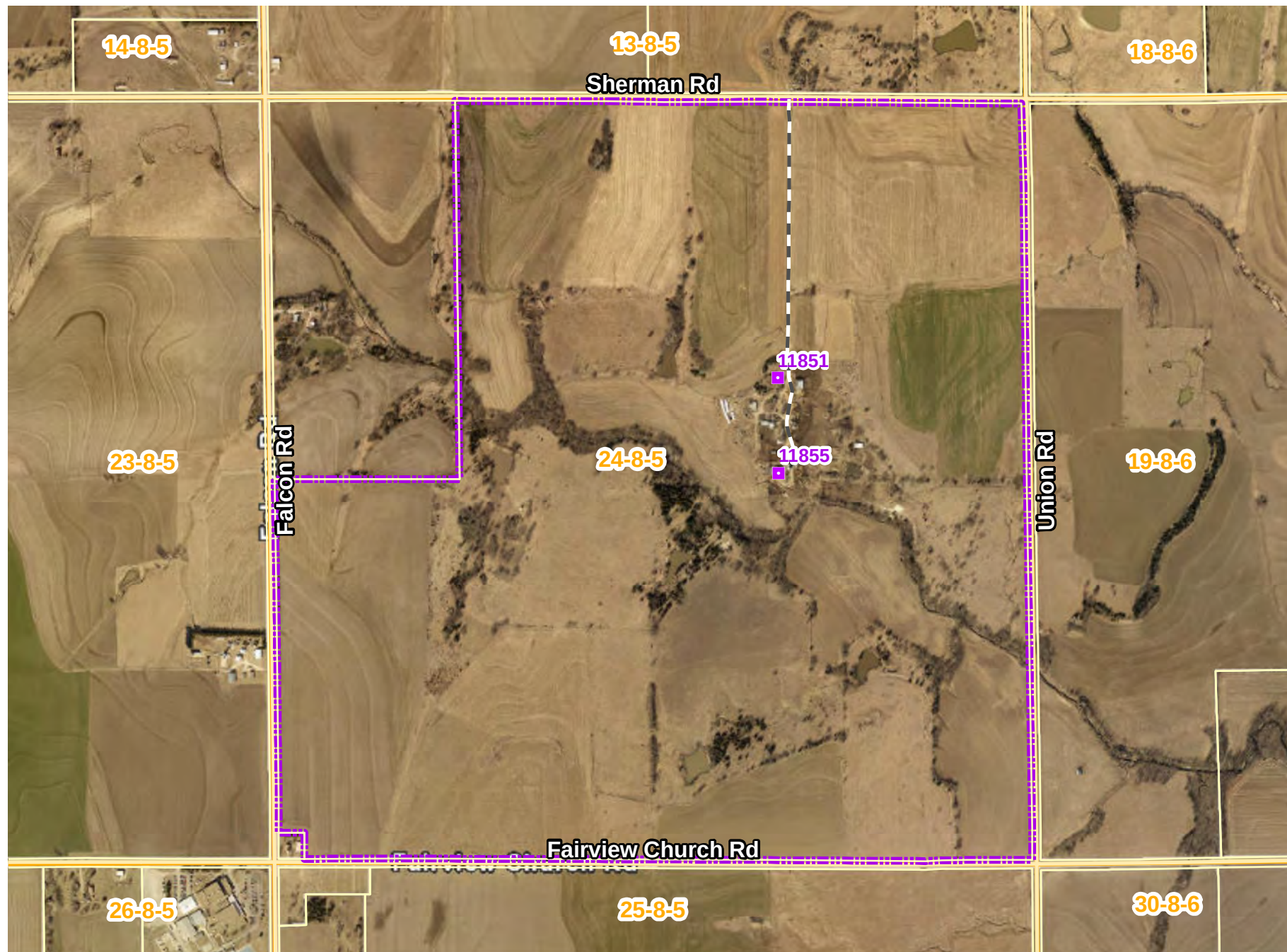


S Manhattan Ave



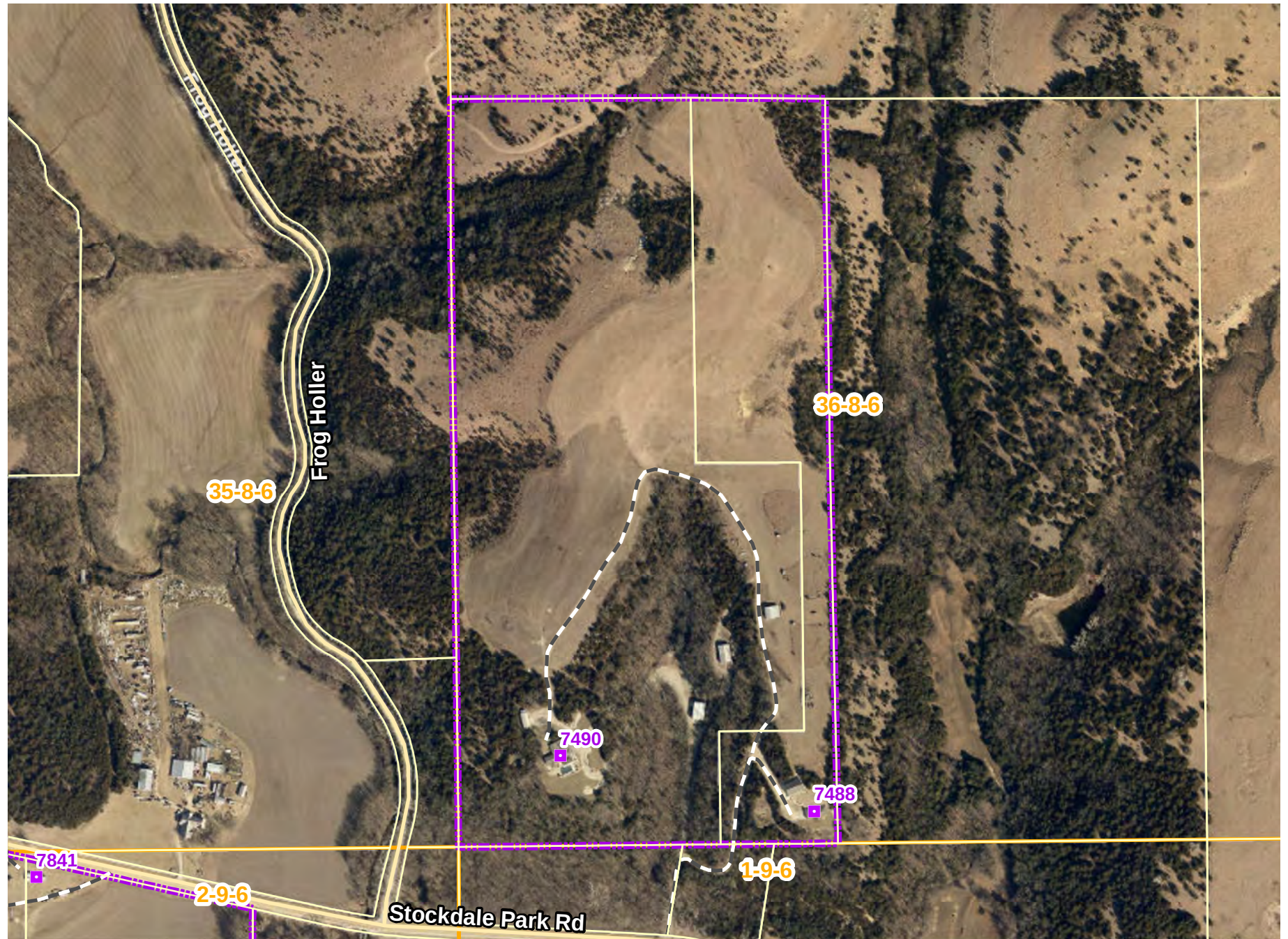
Sedam Ave





#50

Stockdale Park Rd

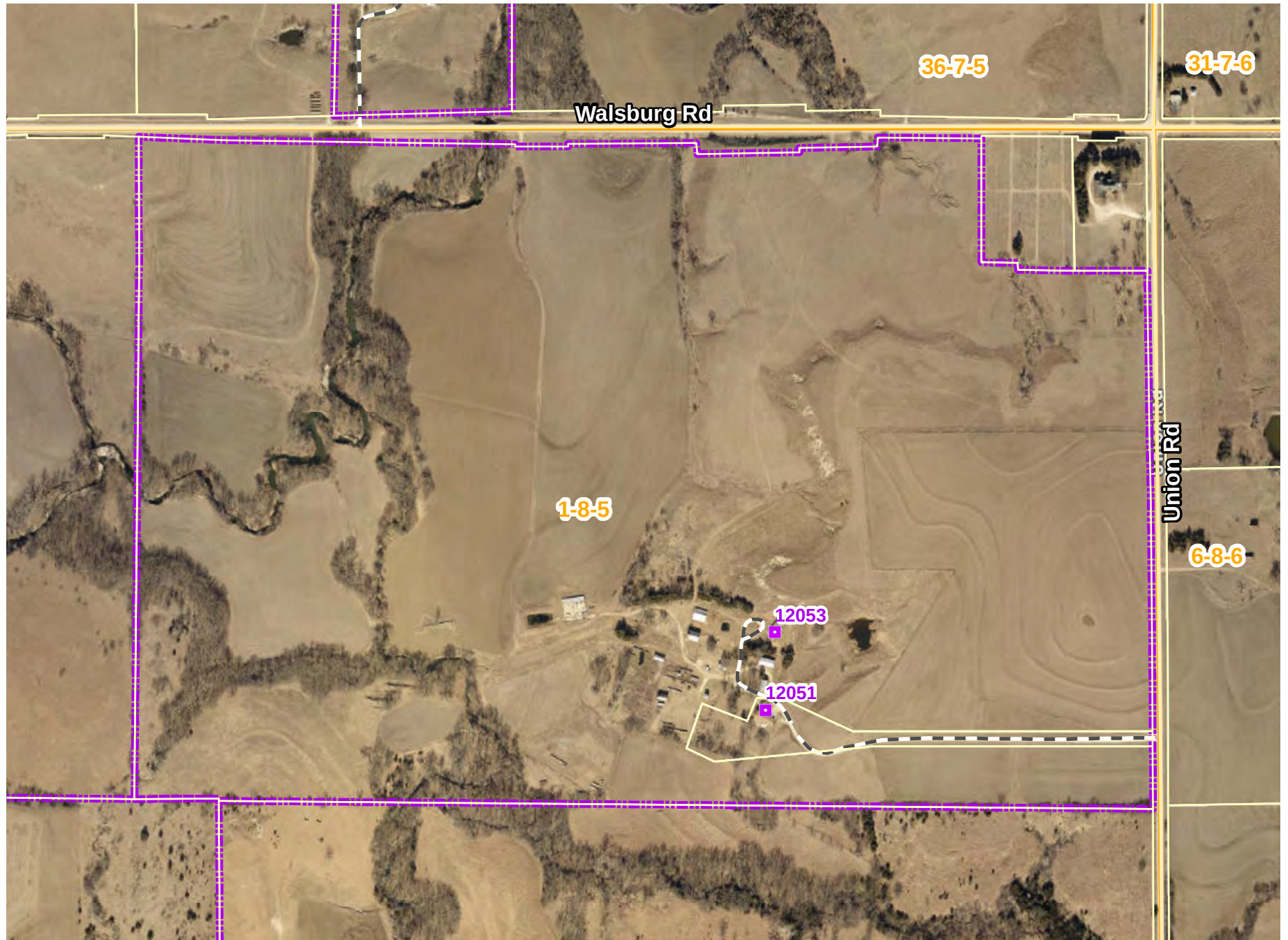


Stockdale Park Rd



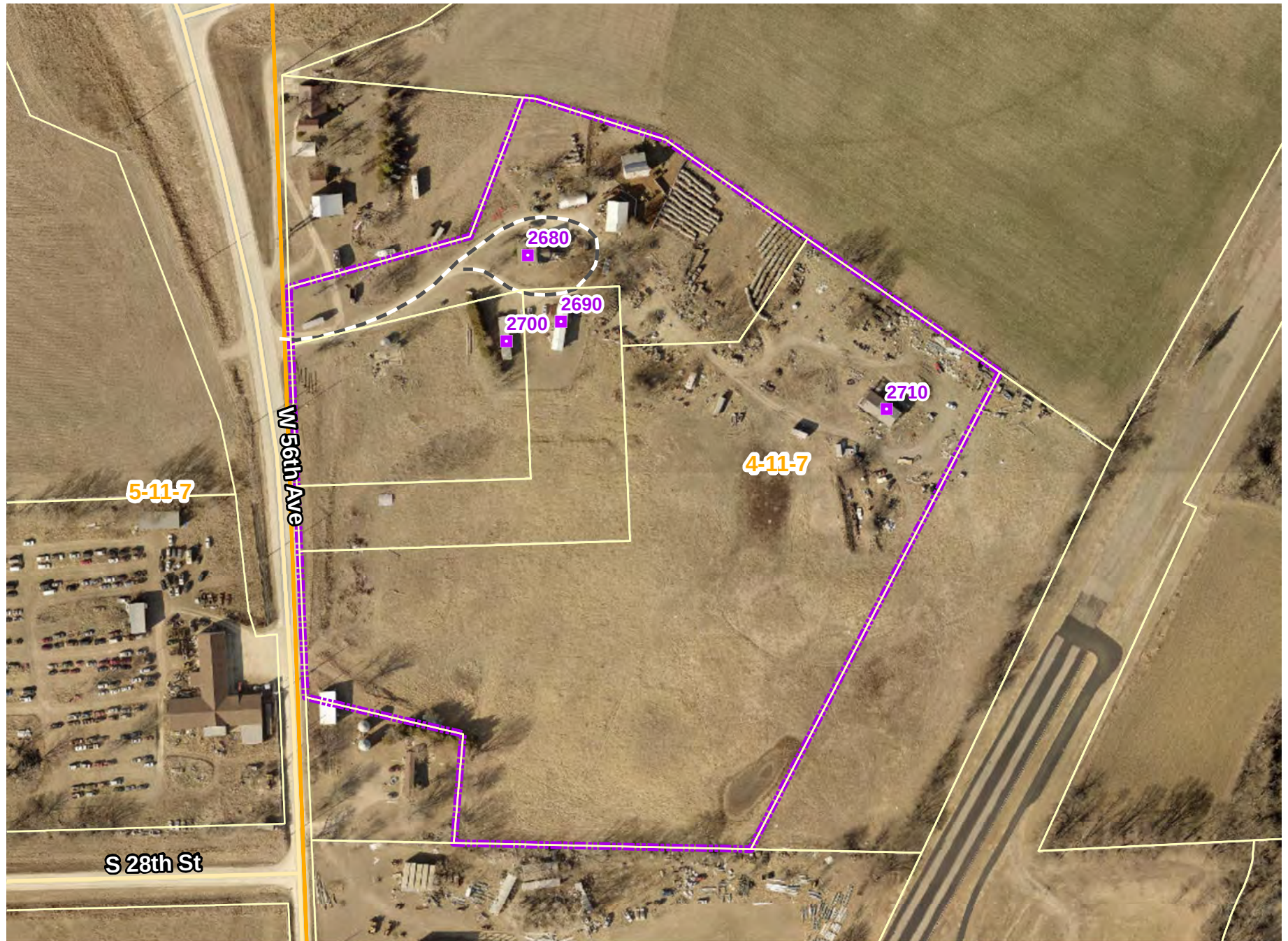


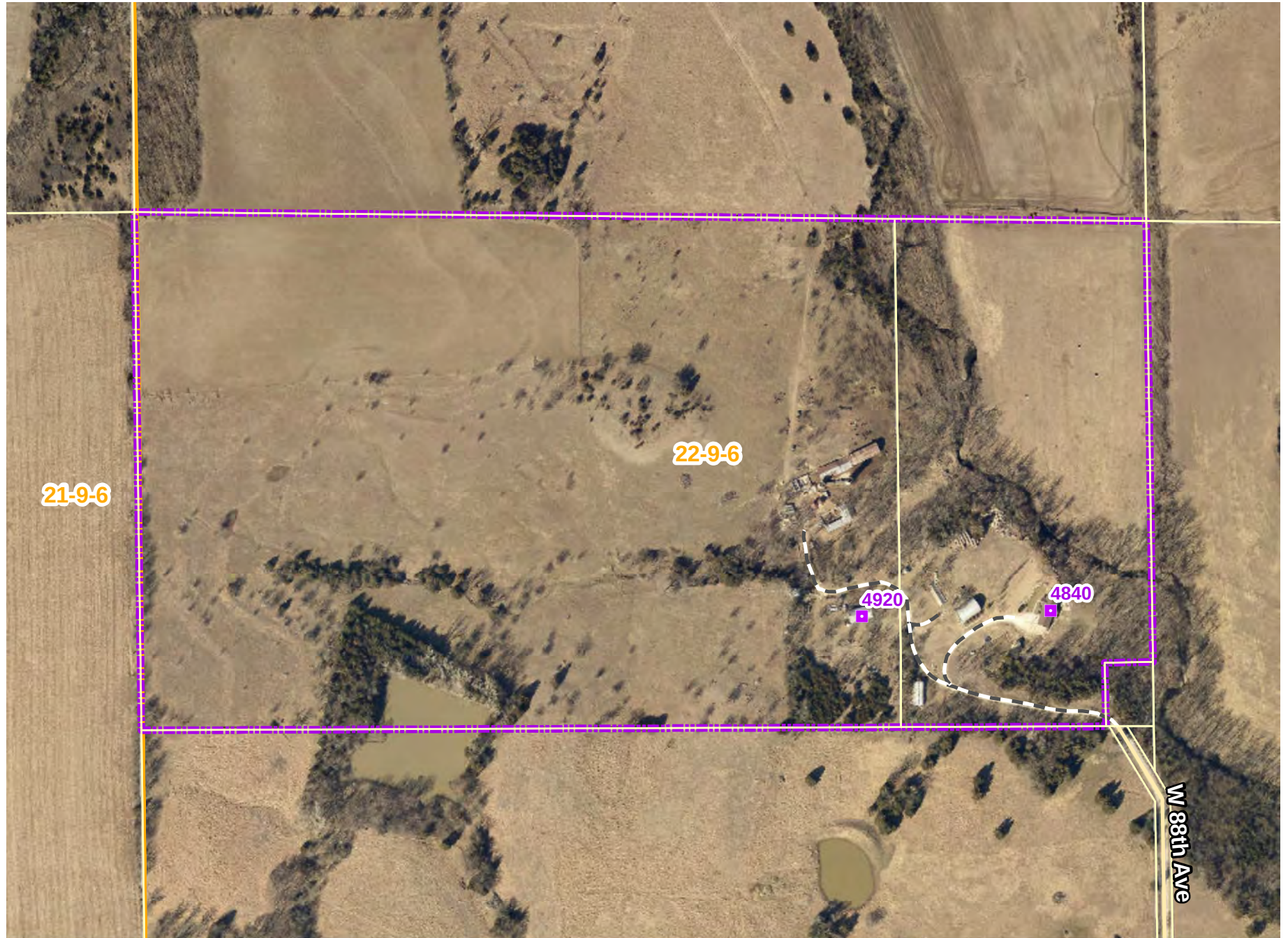
Union Rd

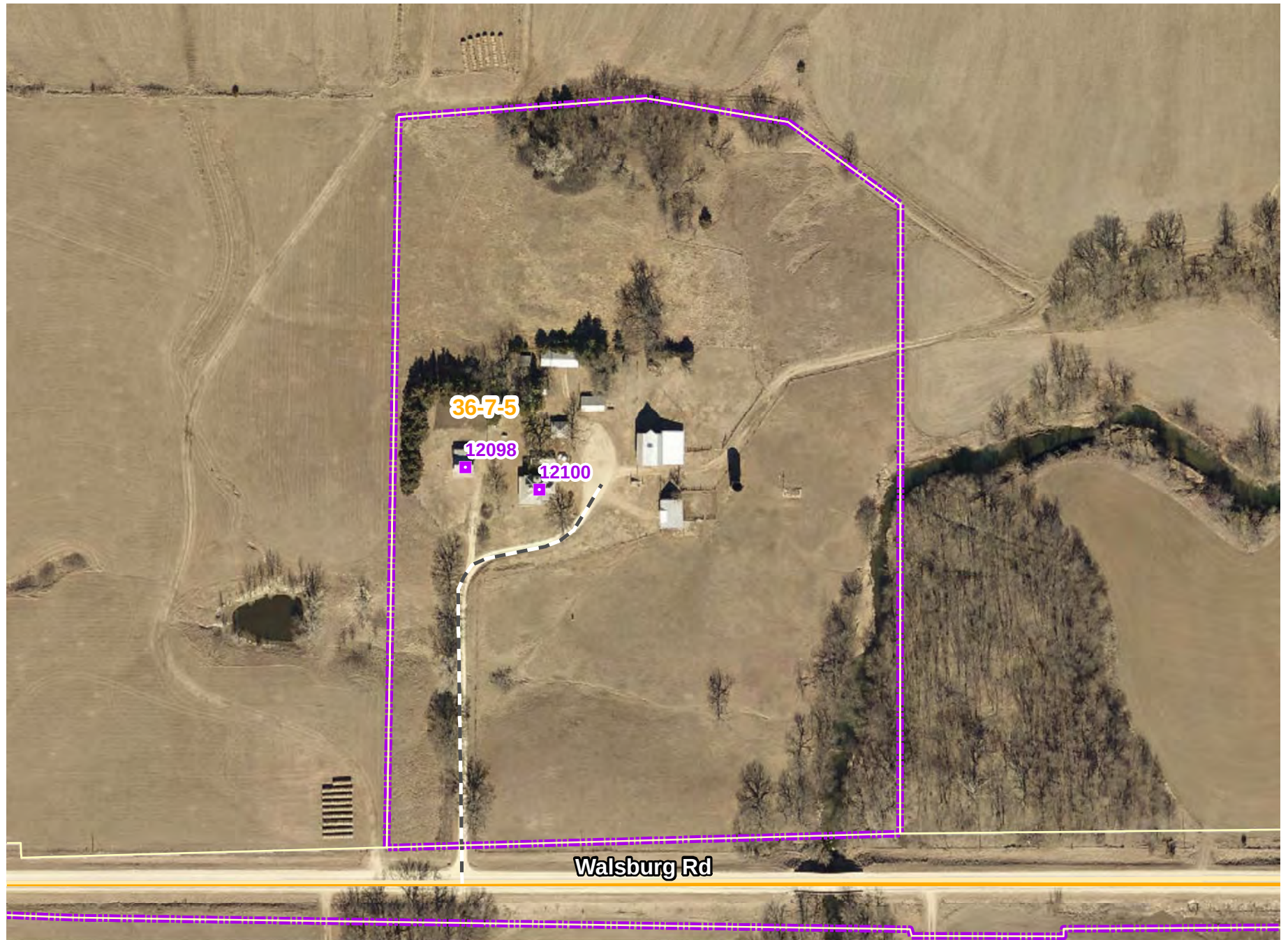


#54

W 56th Ave









List of Private Roads
that need to be renamed

Map #	Road Name Being Used for Private Road	S-T-R	Number of property owners being affected	Existing Address
#11	Marlatt Avenue	31-9-8	2	698 E Marlatt Avenue
				700 E Marlatt Avenue
#12	Mill Creek Road	27-8-6	2	8900 Mill Creek Road
				8920 Mill Creek Road
#13	Shane Creek Lane	6-11-8	2	3048 Shane Creek Lane
				3050 Shane Creek Lane
#14	Tuttle Creek Boulevard	25-9-7	2	4480 Tuttle Creek Boulevard
				4490 Tuttle Creek Boulevard
#15	Tuttle Creek Boulevard	17-9-7	2	6572 Tuttle Creek Boulevard
				6574 Tuttle Creek Boulevard
#16	Tuttle Creek Boulevard	11-9-6	2	7286 Tuttle Creek Boulevard
				7296 Tuttle Creek Boulevard
#17	Tuttle Creek Boulevard	4-9-6	2	8047 Tuttle Creek Boulevard
				8087 Tuttle Creek Boulevard
#18	Tuttle Creek Boulevard	9 & 16-7-6	2	15523 Tuttle Creek Boulevard
				15525 Tuttle Creek Boulevard
#19	W 54th Avenue	20-10-7	2	800 W 54th Avenue
				801 W 54th Avenue
#20	Anderson Avenue	1-10-6 & 6-10-7	3	6833 Anderson Avenue
				6837 Anderson Avenue
				6847 Anderson Avenue
#21	Deep Creek Road	28-10-8	4	460 Deep Creek Road
				520 Deep Creek Road
				540 Deep Creek Road
				560 Deep Creek Road
#22	Deep Creek Road	2 & 11-11-8	4	3679 Deep Creek Road
				3687 Deep Creek Road
				3691 Deep Creek Road

Attachment: Private Roads that still need to be renamed (10612 : NG911 Committee presentation)

List of Private Roads
that need to be renamed

				3693 Deep Creek Road
#23	Johnson Road	20-10-8	8	271 Johnson Road
				281 Johnson Road
				291 Johnson Road
				301 Johnson Road
				311 Johnson Road
				321 Johnson Road
				351 Johnson Road
				353 Johnson Road
#24	N 52nd St	19-9-7	3	6181 N 52nd Street
				6271 N 52nd Street
				6343 N 52nd Street
#25	Scenic Drive	21-10-7	4	600 S Scenic Drive
				610 S Scenic Drive
				630 S Scenic Drive
				640 S Scenic Drive
#26	Stagg Hill Road	26-10-7	5	3101 Stagg Hill Road
				3181 Stagg Hill Road
				3221 Stagg Hill Road
				3241 Stagg Hill Road
				3261 Stagg Hill Road
#27	Tuttle Cove Road	15-9-7	5	5739 Tuttle Cove Road
				5755 Tuttle Cove Road
				5751 Tuttle Cove Road
				5761 Tuttle Cove Road
				5765 Tuttle Cove Road
#28	Tuttle Creek Boulevard	28-7-6	3	13330 Tuttle Creek Boulevard
				13400 Tuttle Creek Boulevard
				13440 Tuttle Creek Boulevard
#29	Tuttle Creek Boulevard	26-9-7	3	5731 Tuttle Creek Boulevard
				5665 Tuttle Creek Boulevard
				5725 Tuttle Creek Boulevard

Attachment: Private Roads that still need to be renamed (10612 : NG911 Committee presentation)

List of Private Roads
that need to be renamed

#30	W 63rd Avenue	6 & 7-9-7	5	5480 W 63rd Avenue
				6600 W 63rd Avenue
				6601 W 63rd Avenue
				6700 W 63rd Avenue
				6701 W 63rd Avenue
#31	Zeandale Road	27-10-8	3	2099 Zeandale Road
				2101 Zeandale Road
				2103 Zeandale Road
#32	Alembic Road	9-8-5	2	10549 Alembic Road
				10551 Alembic Road
#33	Anderson Avenue	9-10-7	2	4970 Anderson Avenue
				4980 Anderson Avenue
#34	Barnes Road	30-9-8	4	1400 Barnes Road
				1410 Barnes Road
				1420 Barnes Road
				1440 Barnes Road
#35	Barton Road			9270 Barton Road
				9280 Barton Road
#36	Crooked Creek Road	27-8-5	2	8897 Crooked Creek Road
				8899 Crooked Creek Road
#37	Deep Creek Road	35-10-8	2	2220 Deep Creek Road
				2240 Deep Creek Road
#38	Falcon Road	2-8-5	2	11969 Falcon Road
				11985 Falcon Road
#39	Gardiner Road	22-7-6	2	14390 Gardiner Road
				14400 Gardiner Road
#40	LK&W Road	1-8-5	2	12260 LK&W Road
				12300 LK&W Road
#41	Longhorn Lane	19-8-7	2	9198 Longhorn Lane
				9200 Longhorn Lane
#42	Madison Road	1-9-7 & 36-8-5	2	12190 Madison Road
				12200 Madison Road

List of Private Roads
that need to be renamed

#43	Madison Road	1-9-4 & 6-9-5	2	16401 Madison Road
				16433 Madison Road
#44	Ober Road	17-6-5	2	20339 Ober Road
				20421 Ober Road
#45	Rock Springs Lane	25-10-8	2	1400 Rock Springs Lane
				1401 Rock Springs Lane
#46	S Chestnut Street	1-9-5	3	310 S Chestnut Street
				315 S Chestnut Street
				1102 S Chestnut Street
#47	S Manhattan Avenue	30-10-8	2	1338 S Manhattan Avenue
				1342 S Manhattan Avenue
#48	Sedam Avenue	34-10-8 & 27-10-8	2	1040 Sedam Avenue
				1042 Sedam Avenue
#49	Sherman Road	24-8-5	2	11851 Sherman Road
				11855 Sherman Road
#50	Stockdale Park Road	36-8-6	2	7488 Stockdale Park Road
				7490 Stockdale Park Road
#51	Stockdale Park Road	2-9-6	3	7841 Stockdale Park Road
				7845 Stockdale Park Road
				7851 Stockdale Park Road
#52	Stockdale Park Road	35-8-6	5	8040 Stockdale Park Road
				8046 Stockdale Park Road
				8050 Stockdale Park Road
				8056 Stockdale Park Road
				8060 Stockdale Park Road
#53	Union Road	1-8-5	2	12051 Union Road
				12053 Union Road
#54	W 56th Avenue	4-11-7	4	2680 W 56th Avenue
				2690 W 56th Avenue
				2700 W 56th Avenue
				2710 W 56th Avenue
#55	W 88th Avenue	22-9-6	2	4840 W 88th Avenue

List of Private Roads
that need to be renamed

				4920 W 88th Avenue
#56	Walsburg Road	36-7-5	2	12098 Walsburg Road
				12100 Walsburg Road
#57	Wildcat Creek Road	8-10-7	2	1482 Wildcat Creek Road
				1484 Wildcat Creek Road
			127	

RESOLUTION NO. 031317- 13

**RESOLUTION ESTABLISHING A POLICY
FOR THE NAMING OF EXISTING OR FUTURE PRIVATE ROADS
AND THE NUMBERING OR RENUMBERING OF EXISTING AND FUTURE
BUSINESS AND RESIDENCE ADDRESSES
IN THE UNINCORPORATED AREA OF RILEY COUNTY, KANSAS
TO IMPLEMENT NEXT GENERATION 9-1-1**

WHEREAS, the Board of Riley County Commissioners is authorized by K.S.A. 2016 Supp. 19-101a(a) and (b) to name any road or street and to number or renumber business and residence addresses outside the corporate limits of any city within Riley County, Kansas; because that power is not contrary to any act of the legislature; and

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

WHEREAS, it has been the historical policy of Riley County to discourage private roads for a variety of reasons; and

WHEREAS, Riley County amended the Riley County Subdivision Regulations in 2005 to prohibit private roads in the rural areas; and

WHEREAS, new private roads may only be established in Riley County as a lawful nonconforming use, pursuant to the existing terms of the Riley County Subdivision Regulations; and

WHEREAS, it is essential that an accurate address is available to emergency responders attempting to locate businesses and residences; and

WHEREAS, Next Generation 9-1-1 (hereinafter “NG911”) is a national movement to improve provision of emergency response to individuals regardless of location; and

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

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

NOW THEREFORE BE IT RESOLVED by the Board of Riley County Commissioners, whenever Riley County acts to name any existing private road and/or to number or renumber any existing or future business or residence address in the unincorporated area of Riley County, Kansas, such action shall be taken pursuant to the terms of the following policy.

A. PROCESS:

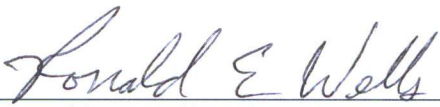
1. The Riley County Information Technology/Geographic Information Systems (IT/GIS) Department shall identify all existing private roads in the unincorporated area of Riley County, in accordance with NG911 requirements, and generate a listing of all adjacent property owners served by those private roads.
2. A NG911 Committee, consisting of the Emergency Management/Fire District Director, Historical Museum Director, County Counselor, Public Works Director, Planning & Development Director, Planning & Development Administrative Assistant, IT/GIS Director and IT/GIS Analyst shall oversee the process for naming any private road and the numbering or renumbering of any business or residence address. The Committee shall determine the timetable for implementation, the priorities for implementing the changes, and the procedures for recommending to the Board of Riley County Commissioners the names of private roads and the numbers of business and residence addresses to suggest to the property owners.
3. Once the Committee has determined how to proceed, Planning and Development shall provide all adjacent property owners involved in a particular situation a cover letter explaining the NG911 requirements and Riley County's intent to improve emergency response time to their property. The cover letter shall also notify those owners of Riley County's staff's decision to proceed with recommending to the Board of Riley County Commissioners that the Board name a private road and/or number or renumber their business or residence address.
4. The cover letter shall be mailed, certified mail return receipt requested, by Planning & Development and shall inform the adjacent property owner(s) of the proposed road name and/or numbering or renumbering of their business or residence address, if applicable. The adjacent property owners shall be given 30 days to either agree with the road name and addressing, or submit a petition available from Planning & Development, signed by at least 51% of the adjacent property owners, suggesting an alternate name. This alternate name must be approved by the Planning & Development Department, the Public Works Department, the Emergency Management Director and the Historical Museum Director, consistent with the guidelines outlined in section 8 below.

5. If no petition is received within 30 days, Planning & Development shall proceed to public hearing before the Board of Riley County Commissioners. If a valid petition is received and approved by the departments as outlined in Section 4 above, Planning & Development shall proceed to public hearing recommending the Board accept the alternate name proposed. If a valid petition is received but is not approved by the departments as outlined in Section 4 above, Planning & Development shall proceed to public hearing recommending the name submitted to the adjacent property owners.
6. Riley County Planning and Development shall publish notice of the public hearing in the official county newspaper and mail a copy of such published notice, by certified mail return receipt requested, to all adjacent property owners no later than fifteen (15) days prior to the public hearing.
7. The Board of Riley County Commissioners shall conduct the public hearing and shall take such public comment as the Board deems appropriate. At such hearing, the Board of Riley County Commissioners shall review the proposed resolution for naming the private road(s) and/or the numbering or renumbering of business or residence addresses. Such resolution shall include legal descriptions (if legal descriptions exist) of the applicable road(s), or a reasonable description of the course of the road(s). At the hearing the Board of Riley County Commissioners shall determine the name of any road and/or what numbering or renumbering of any address(es) shall be made. If the Board of Riley County Commissioners approves the name of any road and/or a number or renumbering change of any businesses or residence address, the Board shall pass a resolution to that effect. Riley County Planning and Development shall present that resolution for filing with the Riley County Register of Deeds.
8. Guidelines for road names shall be as follows:
 - a. Names historically used should be maintained unless there are compelling reasons to change, such as avoidance of a situation where the historical name is the same or similar to an existing road or street name on Riley County's "Area Street List" for 911 addressing, available for reference in the office of the Riley County Planning and Development Department.
 - b. Private roads should not be named for living persons unless there are specific and compelling reasons to do so.
 - c. Names should have some connection to the area being served to locate properties in an emergency, and to better connect with and preserve unique Riley County history. A suggested list of historical names is available for reference in the Riley County Planning and Development Department.
 - d. Names shall conform to the National Emergency Number (NENA) road naming and numbering standards.

9. Numbering or renumbering of business or residence addresses shall conform to the countywide addressing system and the National Emergency Association (NENA) road naming and numbering standards.
 10. After a road or street is named pursuant to this policy, the Riley County Public Works Department shall erect and maintain a sign in public right-of-way at the intersection between the private road and the nearest public road. Such sign shall identify the road and bear the added designation "Private Road".
 11. The naming of a private road, the numbering or renumbering of a business or residence address and the placement of a sign, all pursuant to this policy, shall in no way imply maintenance responsibility for the road on the part of Riley County or any other governmental entity.
 12. In the event there is a fork in a private road, Riley County may place a sign at the fork in the private road indicating the location of addresses, provided an agreement for sign installation and maintenance between Riley County and the landowner has been signed by both parties.
- B. Resolution No.081715-22, and any other resolutions in conflict herewith are hereby repealed and all previous name and number determinations of the Board of Riley County Commissioners made thereunder are hereby ratified.
- C. This Resolution shall be effective upon passage and publication in the official county newspaper.

ADOPTED this 13th day of March, 2017.

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



Ronald E. Wells, Chair

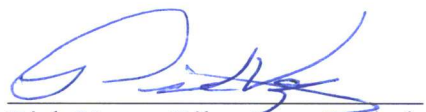


Marvin Rodriguez, Vice Chair



Ben Wilson, Member

ATTEST:


Rich Vargo, Riley County Clerk

