



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. North County EMS Station Project Bid Recommendation
4. Plaza Reservation Request for Kansas Science Fest/Downtown Manhattan, Inc.
5. Riley County Shared Leave Request Form
6. Sign Riley County Personnel Action Form(s)
7. Discuss topics for the Joint City/County/County Meeting Agenda
8. Approve payroll/accounts payables (when completed)

Review Minutes

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Craig Cox, Deputy County Counselor

12. Animal Control within Riley County

9:20 AM

Mike Boller, Noxious Weed Director

13. Bid opening for tractor

9:30 AM

Mike Boller, Noxious Weed Director

14. Staff Update

- 15. 2022 Noxious Weed Annual Report
- 16. 2023 Management Plan

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

- 17. Economic development update

10:00 AM Julie Gibbs, Health Department Director

- 18. RCHD Monthly Update
- 19. RCHD Out of State Travel Request
- 20. RCHD Out of State Travel Request
- 21. RCHD Aid to Local Grant Request Approval

10:30 AM Budget and Planning Committee - Darell Edie, Budget and Finance Officer

- 22. Monthly Cash Flow Report for February 2023
- 23. 2023 Budget Baseline

10:50 AM Shilo Heger, Treasurer

- 24. February 2023 Revenue Reporting - Riley County Treasurer

11:05 AM Amanda Webb, Planning/Special Projects Director

- 25. Discuss Environmental Health Specialist transition

11:25 AM Clancy Holeman, Counselor/Director of Administrative Services

- 26. Administrative Work Session
- 27. Executive session to discuss confidential legal advice regarding potential litigation issues

Adjournment

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



PUBLIC WORKS
Bid

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 9, 2023

SUBJECT: North County EMS Station Project Bid Recommendation

PRESENTER: John Ellermann, Public Works Director

The bids for the above referenced project have been reviewed and found to be in order. Anderson Knight Architects recommends, and staff concurs, awarding the project to Schultz Construction for a base bid of \$799,000.00, and a construction time of 240 days with the understanding that the delivery and installation of the back-up generator could take up to 46 weeks.

POSSIBLE MOTION(S)

Move to approve the low bid from Schultz Construction in the amount of \$799,000.00.

Enclosures:

- Bid Tab_North County EMS Station Construction_030223 (PDF)
- Bid Recommendation from Anderson Knight Architects_030223 (PDF)

Bid Tabulation

Project: North Riley County EMS Station

Date and Time: March 2, 2023 at 9:00 a.m.

	Architect's Estimate	Kendall Construction 2551 NW Button Rd Topeka, KS 66618	Riley Construction Co., Inc 201 6th St Wamego, KS 66547	Icon Structures, Inc. 212 S. 4th St, Ste 110 Manhattan, KS 66502	Schultz Construction 1213 Hylton Heights, Ste 129 Manhattan, KS 66502
Base Bid	\$ 838,125.00	\$ 913,633.00	\$ 807,965.00	\$ 953,000.00	\$ 799,000.00
# of days for Construction		52 Weeks	210 Calendar Days	210 Days Generator 365 Days	240 Calendar Days Generator 47 Weeks



March 2, 2023

John Ellerman, Public Works Director/County Engineer
6215 Tuttle Creek Boulevard
Manhattan, Kansas 66503

David Adams, Riley County EMS Director
2011 Claflin Road
Manhattan, Kansas 66502

Re: North Riley County EMS Station bids
Architect's Project # 22-028

Mr. Ellerman and Mr. Adams,

After review of the bids submitted for the referenced project, Anderson Knight Architects recommendation is to award the project to Schultz Construction of Manhattan, Kansas for a base bid amount of \$799,000.00 and a construction time of 240 days from notice to proceed with the understanding that the delivery and installation of the back-up generator could take up to 47 weeks (329 days).

Respectfully submitted,

Anderson Knight Architects

Dan Knight, AIA
Principal



OUTSIDE AGENCY
Plaza Reservation Request

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: March 9, 2023

SUBJECT: Plaza Reservation Request for Kansas Science Fest/Downtown
Manhattan, Inc.

PRESENTER: Clerk's Office

Move to approve a Plaza Reservation Request for Downtown Manhattan, Inc. for the Kansas Science Fest/Downtown Manhattan, Inc. on Saturday, April 29, 2023 from 11:00 a.m. - 4:00 p.m.

Move to deny

Move to modify

Move to table

Enclosures:

- 04-29-23 Plaza Reservation Request (PDF)

PLAZA RESERVATION REQUEST

DATE OF REQUEST: Friday, February 17th

DATE OF EVENT: Saturday, April 29th

REQUESTING ORGANIZATION NAME: Kansas Science Fest/Downtown Manhattan, Inc

PURPOSE OF EVENT: street festival with 40+ science based vendors

AREA OF PLAZA TO BE USED: concrete plaza area closest to the crosswalk at 5th and Poyntz

PROGRAM OF ACTIVITIES: paper airplane making and flying station

EXPECTED ATTENDANCE: 800 **HOURS REQUESTED:** 11am to 4pm

CONTACT PERSON: Gina Snyder

ADDRESS: 409 Poyntz Ave

TELEPHONE NUMBER: (785) 313-3970

Are Loudspeakers at this Event Approved by County Commission?: _____ Yes No _____

NA x

RESERVATION APPROVED:

DATE: _____

CHAIRMAN, BOARD OF
RILEY COUNTY COMMISSIONERS

NOTE TO APPLICANT: PLEASE BE AWARE OF THE FOLLOWING CONDITIONS FOR RESERVATION OF PLAZA:

1. No loudspeakers are allowed at this event unless approved above by the County Commission. Be aware excessive noise during the event may disturb customers and owners of nearby businesses, so work to keep the volume level of the event at a reasonable level, whether approved loudspeakers are used or not.
2. Encourage event participants to not litter the area during the event, and clean the area at the end of your event.
3. No alcohol may be served or consumed in the Plaza.
4. The two sets of west outside steps of the Courthouse and the single set of outside steps east of the Carnegie Building must remain open for public and staff access during the event. No participants shall stand on these steps during the event. Each building's outside steps must remain open and accessible to the public and staff during the event.

cc: Public Works Director



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 9, 2023

SUBJECT: Riley County Shared Leave Request Form

PRESENTER: Michele Reid, Payroll, Benefits & Employee Relation Manager

POSSIBLE MOTION(S)

Move to approve the Riley County Shared Leave Request Form.

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 9, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-01 PW Security_Guard A Girard (DOCX)
- 2021-01 P&D S Dorsen PAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Andrew Theodore Girard**Status Change Date:** 03/13/2023**Status Change:** New Hire**Date of Hire:** 03/13/2023**Seniority:** 0 Month(s)**Position:** As Needed Security Officer**Position Type:** Part Time**Pay Grade:** 2**Pay Type:** Hourly**Base Rate:** \$20.74**Annualized Pay:** \$5,185.00**Funds Codes:** 1-County General, 40-Public Works**Supervisor:** Julie Winter**Department Head:** John Ellerman

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-01 PW Security_Guard A Girard (13255 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sarah Dorsen**Status Change Date:** 02/23/2023**Status Change:** New Hire**Date of Hire:** 03/13/2023**Seniority:** 0 Month(s)**Position:** As Needed Clerical**Position Type:** Part Time**Pay Grade:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,600.00**Funds Codes:** 1-County General, 24-Planning & Development**Supervisor:** Amanda Webb**Department Head:** Amanda Webb

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2021-01 P&D S Dorsen PAF (13255 : Personnel Action Form (Green Sheet))



COUNTY CLERK & ELECTIONS
Meeting information

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

MEMORANDUM

FROM: Cindy Kabriel

MEETING: March 9, 2023

SUBJECT: Discuss topics for the Joint City/County/County Meeting Agenda

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- Draft agenda 032323-Ci (DOCX)



AGENDA

JOINT CITY/COUNTY/COUNTY MEETING

CITY COMMISSION ROOM

THURSDAY, MARCH 23, 2023

4:00 P.M.

1. Proposed Changes at T. Russell Reitz Animal Shelter and Animal Control (??person, ?title, City of Manhattan)
- 2.
- 3.



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

4. Staff update

12:00 PM

County Officials Luncheon

Adjournment

Attachment: 03-13-23 tentative agenda (12819 : Tentative Agenda)

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 14, 2023 (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.



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

Evan McMillan, Assistant County Engineer

3. Bid opening for 2023 Asphalt Overlay Program

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

Adjournment

Announcement

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

Attachment: 03-16-23 tentative agenda (12819 : Tentative Agenda)

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

Attachment: 03-16-23 tentative agenda (12819 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Update

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

COMMISSION AGENDA REPORT

FROM: Craig Cox, Deputy County Counselor
MEETING: March 9, 2023
SUBJECT: Animal Control within Riley County
PRESENTER: Craig Cox

BACKGROUND

The current animal control resolution was adopted by the Riley County Board of County Commissioners on March 3, 1988. (See attached.)

DISCUSSION

Concerns have arisen in regards to two of Riley County's policies established by the 1988 resolution. First, the impounding of "dogs running at large" (Section 4). Second, the ineffectiveness of the application and issuance of dog/cat licenses and tags by the County Clerk (Sections 5, 7 and 8).

FISCAL IMPACT

Unknown

RECOMMENDATION(S)

In addition to the concerns listed above, a reading of the current 1988 animal control resolution establishes the need to consider updating the following sections:

1. Section 3 - Nuisances: definition for dogs/cats
2. Section 6 - Rabies Vaccination: consideration of newer medical technology.
3. Section 9 - Dangerous Dogs: definition of dogs and whether or not to include other exotic/dangerous animals (lions, tigers, and bears). Adequate provisions for due process hearing before destruction of animals.
4. Section 10 - Cruelty to animals: update of definitions.

5. Section 11 - Penalties: Updating penalties
6. Enforcing implementation of an animal control resolution.

The proposed resolution providing for the control of animals within Riley County, Kansas, addresses all of these concerns.

POSSIBLE MOTION(S)

No motion is necessary today. Counsel presents this to the Board for informational purposes and to obtain consensus from the Board on how to proceed on this matter.

Enclosures:

- 1988-6 (PDF)
- Animal Control Packet (PDF)

Published in Manhattan Mercury Mar 9, 1988

RESOLUTION NO. 030388-6

**A RESOLUTION PROVIDING FOR THE CONTROL OF DOGS
AND CATS WITHIN RILEY COUNTY, KANSAS, OUTSIDE
THE CORPORATE LIMITS OF ANY CITY**

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

Section 1. Keeping and Harboring of Dogs Defined.

Any person who shall allow any dog, except feral dogs, to habitually remain or to lodge or to be fed within his or her home, store, yard, inn, enclosure or place, located outside the corporate limits of any city, within Riley County, Kansas, shall be deemed and considered as keeping and harboring such dog within the meaning of this Resolution.

Section 2. Keeping and Harboring of Cats Defined.

Any person who shall allow any cat to habitually remain or to lodge or to be fed within his or her home, located outside the corporate limited of any city, within Riley County, Kansas, shall be deemed and considered as keeping and harboring such cat within the meaning of this Resolution.

Section 3. Nuisances.

(a) It shall be unlawful for the owner of any dog or cat to keep or maintain such dog or cat within Riley County, Kansas, outside the corporate limits of any city, so as to constitute a nuisance. For the purpose of this section, "nuisance" is defined as any dog or cat which:

1. Molests or interferes with persons in the public right-of-way or chases vehicles;
2. Attacks or injures persons, or any domestic animal;
3. Damages public or private property other than that of its owner or harboring by its activities or with its excrement;
4. Scatters refuse that is bagged or otherwise contained;
5. Causes any condition which threatens or endangers the health or well-being of person or other animals;
6. Causes a disturbance by loud, frequent and habitual barking, howling, yelping, mewing or screeching.

(b) There shall be a rebuttable presumption that a nuisance is created if any person keeps or harbors more than five (5) dogs, over the age of ninety (90) days, upon any premises within Riley County, Kansas, and outside the corporate limits of any city, unless such premises are licensed as a kennel by Riley County, Kansas.

Attachment: 1988-6 (13243 : Animal Control within Riley County)

Section 4. Impounding.

Any dog or cat found running at large, may be captured and impounded by any law enforcement official of the county, or any other enforcement officer designated by the county for this purpose. For purposes of this section, running at large is defined as being outside or off of the premises of the owner or harbinger or premises where the dog is located with the owner's permission or not under control of the owner or other authorized person capable of restraining such dog or cat. For purposes of this section control is defined as that control necessary to restrain or govern an animal so that the animal does not injure or pose a threat to itself, any person, any other animal, or property.

Section 5. License Required.

(a) It shall be unlawful for any person to keep or harbor any dog over four (4) months of age unless such dog is vaccinated and licensed as provided herein. The provisions of this section do not apply to animals owned by a licensed research facility or a veterinary medical facility or government operated or licensed animal shelter.

(b) Application for a license shall be made within thirty (30) days after obtaining a dog over four (4) months of age, except that this requirement shall not apply to a non-resident keeping a dog within Riley County less than sixty (60) days. Such application shall be made on a form, and in a manner, prescribed by the Riley County Clerk. Applicants shall pay the fees set forth hereinafter at the time of application.

(c) The license shall be issued for a period which will commence on the date of issuance and end on a date which coincides with the expiration of the effectiveness of the anti-rabies vaccination required under Section 6 herein.

Section 6. Anti-Rabies Vaccination Required.

Any person applying for a license for a dog shall be required to present at the time of making such application, a certificate issued by a licensed veterinarian showing that such dog has been vaccinated or inoculated with a recognized anti-rabies vaccine and showing that the inoculation so administered to such dog will be effective for the entire period of time for which such license is issued. A killed-virus vaccine inoculation will be considered as an acceptable vaccination for only one (1) year. A modified-living-virus vaccine inoculation will be considered as an acceptable vaccination for a period of three (3) years.

Any person who shall keep or harbor a cat as defined by Section 2 herein shall be required to obtain and have in their possession a certificate issued by a licensed veterinarian showing that such cat has been vaccinated or inoculated with a recognized anti-rabies vaccine so administered to such cat that will be effective at all times the cat is kept or harbored. A killed-virus vaccine inoculation will be considered as an acceptable vaccination for only one (1) year. A modified-living-virus vaccine inoculation will be considered as an acceptable vaccination for a period of three (3) years.

Section 7. Fee.

A fee of Ten Dollars (\$10.00) for each unneutered dog or cat and Five Dollars (\$5.00) for each neutered dog or cat shall be imposed for the registration and issuance of each license issued under the provisions of this division. License fees shall be

waived for dogs serving the blind or deaf or government owned dogs used for law enforcement. All other licensing provisions shall apply to such animals.

Section 8. Tags.

(a) The County Clerk shall issue a tag of metal or other durable material, having stamped or engraved thereon the registration number and the year of registration.

(b) The license tag issued under the provision of this Resolution shall be attached to a suitable collar and kept on the dog for which issued at all times. Such tags are not transferrable.

Section 9. Dangerous Dogs.

(a) Any person who keeps or harbors a dangerous dog shall keep such dog confined, except as set forth hereinafter. "Confined" as that term is used in this section shall mean such dog is securely kept indoors or in a securely enclosed and locked pen or dog run area. Said pen or run must be locked with a key or combination lock whenever such dog or dogs are within the structure. Said pen or dog run area must have sides six feet (6') high or be secured over the top. If the pen or dog run area has no bottom secured to the sides, the sides must be embedded into the ground no less than one foot (1') deep.

(b) Any person keeping or harboring a dangerous dog, at anytime said dog is not confined, shall insure such dog is securely muzzled and restrained with a chain having a minimum tensile strength of three hundred (300) pounds and not exceeding three feet (3') in length.

(c) Any person keeping or harboring a dangerous dog shall display in a prominent place on the premises where the dog is kept, a sign, easily readable by the public using the words "Beware of Dog". In addition, a similar sign shall be posted on the pen or run of such animal.

(d) As used in this section, "dangerous dog" shall mean and include:

1. Any dog who is known to his keeper or harborer, or reasonably should be known to his keeper or harborer, to have a propensity, tendency or disposition to attack unprovoked, to cause injury or to otherwise endanger the safety of human beings or domestic animals; or
2. Any dog which has attacked a human being or domestic animal without provocation; or
3. Any dog kept or harbored primarily, or in part, for the purpose of fighting, or any dog trained for dog fighting; or
4. Any dog not owned by a governmental or law enforcement unit used primarily to guard public or private property.

(e) In addition to any penalties the court may prescribe for violation of this section, if the court finds, after notice to the keeper or harborer and an opportunity for hearing, that such dangerous dog represents a continuing threat of serious harm to hu-

man beings or other domestic animals, the court may order such animal destroyed.

Section 10. Cruelty to Animals.

Cruelty to animals shall be as defined in K.S.A. 21-4310 and all allegations alleging the commission of cruelty to animals as defined therein shall be prosecuted pursuant to state statute.

Section 11. Penalty.

Any person violating the provisions of this Resolution shall be guilty of a misdemeanor and, upon conviction thereof, the penalty imposed shall be in a sum not to exceed \$500.00.

Section 12. Effective Date.

This Resolution shall take effect and be in force from and after its passage and publication as provided by law.

Adopted this 3 day of March, 1988.

BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

Wilton B Thomas
Chairman

Member absent

Marjorie J. Morse
Member

ATTEST:

Wanda Corder
County Clerk

Attachment: 1988-6 (13243 : Animal Control within Riley County)

RESOLUTION NO. _____

**A RESOLUTION PROVIDING FOR THE CONTROL OF ANIMALS WITHIN RILEY
COUNTY, KANSAS IN THE UNINCORPORATED AREAS OF RILEY COUNTY**

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RESOLUTION NO. _____

**A RESOLUTION PROVIDING FOR THE CONTROL OF ANIMALS WITHIN RILEY
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RESOLUTION NO. _____

A RESOLUTION PROVIDING FOR THE CONTROL OF ANIMALS WITHIN RILEY COUNTY, KANSAS IN THE UNINCORPORATED AREAS OF RILEY COUNTY

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

ARTICLE I. GENERAL PROVISIONS**Section 1. Definitions.**

As used in this Resolution, unless the context otherwise requires:

- (a) **Animal** means every living vertebrate except a human being or farm animal.
- (b) **Animal Control Officer** means any person employed by, contracted with or appointed by the county for the purpose of aiding in the enforcement of this resolution, or any other law or ordinance relating to the licensing or permitting of animals, control of animals, or seizure and impoundment of animals.
- (c) **Carcasses of animals or farm animals** means bodies, or any part or portion of dead animals or farm animals not slaughtered for human food.
- (d) **Cat** means an animal which is of the species *Felis domesticus*.
- (e) **Code Enforcement Officer** means any person who is appointed to administer or enforce county codes or resolutions adopted by the board of county commissioners, and who are designated by resolution of such board as responsible code enforcement officials.
- (f) **County** means the unincorporated areas of Riley County.
- (g) **Court** means Riley County District Court.
- (h) **Dog** means an animal which is of the species *Canis familiaris*.
- (i) **Euthanasia** means the humane killing of an animal by any animal control officer, law enforcement officer, owner, code enforcement officer, or officer of an animal shelter by any means, method, agent or device, or in any way, which complies with the most current, approved euthanasia methods established by the American Veterinary Medical Association Panel on euthanasia.
- (j) **Farm animal** means an animal raised on a farm or ranch and used or intended for use as food or fiber.
- (k) **Impound** means taken into custody by the Animal Control Authority or the organization authorized to enforce the animal control law of this jurisdiction.
- (l) **Law Enforcement Officer** means any person who by virtue of office or public employment is vested by law with a duty to maintain public order and safety, and to make arrest for violation of the laws of the state of Kansas or resolutions of any county.
- (m) **Owner** means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having control or custody of an animal.
- (n) **Pet Cemetery** means land used for the burial of deceased animals and dedicated for cemetery purposes, including columbariums, crematoriums, mausoleums, mortuaries, and licensed taxidermist.

Section 2. Keeping and Harboring of Dogs.

Any person who shall allow any dog to habitually remain or to lodge or to be fed within his or her home, store, yard, inn or enclosure located in the county shall be deemed and considered as keeping and harboring such dog within the meaning of the resolution.

Section 3. Keeping and Harboring of Cats.

Any person who shall allow any cat to habitually remain or to be fed within his or her home, store or inn located in the county shall be deemed and considered as keeping and harboring such cat within the meaning of the resolution.

ARTICLE II. LICENSE AND TAG; RABIES VACCINATION

Section 1. License Required.

- (a) It shall be unlawful for any person to keep or harbor *any* dog over six (6) months of age unless such dog is vaccinated and licensed as provided herein. The provisions of this section do not apply to animals owned by a licensed research facility or a veterinary medical facility or government operated or licensed animal shelter.
- (b) Application for a license shall be made within thirty (3) days after obtaining a dog over six (6) months of age, except that this requirement shall not apply to a non-resident keeping a dog within the county less than sixty (60) days. Such application shall be made on a form, and in a manner prescribed by the County Clerk. Applicants shall pay the fees set forth below at the time of application.
- (c) The license shall be issued for a period which will commence on the date of issuance and end on a date which coincides with the expiration of the effectiveness of the anti-rabies vaccination required under Section 4 of this Article.

Section 2. License Fees.

Fees, as established by the City of Manhattan, shall be imposed upon unneutered and neutered dogs for the registration and issuance of each licenses issued under the provisions of this Article. License fees shall be waived for dogs serving the blind or deaf or government owned dogs used for law enforcement. All other licensing provisions shall apply to such animals.

Section 3. Tags.

- (a) The County Clerk shall issue a tag of metal or other durable material, having stamped or engraved thereon the registration number.

- (b) The license tag issued under the provision of this Article shall be attached to a suitable collar and kept on the dog for which issued at all times. Such tags are not transferrable between dogs or owners.
- (c) Within 72 hours of issuing a license and a tag pursuant to this Article for a dog, the County Clerk shall report the licenses and tag information to animal control.

Section 4. Anti-Rabies Vaccination Required.

- (a) Any person applying for a license for a dog shall be required to present at the time of making such application, a certificate issued by a licensed veterinarian showing that such dog has been vaccinated or inoculated with a recognized anti-rabies vaccine and showing that the inoculation so administered to such dog will be effective for the entire period of time for which such license is issued. A killed-virus vaccine inoculation will be considered an acceptable vaccination for only one (1) year. A modified-living-virus vaccine inoculation will be considered an acceptable vaccination for a period of three (3) years.
- (b) Any person who shall keep or harbor a cat as defined by Article I, Section 3 shall be required to obtain and have in their possession a certificate issued by a licensed veterinarian showing that such cat has been vaccinated or inoculated with a recognized anti-rabies vaccine and showing that the inoculation so administered to such cat that will be effective for the entire period of time for which such license is issued. A killed-virus vaccine inoculation will be considered an acceptable vaccination for only one (1) year. A modified-living-virus vaccine inoculation will be considered an acceptable vaccination for a period of three (3) years.

ARTICLE III. ANIMAL CARE AND CONTROL

Section 1. Nuisance.

- (a) It shall be unlawful for the owner of any dog or cat to keep or maintain such dog or cat within the county, so as to constitute a nuisance. For the purpose of this section, “nuisance” is defined as any dog or cat which:
 - (1) Molests or interferes with persons in the public right-of-way or chases vehicles;
 - (2) Attacks or injures persons, any domestic animal, or any farm animal;
 - (3) Damages public or private property other than that of its owner or harbinger by its activities or with its excrement;
 - (4) Scatters refuse that is bagged or otherwise contained;
 - (5) Causes any condition which threatens or endangers the health or well-being of people or other animals;
 - (6) Causes a disturbance by loud, frequent and habitual barking, howling, yelping, mewling or screeching.
- (b) There shall be a rebuttable presumption that a nuisance is created if any person keeps or harbors more than four (4) dogs or cats, or a combination of both, over the age of ninety (90) days, upon any premises unless such premises are licensed as a kennel by Riley County.

Section 2. Running At Large.

It shall be unlawful for the owner or other responsible person of any dog to permit such dog to run at large in the county at any time. For purposes of this section, running at large is defined as being outside or off of the premises of the owner or other responsible person, or not under control of the owner or other responsible person capable of restraining such dog, and is being a nuisance pursuant to Article III Section 1. Control is defined as that action necessary to restrain or govern a dog so that the dog does not injure or pose a threat to itself, any person, any other animal, or property.

Section 3. Impounding.

Any dog found running at large in the county as that term is defined in Section 2 of this Article, may be captured and impounded by any law enforcement officer, animal control officer, or code enforcement officer, and taken to the animal shelter.

Section 4. Restrictions on Tethering Dogs.

- (a) **Tether** or **tethering** shall mean attaching a leash, rope, chain, lead, tether or other similar apparatus or device to the body of an animal and another object for the purpose of confining the animal or limiting the movement of the animal.
- (b) It shall be unlawful to tether a dog unless the leash, rope, chain, lead, tether, or other similar apparatus, is at least ten feet long, and such leash, rope, chain, lead, tether or other similar apparatus, including any assembly or attachments thereto, weighs no more than one-eighth of the dog's body weight. Dogs shall be tethered in such a manner as to prevent injury, strangulation, or entanglement on fences, trees, or other manmade or natural obstacles.

Section 5. Abandonment.

It shall be unlawful for any person to leave within the county any dog, cat, or other animal and abandon the same such as to allow it to run at large.

Section 6. Management of Animal Exposed to Rabies; Quarantine.

- (a) Whenever any animal has bitten a person, it shall be the duty of the owner, keeper or harbinger of such animal, or any animal control officer, law enforcement officer, code enforcement officer, or any other person having knowledge of such incident to report the same to the health officer who may order that the animal be quarantined on the owner's premises or impounded at the owner's expense for a period of not less than ten days, and until such time as the health officer finds that such animal shows no evidence of having rabies. If any animal control officer, law enforcement officer, code enforcement officer, or any other person has reason to believe that an animal in the county has the symptoms of rabies, such person shall immediately notify the health officer who in turn may order that the animal be quarantined on the owner's premises or impounded at the owner's expense for a period of not less than ten days or until such time as the health officer finds that such animal

shows no evidence of having rabies. If it is determined in either case that such animal is suffering from rabies, it shall be forthwith destroyed; otherwise it shall be released from quarantine.

- (b) As used in this section, **exposed to rabies** means a bite, scratch or abrasion by a known or suspected rabid animal, or open wound or mucous membrane contact with the saliva or brain tissue from a known or suspected rabid animal.
- (c) Any animal control officer, law enforcement officer or local health officer, upon private or public property, may take up any animal which has exposed to rabies a person or other animal.
- (d) The animal shall be managed in a manner as described in rabies bite protocol adopted by the Riley County-Manhattan health officer.

Section 7. Dead Animals.

- (a) It shall be the duty of the owner of any dead animal, within 24 hours after death of such animal, to bury the same in the ground with at least a two (2) foot dirt cover and in such manner as not to constitute a nuisance. As an alternative to burial, the owner may employ a licensed pet cemetery or a licensed veterinarian to dispose of any dead animal. This subsection shall not be applicable to farm animals.
- (b) It shall be unlawful to drag or cause to be dragged along any township, county, or private road the carcass of any dead animal. This subsection shall not be applicable to farm animals.

ARTICLE IV. DANGEROUS OR POTENTIALLY DANGEROUS DOG

Section 1. Definitions.

For purposes of this Article, the term:

- (a) **Dangerous dog** means any dog that
 - (1) Causes a serious injury to a person or animal; or
 - (2) Has been previously adjudicated as a potentially dangerous dog and engages in behavior that poses a threat to public safety as described in subsection (b) of this section. Any previous potentially dangerous dog adjudication shall be considered a “previous adjudication”, regardless of any reclassification review pursuant to Section 5 (e) of this Article; or has previously entered into a diversion agreement in lieu of further proceedings for a potentially dangerous dog violation pursuant to Article VI, Section 2.
 - (3) Has previously entered into a diversion agreement in lieu of further proceedings for a potentially dangerous dog violation pursuant to Article VI, Section 2.
 - (4) Is a fighting dog as defined by Article V, Section 2 (b) (1)

- (b) **Potentially dangerous dog** means a dog that may reasonably be assumed to pose a threat to public safety as demonstrated by any of the following behaviors:
- (1) Causing an injury to a person or animal that is less severe than a serious injury; or
 - (2) Without provocation, chasing or menacing a person or animal in an aggressive manner; or
 - (3) Acts in a highly aggressive manner within a fenced yard/enclosure and appears to a reasonable person able to jump over or escape.
- (c) **Proper enclosure** means such dog is securely kept indoors or in a securely enclosed and locked pen or dog run area made of at least nine-gauge chain link with no more than one-inch spacing. Said pen or run must be locked with a key or combination lock whenever such dog or dogs are within the structure. Said pen or dog run area must have sides six (6) feet high and be secured over the top. If the pen or dog run area has no bottom secured to the sides, the sides must be embedded into the ground no less than one (1) foot deep. No dangerous or potentially dangerous dog may be kept on a porch, patio, or in any part of a structure that would allow the dog to exit the structure on its own volition. No dangerous or potentially dangerous dog may be kept in a structure when the windows are open or when screened windows or doors are the only obstacle preventing the dog from exiting the structure.
- (d) **Responsible person** means a person at least 18 years old who is familiar with the dog and has the size and capability to keep the dog under complete control at all times.
- (e) **Serious injury** means any physical injury that results in broken bones or lacerations that require multiple sutures or cosmetic surgery.

Section 2. Adjudication of a Dangerous Dog or Potentially Dangerous Dog.

- (a) Adjudication of whether or not a dog is dangerous or potentially dangerous shall be commenced by complaint in Riley County District Court, with notice, service of process, and trial conducted pursuant to the Code for the Enforcement of County Codes and Resolutions pursuant to K.S.A. 19-4701 et seq. The county shall have the burden to determine the dog's status by clear and convincing evidence. The failure of the owner to attend or participate in the court proceedings shall not prevent the judge from making the appropriate adjudication concerning the dog. The owner shall be notified in writing of the court's determination.
- (b) An animal control officer, law enforcement officer, or code enforcement officer shall be authorized to immediately impound a dog whose behavior is personally viewed by the officer, conforms to the factors listed in Article IV, Section 1(a) for a dangerous dog or the factors listed in Article IV, Section 1(b) for a potentially dangerous dog, and cannot be securely restrained by the owner to protect public safety. If the officer has reasonable belief that the owner will not make the dog available as evidence for any subsequent hearing, the officer is authorized to immediately impound the dog. Within 24 hours of impounding the dog, the officer shall serve on the owner a complaint and notice to appear. The hearing date shall not be less than two days nor more than eight days following the date of service upon the owner. At the hearing, the owner may request review of the dog's impoundment. Failure to provide

the owner legal process within 24 hours shall not be grounds for dismissal if the owner knowingly and willfully obstructed, resisted, or opposed any person authorized by law to serve process.

- (c) Any impounded dog may be released pending adjudication if the owner meets the following requirements: (1) pay all impoundment and redemption fees; (2) comply with the provisions of Article IV, Section 5(a) if dog is alleged to be potentially dangerous or Article IV, Section 5(b) if dog is alleged to be dangerous; and (3) post a \$2,500.00 cash or performance bond guaranteeing the dog will not leave Riley County. The Court may refuse to release the dog if the Court determines the dog poses a threat to the public that is unreasonable.
- (d) If the dog has been impounded pending the adjudication by the court and is subsequently adjudicated to be dangerous or potentially dangerous, the dog shall remain impounded until the owner has complied with Section 5 of this Article and paid impoundment and redemption fees pursuant to Riley County Animal Shelter Resolution No. _____, Section 4.
- (e) If the dog is determined not to be dangerous or potentially dangerous, the owner shall not pay any impoundment fees.
- (f) If the case is diverted or dismissed by agreement of the parties without adjudication, the owner shall pay all impoundment and redemption fees as a condition of diversion or dismissal, unless the Court establishes an approved payment plan.
- (g) If the owner fails to comply with the provisions of this Article as ordered by the Court and found in contempt after notice to owner and opportunity for a hearing, the owner shall be deemed to have abandoned the dog and the Court shall issue a pick-up order for the dog. The Court shall have the right to dispose of the dog in any manner it determines to be applicable, including the euthanasia of the dog.
- (h) In addition to any penalties the Court may prescribe for violation of this Article, if the Court finds, after notice to the owner and opportunity for hearing, that such dog represents a continuing threat of serious injury to persons or domestic animals either because the owner is unlikely to comply with the provisions of the section or because even with compliance with this section the dog poses a threat to the public that is unreasonable, the court shall order such dog euthanized.
- (i) If a dog which is the subject matter of a pending potentially dangerous or dangerous dog case is charged with a subsequent violation of this resolution, the Court may consolidate the cases for purposes of adjudication.

Section 3. Exceptions.

No dog shall be declared a dangerous or potentially dangerous dog if:

- (a) The dog was used by a law enforcement official for legitimate law enforcement purposes;

- (b) The threat, injury, or damage was sustained by a person:
 - (1) Who was committing, at the time, a trespass or other tort upon the premises lawfully occupied by the owner of the dog;
 - (2) Who was provoking, tormenting, abusing, or assaulting the dog, or its offspring, or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog or its offspring; or
 - (3) Who was committing or attempting to commit a crime; or
- (c) The dog was:
 - (1) Responding to pain or injury; or
 - (2) Protecting or defending a human being within the immediate vicinity of the dog from an attack or assault.

Section 4. Consequences of a Dangerous or Potentially Dangerous Dog Determination.

- (a) If the Court determines that a dog is a potentially dangerous dog under Section 2 of this Article, the owner shall comply with the provisions of Sections 4 and 5(a) & (c) of this Article and any other special security or care requirements the court may order.
- (b) If the Court determines that a dog is a dangerous dog under Section 2 of this Article, the owner shall comply with the provisions of Sections 4 and 5(b) & (c) of this Article and any other special security or care requirements the court may order.
- (c) The Court may require impoundment of the dog until the owner of the dog has satisfied all the requirements of the certificate of registration pursuant to Section 5 of this Article. The requirements must be met within thirty (30) days. If, after thirty (30) days, the owner has not satisfied all the requirements of the certificate of registration pursuant to Section 5 of this Article, the dog shall become the property of the county. The county shall have the right to dispose of the dog in any manner it determines to be applicable, including euthanasia of the dog. Upon disposal or euthanasia of the dog by the county, the Court shall order the dog's owner to pay all impoundment, redemption, and euthanasia fees.

Section 5. Dangerous Dog and Potentially Dangerous dog Registration and Handling Requirements.

- (a) The County Clerk or his/her designee shall issue a certificate of registration to the owner of a potentially dangerous dog if the owner satisfactorily establishes that:
 - (1) The owner of the potentially dangerous dog is 18 years of age or older;
 - (2) A valid license and tag has been issued for the potentially dangerous dog pursuant to Article II, Sections 1 and 3;
 - (3) The potentially dangerous dog has a current rabies vaccination pursuant to Article II, Section 4.

- (4) The owner has a proper enclosure to prevent the entry of any person or animal and the escape of said potentially dangerous dog pursuant to Article IV, Section 1(c) as verified by animal control;
 - (5) The owner of a potentially dangerous dog shall display the following sign on the premises where the dog is kept: a clearly visible written warning sign using the words "Beware of Dog". The sign shall be visible from the road right-of-way or 50 feet, whichever is less. In addition, the sign shall be posted on the proper enclosure of such dog. Animal Control shall have the discretion to require placement of additional signs. Animal Control shall verify the use, placement, and visibility of the signs.
 - (6) The owner has paid an annual fee to the County Clerk in an amount of \$50.00, in addition to regular dog licensing fees, to register the potentially dangerous dog;
 - (7) The potentially dangerous dog has been spayed or neutered;
 - (8) The potentially dangerous dog has been implanted with a microchip containing owner identification information. The microchip information must be registered pursuant to Article IV, Section 5(c) below; and
 - (9) The potentially dangerous dog owner shall enter into and successfully complete a responsible dog owner class approved by the Court.
- (b) The County Clerk or his/her designee shall issue a certificate of registration to the owner of a dangerous dog if the owner, in addition to satisfying the requirements for registration of a potentially dangerous dog pursuant to Article IV, Section 5 (a) of this resolution, satisfactorily establishes that:
- (1) The owner has paid an annual fee to the County Clerk in the amount of \$100.00, in addition to regular dog licenses fees, to register the dangerous dog;
 - (2) The owner of the dangerous dog has written permission of the property owner or homeowner's association where the dangerous dog will be kept if applicable;
 - (3) The owner will maintain the dangerous dog exclusively on the owner's property except for medical treatment or examination; and
 - (4) The owner of the dangerous dog shall display the following two signs on the premises where the dog is kept: (1) a clearly visible written warning sign using the words "Beware of Dog", and (2) a conspicuous warning sign displaying the word "warning" at the top of the sign in white capital letters on a red background, the picture of a "vicious dog" inside a red circle on a white background in the middle portion of the sign, and the words "dangerous dog" in black capital letters on a white background at the bottom of the sign. The signs shall be visible from the road right-of-way or 50 feet, whichever is less. In addition, the two signs shall be posted on the proper enclosure of such dog. Animal Control shall have the discretion to require placement of additional signs. Animal control shall verify the use, placement, and visibility of the signs.
 - (5) The owner shall be required to purchase and the dangerous dog shall wear at all times a red/yellow "candy striped" dangerous dog collar.
 - (6) Any owner of a dangerous dog shall maintain liability insurance in the single-incident amount of \$100,000.00 for serious injury or death of any person, or for damage to property which may result from actions of the dangerous dog, or from actions or inactions of the owner related to the dangerous dog. The owner shall provide a certificate

- of liability insurance that indicates the required insurance level and is valid for the intended registration period.
- (c) An owner of a dangerous or potentially dangerous dog shall submit a completed application for a dangerous or potentially dangerous dog certificate of registration to the County Clerk or his/her designee within five (5) business days of the date of the dangerous or potentially dangerous dog adjudication. The application for a dangerous or potentially dangerous dog certificate of registration shall be submitted on forms provided by the County Clerk's office and to be considered a completed application it shall be accompanied by all documents and other information required by Article IV, Sections 5(a) or (b) or both. Upon issuance, the dangerous or potentially dangerous dog certificate of registration shall be effective for one (1) year from the date of issuance or for the duration of the liability insurance, whichever is shorter, and shall be reapplied for prior to its expiration. Such dangerous or potentially dangerous dog certificate of registration shall not be transferable between owners and shall expire whenever changes occur that would make the owner ineligible to obtain a certificate of registration. No dangerous or potentially dangerous dog shall be considered to be unlicensed under the terms of this section if the owner has timely filed a completed application, until such application has been denied.
 - (d) After notice to owner and opportunity for a hearing, the Court may order the immediate impoundment or euthanasia of a dangerous dog if the owner fails to abide by the conditions for registration or confinement or handling of a dangerous dog. If the dog is impounded, the owner shall have fourteen (14) days to come into compliance. The dog shall remain impounded until the owner has complied with Section 5 of this Article and paid all impoundment and redemption fees. If the owner does not come into compliance during the fourteen (14) day impoundment period, the dog shall be euthanized at the owner's expense and the Court shall order the dog's owner to pay all impoundment, redemption, and euthanasia fees.
 - (e) If any dog previously adjudicated to be a potentially dangerous dog has not exhibited any of the behaviors specified in Article IV, Section 1(b) within the thirty-six (36) months since the date of the potentially dangerous dog adjudication, then that dog is eligible for a reclassification review to consider setting aside the potentially dangerous dog adjudication and lifting the requirements of this section. The owner shall file a request for reclassification review and shall have the burden to prove any reclassification of a dog by clear and convincing evidence. However, that same dog may be declared a dangerous dog if it subsequently exhibits any of the specified behaviors in Section 1(a) or (b) of this Article.
 - (f) Any dog adjudicated to be a dangerous dog is not eligible for the reclassification review in Section 5(e) of this Article.
 - (g) Within two (2) business days of issuing a license and tag pursuant to Article II, Sections (1) and (3) and certificate of registration pursuant to Article IV, Sections 5 (a) or (b), for a dangerous or potentially dangerous dog, the County Clerk shall report the license, tag, and registration certificate information to Animal Control.

- (h) Within two (2) business days Animal Control shall notify the County Clerk: (1) about the death of a dangerous or potentially dangerous dog; (2) if a potentially dangerous dog has been sold or given away, and the name, address and telephone number of the new owner; (3) if a dangerous dog has been given to the animal shelter, and the status of the dog's disposal or euthanasia.

Section 6. Dangerous or Potentially Dangerous Dog Owner Responsibility.

It shall be unlawful to:

- (a) Keep a dog determined to be dangerous or potentially dangerous without a valid certificate of registration issued under Section 5 of this Article;
- (b) Permit a potentially dangerous dog to be outside a proper enclosure unless the potentially dangerous dog is under the control of a responsible person as defined in Article IV, Section 1(d), muzzled, and restrained by a lead having a minimum tensile strength of three hundred (300) pounds and not exceeding four (4) feet in length. The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any human being or animal;
- (c) Fail to maintain a dangerous dog exclusively on the owner's property in a proper enclosure as required by Article IV, Section (1) (c), except for medical treatment or examination. When removed from the owner's property for medical treatment or examination, the dangerous dog shall be caged or under the control of a responsible person as defined in Article IV, Section 1(d), muzzled, and restrained with a lead having a minimum tensile strength of three hundred (300) pounds and not exceeding four (4) feet in length. The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any human being or animal;
- (d) Fail to notify both Law Enforcement (RCPD) and Animal Control: (1) immediately upon escape if a dangerous or potentially dangerous dog is on the loose, is unconfined, has attacked another domestic animal or has attacked a human being; (2) within twenty-four (24) hours if the dangerous or potentially dangerous dog has died by providing the dog's carcass or a letter on a veterinarian's letter head documenting the dog's death; (3) within twenty-four (24) hours if a potentially dangerous dog has been sold or has been given away. If a potentially dangerous dog has been sold or given away, the owner shall also provide the Animal Control Director or his/her designee with the name, address, and telephone number of the new owner of the potentially dangerous dog. A dangerous dog shall not be sold or given away, with the exception that a dangerous dog may be given to the animal shelter upon the owner's payment of a fee for disposal or euthanasia of the dog. Such fee shall be determined by Animal Control. If an owner of a dangerous or potentially dangerous dog surrenders the dog to the animal shelter, the animal shelter shall require a written release from the owner releasing all interest in the dog.
- (e) Fail to surrender a dangerous or potentially dangerous dog to the Animal Control Director or his/her designee for safe confinement pending a disposition of the case when there is a

reason to believe that the dangerous or potentially dangerous dog poses an imminent threat to public safety; or

- (f) Fail to comply with any special security or care requirements for a dangerous or potentially dangerous dog the court may have ordered pursuant to the finding that the dog was dangerous or potentially dangerous.

7. Reciprocity.

- (a) The Court shall recognize and honor (give full faith and credit) to the adjudication of a dog's status (dangerous or potentially dangerous dog, or any other similarly worded determination) of other jurisdictions if the following procedural requirements are satisfied:
 - (1) An authenticated copy of the adjudication of the dog's status in the other jurisdiction is filed with the Court;
 - (2) The Court shall schedule a hearing and provide notice to the dog's owner in the same manner as provided in Section 2(a) of this Article; and
 - (3) At the hearing, the owner shall have the burden, by clear and convincing evidence, to prove (but not limited to):
 - i. Not the same dog;
 - ii. Other jurisdiction's adjudication of status no longer applicable to dog by the rules and regulations of the other jurisdiction; or
 - iii. Provisions of Article IV, Section 5(e) applicable to dog.
- (b) If the owner does not meet the burden of proof of Article IV, Section 7(a)(3) and the requirements of Article IV, Sections 7(a)(1) and (2) are satisfied, the court shall give full faith and credit to the other jurisdiction's determination of the dog's status.
- (c) Full faith and credit recognition of the other jurisdiction's adjudication of a dog's status requires the dog's owner to comply with the provisions of this Article.

Section 8. Penalties.

- (a) An owner of a dangerous or potentially dangerous dog who is adjudicated of violating any provisions of Article IV shall be punished by an administrative penalty pursuant to Article VII.
- (b) An owner of a dangerous or potentially dangerous dog that causes injury, serious injury, or death of a person or animal shall pay restitution for any damages.

ARTICLE V. ANIMAL OWNERSHIP

Section 1. Keeping of Exotic Animals Prohibited.

- (a) It shall be unlawful for any person to own, keep, maintain, or have in his possession or under his control within the county any poisonous reptile or any other dangerous wild

animal or reptile, any vicious or dangerous domesticated animal or any other animal or reptile of wild, vicious or dangerous propensities.

- (b) It shall be unlawful for any person to own, keep, maintain or have in his possession or under his control within the County any of the following animals:

- (1) All poisonous animals including rear-fang snakes;
- (2) Apes: Chimpanzees, gibbons, gorillas, orangutans, and siamangs;
- (3) Baboons;
- (4) Badgers;
- (5) Bears;
- (6) Bobcats;
- (7) Cheetahs;
- (8) Constrictor snakes, six feet in length or more;
- (9) Coyotes;
- (10) Crocodilians;
- (11) Domestic cats hybridized with wild felines;
- (12) Domestic dogs hybridized with wild canines such as wolves and coyotes;
- (13) Elephants;
- (14) Game cocks and other fighting birds;
- (15) Hippopotami;
- (16) Hyenas;
- (17) Jaguars;
- (18) Leopards;
- (19) Lions;
- (20) Lynxes;
- (21) Monkeys;
- (22) Pumas, also known as cougars, mountain lions and panthers;
- (23) Raccoons;
- (24) Rhinoceroses;
- (25) Skunks;
- (26) Tigers;
- (27) Wolves.

- (c) Subsections (a) and (b) shall not apply to bona fide pet shops, zoos, circuses, carnivals, educational institutions, or medical institutions, if:

- (1) Their location conforms to the provisions of the county zoning regulations;
- (2) All animals and animal quarters are kept in a clean and sanitary condition and so maintained as to eliminate objectionable odors;
- (3) Animals are maintained in quarters so constructed as to prevent their escape.

Section 2. Unlawful Dog Fighting.

- (a) Unlawful dog fighting is: (1) Causing, for amusement or gain, any dog to fight with or injure another dog; (2) knowingly permitting such fighting or injuring on premises under one's ownership, charge, or control; (3) training, owning, keeping, transporting or selling any dog

for the purpose or with the intent of having it fight or injure another dog; or (4) attending unlawful dog fighting as provided in this section.

- (b) Definitions: (1) **Fighting dog** means any dog that is bred, reared, or trained for the purpose to fight or injure another animal. (2) **Aggressive conduct** means hostile, injurious or destructive behavior.
- (c) When an animal control officer, law enforcement officer, or code enforcement takes custody of a dog under this section, such agency may place the dog in the care of a duly incorporated humane society or animal shelter or a licensed veterinarian for boarding, treatment or other care. If it appears to an officer of the humane society or animal shelter or a licensed veterinarian that the dog is diseased or disabled beyond recovery for any useful purpose, such dog may be euthanized. The dog may be sedated, isolated, or restrained if such officer or veterinarian determines it to be in the best interest of the dog, other animals at the facility, or personnel of the facility.
- (d) If the dog is placed in the care of a humane society or an animal shelter, the Board of Riley County Commissioners shall establish and approve procedures where by the facility may petition the Court to be allowed to place the dog for adoption or euthanize the dog at any time after 20 days after the owner is notified, or if the owner is not known or reasonably ascertainable after 20 days after the dog is taken into custody, unless the owner files a renewable cash or performance bond with the Riley County Clerk in a amount not less than the cost of care and treatment of the dog for 90 days. Upon receiving such petition, the Court shall determine whether the dog may be placed for adoption or euthanized.
- (e) Except as provided in subsection (g) of this section, if it appears to a qualified professional by physical examination that the dog has not been trained for aggressive conduct or is a type of dog that is not commonly bred or trained for aggressive conduct, the County Counselor may order that the dog be returned to its owner when the dog is not needed as evidence in a case filed pursuant to this section.
- (f) The owner of a dog placed for adoption or euthanized shall not be entitled to recover damages for the adoption or euthanasia of the dog unless the owner proves that such adoption or euthanasia was unwarranted.
- (g) The Court shall order payment of all impoundment and redemption fees along with expenses incurred for the care, treatment or boarding of a dog taken into custody pursuant to subsections (c) or (d) of this section pending prosecution of the owner for unlawful dog fighting if the owner is adjudicated guilty of unlawful dog fighting or agrees to diversion or dismissal of the case.
- (h) If a person is adjudicated guilty of unlawful dog fighting, a dog taken into custody pursuant to this Section (a) shall not be returned to such person. Disposition of the dog shall be in accordance with subsection (c) or (d) of this section.

- (i) If a person is adjudicated not guilty of unlawful dog fighting, the dog shall be returned to the owner and the owner shall not pay any fees, costs, or expenses incurred for the care, treatment, or boarding of such dog.

Section 3. Unlawful Cockfighting.

- (a) Unlawful cockfighting is: (1) Causing, for amusement or gain, any gamecock to fight with or injure another gamecock; (2) knowingly permitting such fighting or injuring on premises under one's ownership, charge, or control; (3) training, owning, keeping, transporting, or selling any gamecock for the purpose or with the intent of having it fight or injure another gamecock; or (4) attending the unlawful conduct of cockfighting as provided in this section.
- (b) As used in this section, **gamecock** means a domesticated fowl that is bred, reared, or trained for the purpose of fighting with other fowl.
- (c) When an animal control officer, law enforcement officer, or code enforcement takes custody of a gamecock under this section, such agency may place the gamecock in the care of a duly incorporated humane society or animal shelter or a licensed veterinarian for boarding, treatment or other care. If it appears to an officer of the humane society or animal shelter or a licensed veterinarian that the gamecock is diseased or disabled beyond recovery for any useful purpose, such gamecock may be euthanized. The gamecock may be sedated, isolated, or restrained if such officer or veterinarian determines it to be in the best interest of the gamecock, other animals at the facility, or personnel of the facility.
- (d) If the gamecock is placed in the care of a humane society or an animal shelter, the Board of Riley County Commissioners shall establish and approve procedures whereby the facility may petition the Court to be allowed to place the gamecock for adoption or euthanize the gamecock at any time after 20 days after the owner is notified or, if the owner is not known or reasonably ascertainable after 20 days after the gamecock is taken into custody, unless the owner files a renewable cash or performance bond with the Riley County Clerk in a amount not less than the cost of care and treatment of the gamecock for 90 days. Upon receiving such petition, the Court shall determine whether the gamecock may be placed for adoption or euthanized.
- (e) Except as provided in subsection (g) of this section, if it appears to a qualified professional by physical examination that the gamecock has not been trained for aggressive conduct or is a type of gamecock that is not commonly bred or trained for aggressive conduct, the County Counselor may order that the gamecock be returned to its owner when the gamecock is not needed as evidence in a case filed pursuant to this section.
- (f) The owner of a gamecock placed for adoption or euthanized shall not be entitled to recover damages for the adoption or euthanasia of the gamecock unless the owner proves that such adoption or euthanasia was unwarranted.
- (g) The Court shall order payment of all impoundment and redemption fees along with expenses incurred for the care, treatment or boarding of a gamecock taken into custody

pursuant to subsections (c) or (d) of this section pending prosecution of the owner for unlawful gamecock fighting if the owner is adjudicated guilty of unlawful cockfighting or agrees to diversion or dismissal of the case.

- (h) If a person is adjudicated guilty of unlawful cockfighting, a gamecock taken into custody pursuant to subsection (a) shall not be returned to such person. Disposition of the gamecock shall be in accordance with subsection (c) or (d) of this section.
- (i) If a person is adjudicated not guilty of unlawful cockfighting, the gamecock shall be returned to the owner and the owner shall not pay any fees, costs or expenses incurred for the care, treatment or boarding of such gamecock.

Section 4. Cruelty to Animals. (Section has been revised pursuant to K.S.A. § 21-6412, effective July 1, 2011)

(a) Cruelty to animals is:

- (1) Knowingly and maliciously killing, injuring, maiming, torturing, burning or mutilating any animal;
- (2) Knowingly abandoning any animal in any place without making provisions for its proper care;
- (3) Having physical custody of any animal and knowingly failing to provide such food, potable water, protection from the elements, opportunity for exercise and other care as is needed for the health or well-being of such kind of animal;
- (4) Intentionally using a wire, pole, stick, rope or any other object to cause an equine to lose its balance or fall, for the purpose of sport or entertainment;
- (5) Knowingly but not maliciously killing or injuring any animal; or
- (6) Administering any poison to any domestic animal.

(b) The provisions of this section shall not apply to:

- (1) Normal or accepted veterinary practices;
- (2) Bona fide experiments carried on by commonly recognized research facilities;
- (3) Killing, attempting to kill, trapping, catching or taking of any animal in accordance with the provisions of chapter 32 or chapter 47 of the Kansas Statutes Annotated, and amendments thereto;
- (4) Rodeo practices accepted by the rodeo cowboys' association;
- (5) The humane killing of an animal which is diseased or disabled beyond recovery for any useful purpose, or the humane killing of animals for population control, by the owner thereof or the agent of such owner residing outside of a city or the owner thereof within a city if no animal shelter, pound or licensed veterinarian is within the city, or by a licensed veterinarian at the request of the owner thereof, or by any officer or agent of an incorporated humane society, the operator of an animal shelter or pound, a local or state health officer or a licensed veterinarian three business days following the receipt of any such animal at such society, shelter or pound;

- (6) With respect to farm animals, normal or accepted practices of animal husbandry, including the normal and accepted practices for the slaughter of such animals for food or by-products and the careful or thrifty management of one's herd or animals, including animal care practices common in the industry or region;
 - (7) The killing of any animal by any person at any time which may be found outside of the owned or rented property of the owner or custodian of such animal and which is found injuring or posing a threat to any person, farm animal or property;
 - (8) An animal control officer trained by a licensed veterinarian in the use of a tranquilizer gun, using such gun with the appropriate dosage for the size of the animal, when such animal is vicious or could not be captured after reasonable attempts using other methods;
 - (9) Laying an equine down for medical or identification purposes;
 - (10) Normal or accepted practices of pest control, as defined in subsection (x) of K.S.A. 2-2438a, and amendments thereto; or
 - (11) Accepted practices of animal husbandry pursuant to regulations promulgated by the United States department of agriculture for domestic pet animals under the animal welfare act, public law 89-544, as amended and in effect on July 1, 2006.
- (c) The provisions of subsection (a)(6) shall not apply to any person exposing poison upon their premises for the purpose of destroying wolves, coyotes or other predatory animals.
- (d) As used in this section:
- (1) **Equine** means a horse, pony, mule, jenny, donkey or hinny; and
 - (2) **Maliciously** means a state of mind characterized by actual evil-mindedness or specific intent to do a harmful act without a reasonable justification or excuse.
 - (3) **Domestic Animal** means an animal that has been tamed and made fit for a human environment, excluding those animals listed in "Keeping of Exotic Animals Prohibited," Article V, Section 1(b)(1)-(27).
- (e) Any animal control officer, public health officer, law enforcement officer, code enforcement officer, licensed veterinarian, or officer or agent of any incorporated humane society, animal shelter or other appropriate facility may take into custody any animal, upon either private or public property, which clearly shows evidence of cruelty to animals, as defined in this section. Such officer, agent or veterinarian may inspect, care for or treat such animal, or place such animal in the care of a duly incorporated humane society or licensed veterinarian for treatment, boarding or other care or, if an officer of such humane society or such veterinarian determines that the animal appears to be diseased or disabled beyond recovery for any useful purpose, for humane killing.
- (f) If the animal is placed in the care of an animal shelter, the animal shelter shall notify the owner or custodian, if known or reasonably ascertainable. If the owner or custodian is charged with a violation of this section, the Board of Riley County Commissioners shall establish and approve procedures whereby the animal shelter may petition the district court to be allowed to place the animal for adoption or euthanize the animal at any time after 20 days after the owner or custodian is notified or, if the owner or custodian is not known or

reasonably ascertainable after 20 days after the animal is taken into custody, unless the owner or custodian of the animal files a renewable cash or performance bond with the Riley County Clerk in an amount equal to not less than the cost of care and treatment of the animal for 90 days. Upon receiving such petition, the court shall determine whether the animal may be placed for adoption or euthanized. The Board of Riley County Commissioners shall review the cost of care and treatment being charged by the animal shelter maintaining the animal.

- (g) The owner or custodian of an animal placed for adoption or killed pursuant to subsections (e) and (f) shall not be entitled to recover damages for the placement or killing of such animal unless the owner proves that such placement or killing was unwarranted.
- (h) Expenses incurred for the care, treatment or boarding of any animal, taken into custody pursuant to subsections (e) and (f), pending prosecution of the owner or custodian of such animal for the crime of cruelty to animals, shall be assessed to the owner or custodian as a cost of the case if the owner or custodian is adjudicated guilty of such crime.
- (i) Upon the filing of a sworn complaint by any animal control officer, public health officer, law enforcement officer, code enforcement officer, licensed veterinarian, or officer or agent of any incorporated humane society, animal shelter or other appropriate facility alleging the commission of cruelty to animals, the County Counselor shall determine the validity of the complaint and shall forthwith file charges for the crime if the complaint appears to be valid.
- (j) If a person is adjudicated guilty of the crime of cruelty to animals, and the court having jurisdiction is satisfied that an animal owned or possessed by such person would be in the future subjected to such crime, such animal shall not be returned to or remain with such person. Such animal may be turned over to a duly incorporated humane society or licensed veterinarian for sale or other disposition.

ARTICLE VI. ADMINISTRATIVE PROCEDURES

Section 1. Handling of Complaints.

Any violation of the provisions of this resolution shall be commenced by complaint in District Court, with notice, service of process and trial conducted pursuant to the Code for the Enforcement of County Codes and Resolutions, K.S.A. 19-4701 *et seq.*

Section 2. Diversion.

Agreements Offered; Written Policies; Information Furnished.

- (a) After a complaint has been filed charging an accused person with violation of this resolution and prior to conviction thereof, and after the County Counselor has considered the factors listed in subsection (2) if it appears to the County Counselor that diversion of the accused person would be in the interests of justice and of benefit to the accused person and the community, the County Counselor may propose a diversion agreement to the accused

person. The terms of each diversion agreement shall be established by the County Counselor in accordance with subsection (3).

- (b) The County Counselor shall adopt written policies and guidelines for the implementation of a diversion program. Such policies and guidelines shall provide for a diversion conference and other procedures in those cases where the County Counselor elects to offer diversion in lieu of further proceedings on the complaint.
- (c) Each accused person shall be informed in writing of the diversion program and the policies and guidelines adopted by the County Counselor. The County Counselor may require any accused person requesting diversion to provide information regarding prior criminal charges, education, work experience and training, family, residence in the community, medical history, including any psychiatric or psychological treatment or counseling, and other information relating to the diversion program. In all cases, the accused person shall be present and shall have the right to be represented by counsel at the diversion conference with the County Counselor.

Diversion Factors to Consider; When Prohibited.

- (a) In determining whether diversion of an accused person is in the interests of justice and of benefit to the accused person and the community, the County Counselor shall consider at least the following factors among all factors considered:
 - (1) The nature of the violation charged and the circumstances surrounding it;
 - (2) Any special characteristics or circumstances of the accused person;
 - (3) Whether the accused person is a first-time offender and if the accused person has previously participated in diversion;
 - (4) Whether there is a probability that the accused person will cooperate with and benefit from diversion;
 - (5) Whether the available diversion program is appropriate to the needs of the accused person;
 - (6) The impact of the diversion of the accused person upon the community;
 - (7) Recommendations, if any, of the involved enforcement agency;
 - (8) Recommendations, if any, of the victim;
 - (9) Provisions for restitution; and
 - (10) Any mitigating circumstances.
- (b) A County Counselor shall not enter into a diversion agreement in lieu of further proceedings on a complaint alleging an animal control violation if the accused person:
 - (1) Has previously participated in diversion;
 - (2) Has previously been convicted of or pleaded *nolo contendere* to an animal control violation in this state or has previously been convicted of or pleaded *nolo contendere* to animal control violation of another state, or of a political subdivision thereof, which prohibits the acts prohibited by this resolution; or

- (3) That the alleged violation involves a dangerous dog pursuant to Article IV, Section (1) (a).

Diversion Agreement Provisions; Waiver of Rights; Failure to Fulfill or Accept Diversion.

- (a) A diversion agreement shall provide that if the accused person fulfills the obligations of the program described therein, as determined by the County Counselor, the county counselor shall act to have the violation against the accused person dismissed with prejudice. The diversion agreement shall include specifically the waiver of all rights under the law or the constitution of Kansas or of the United States to counsel, a speedy arraignment, a speedy trial, and the right to trial by jury. The diversion agreement may include, but is not limited to, provisions concerning payment of restitution, including court costs and diversion costs, maintenance of gainful employment, participation in other rehabilitative services, compliance with potentially dangerous dog registration and handling requirements pursuant to Article IV, Section 5 (a) and \$150.00 contribution to the animal shelter “donation restricted fund”. The diversion agreement shall state:
- (1) The accused person’s full name;
 - (2) The accused person’s full name at the time the complaint was filed, if different from the accused person’s current name;
 - (3) The accused person’s sex, race, and date of birth;
 - (4) The violation with which the accused person is charged;
 - (5) The date the complaint was filed; and
 - (6) The district court with which the agreement is filed.
- (b) If a diversion agreement is entered into in lieu of further proceedings on a complaint alleging an animal control violation, the diversion agreement shall include a stipulation, agreed to by the accused person and the county counselor, of the facts upon which the charge is based and a provision that if the accused person fails to fulfill the terms of the specific diversion agreement and the proceedings on the complaint are resumed, the proceedings, including any proceedings on appeal, shall be conducted on the record of the stipulation of facts relating to the complaint. In addition, the agreement shall include a requirement that the accused:
- (1) Pay a fine specified by the agreement in an amount equal to an amount authorized by this resolution and;
 - (2) Enroll in and successfully complete any appropriate rehabilitative services and pay the related costs.
- (c) If the County Counselor elects to offer diversion in lieu of further proceedings on the complaint and the accused person agrees to all of the terms of the proposed agreement, the diversion agreement shall be filed with the Court and the Court shall stay further proceedings on the complaint. If the accused person declines to accept diversion, the Court shall resume the proceedings on the complaint.

- (d) The copy of the agreement shall be made available upon request to any county, district or city attorney, or Court.

Plea Prohibition; Inadmissible Evidence.

No accused person shall be required to enter any plea to an animal control violation as a condition for diversion. No statements made by the accused person or counsel in any diversion conference or in any other discussion of a proposed diversion agreement shall be admissible as evidence in proceedings on violations charged or facts alleged in the complaint.

Failure to Fulfill Diversion; Satisfactory Fulfillment.

- (a) If the County Counselor finds at the termination of the diversion period or any time prior thereto that the accused person has failed to fulfill the terms of the specific diversion agreement, the County Counselor shall inform the Court of such finding and the district court, after finding that the accused person has failed to fulfill the terms of the specific diversion agreement at a hearing thereon, shall resume the proceedings on the complaint.
- (b) If the accused person has fulfilled the terms of the diversion agreement, the Court shall dismiss with prejudice the violations filed against the accused person.
- (c) Such record shall be made available to any county, district or city attorney, or Court.

Section 3. Sentencing; Prior Convictions.

- (a) For the purpose of determining whether a person's adjudication is a first, second, or subsequent adjudication in sentencing under this resolution:
- (b) Adjudication includes being a person adjudicated of a violation of this resolution or entering into a diversion agreement in lieu of further proceedings on a complaint alleging a violation of this resolution.
- (c) Adjudication includes a person being adjudicated of a violation of a law of another state or an ordinance of any city, or resolution of any county, which prohibits the acts that this resolution prohibits or entering into a diversion agreement in lieu of further proceedings in a case alleging a violation of such law, ordinance or resolution;
- (d) Any adjudication occurring during a person's lifetime shall be taken into account when determining the sentence to be imposed pursuant to this resolution;
- (e) It is irrelevant whether a person's adjudication occurred before or after adjudication for a previous violation; and
- (f) A person may enter into a diversion agreement in lieu of further proceedings for a violation of this resolution only once during the person's lifetime.

ARTICLE VII. PENALTIES

- (a) Any person who is adjudicated of violating any provision of this Resolution shall be punished by an administrative penalty not to exceed \$500 for a first violation and not more than \$1,000 for a second or subsequent violation.
- (b) All administrative penalty funds collected shall be deposited with the County Clerk for the General Fund.

ARTICLE VIII. INJUNCTIVE RELIEF

Notwithstanding the existence or pursuit of any other remedy, when it appears to the Board of County Commissioners, that any person is violating any provision of this resolution, the Board of County Commissioners may bring an action in a Court of competent jurisdiction or other process against such person to enjoin, restrain or prevent such person from continuing operation in violation of the resolution without regard to whether administrative proceedings have been or may be instituted or whether criminal proceedings may be or have been instituted.

ARTICLE IX. INVALIDITY OF PART

If any provision of this resolution, or the application any such provision to any person or circumstance, shall be held invalid, the remainder of the resolution, and the application of any such provision to any person or circumstance other than those as to which it is held invalid, shall not be effected thereby.

ARTICLE X. SEVERABILITY CLAUSE

If any provision of the resolution or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of the resolution are severable.

ARTICLE XI. EFFECTIVE DATE

This Resolution shall take effect and be in force from and after its publication once in the official County newspaper.

ADOPTED this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Kathryn Focke, Chairwoman

John Ford, Vice-Chairman

Greg McKinley, Member

Rich Vargo
Riley County Clerk

(seal)

Attachment: Animal Control Packet (13243 : Animal Control within Riley County)



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Michael Boller Riley Co Noxious Weed Director

MEETING: March 9, 2023

SUBJECT: Staff Update

PRESENTER: Michael Boller Riley Co Noxious Weed Director

Enclosures:

- 3-9-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

March 9, 2023

Staff Report

Noxious Weed/Mowing:

- Spring maintenance on roadside sprayers and rental sprayers has begun and will be completed this month.
- Spring maintenance on mowing equipment and tractors has begun and will be completed this month as we prep for the beginning of this season.
- Spray season will start with bare ground applications in late March weather permitting.
- There is a large amount of seeding projects this year on both gravel and paved county roads. The seeding will begin next week.
- Cost share chemical: Cost of chemical and seed has stabilized for 2023. Although we have not seen a reduction in price from the large increase in 2022 we have not seen a price spike for 2023 and availability seems to not be an issue. Cost share chemical is by law only offered for noxious weed infestations. This year that will be more strictly enforced. Although no specific limit has been implemented any order of one chemical in excess of 1 full pallet will be delayed and inspection will be required. This will ensure everyone is in compliance of the law and it will help to ensure everyone has an opportunity to purchase chemical and help us ensure we are serving the needs of everyone.
- Noxious weed department offers rental sprayers for use to keep noxious weed growth in check. We currently have 4 units in service and they are all over 25 years old. We plan to add 1 new unit a year starting in 2023. Current market cost is between \$6000-\$8000 per unit.
- The 2022 Noxious Weed Annual report and the 2023 Management plan are completed and await commissioner approval prior to submittal to the Kansas Department of Ag.

HHW:

- HHW collection at Howie's Recycling will be Saturday, March 11, 2023 from 8:00am to 12:00 noon. No business waste will be accepted during this time and a 25 item limit per drop off will be enforced.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. We also have numerous household products on our recycling shelves free to the public

Other:

- The CWDAK conference was the last week in February in Mulvane, KS. Re-certification credits for commercial applicators was offered and earned by two applicators that were able to attend this year.

- The CWDAK 40 hour basic training school is being conducted this week in cooperation with Kansas Department of Ag. Kansas Department of Ag and the Riley County Noxious Weed help to conduct this class every year. The school is being held at the Hilton Garden Inn Manhattan. There are 30 attendees this year. The class will take a field trip to visit the Riley County Weed Department on Thursday afternoon, March 9th.



NOXIOUS WEED/HHW
Report

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

COMMISSION AGENDA REPORT

FROM: Micahel Boller Riley Co Noxious Weed Director

MEETING: March 9, 2023

SUBJECT: 2022 Noxious Weed Annual Report

PRESENTER: Micahel Boller Riley Co Noxious Weed Director

BACKGROUND

Annual Noxious Weed Report

DISCUSSION

Annual report notes Budget Summary, including both Revenues and Expenditures. Survey sections and amount of herbicide used and acreage treated as well as Mill worksheet.

RECOMMENDATION(S)

Recommend approval of Annual Report

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:

- 2023 NW Annual Report (PDF)



NOXIOUS WEED DEPARTMENT

2022 ANNUAL REPORT

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Annual Noxious Weed Eradication Progress Report 2022

as required by KSA 2-1316



Riley County Noxious Weed Department

Noxious Weed Supervisor:

Michael Boller

Noxious Weed Department Personnel

Name	Job Title	% Time Spent on Noxious Weeds	Weed Director Salary
Michael Boller	Director	50	\$105,298.00
John Reves	Roadside Maintenance Technicia	100	
Justin Brenner	HHW Facility Mgr.	0	
Lori Hanson	Administrative Clerk	75	
Ryan Ascher	Commercial Pesticide Applicator	100	
Vaughn Powell	Commercial Pesticide Applicator	100	

Financial Summary - Noxious Weed Fund

Amount

Mil levy for 2022	0
General Fund Mill Equivalent 2022	.87
County valuation for 2022	\$677,488,000.00
Beginning Budget Balance for 2022	\$712,478.00

Revenues

Chemical Sale	\$57,079.73
Equipment	\$13,683.75
Labor Income	\$53,295.76
Sales Tax Payable	\$478.85
Total Revenue	\$124,538.09

Expenditures

Capital Outlay	\$6,323.00
Chemical Purchase	\$75,897.46
Commodities	\$27,460.06
Contractual Services	\$87,842.88
Personnel Services	\$491,246.88
Total Expenditures	\$688,770.28

Ending Budget Balance \$0.00

Carryover to next year's budget for 2022 to 2023 \$0.00

Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)

Annual Noxious Weed Eradication Progress Report

Riley County Noxious Weed Department

Year
2022

Estimated Acreage of Noxious Weeds

Noxious Weed	Private	County	Township	State	Federal	City	Total
Field Bindweed	2950.0	510.0	150.0	75.0		10.0	3695.0
Johnsongrass	300.0	15.0	20.0	60.0		5.0	400.0
Musk Thistle	4100.0	490.0	160.0	75.0		4.0	4829.0
Sericea Lespedeza	5150.0	25.0	10.0	25.0		0.0	5210.0
Totals	12500.0	1040.0	340.0	235.0		19.0	14134.0

Estimated Acreage of Noxious Weed on Private Land sub-section

Noxious Weed	Wheat	Corn	Soybean	Grain	CRP	Pasture	Other	Fallow	Non-Ag	Total
Field Bindweed			10.0		60.0	2200.0	410.0	150.0	120.0	2950.0
Johnsongrass			0.0		40.0	200.0	25.0	15.0	20.0	300.0
Musk Thistle			0.0		80.0	2000.0	1520.0	300.0	200.0	4100.0
Sericea Lespedeza			0.0		150.0	4100.0	50.0	350.0	500.0	5150.0
Totals			10.0		330.0	8500.0	2005.0	815.0	840.0	12500.0

Weeds declared Noxious by the County:

Multiflora Rose ☐Bull Thistle ☐

Herbicide Disbursement Summary

Chemical	Purchase Price	Cost Share Price	Total Disbursed
2, 4-dichlorophenoxyacetic acid, choline salt	\$31.36	\$25.28	115.000 gal
2-4 D Amine / Alligare	\$23.68	\$18.88	797.000 gal
2-4 D Amine/Cornbelt	\$17.92	\$14.40	635.000 gal
2-4 D Ester/Cornbelt	\$16.32	\$13.20	657.500 gal
Fluroxypyr- meotvl/Tricolovr-butotvl	\$137.92	\$110.24	55.000 gal
Glyphosate	\$48.07	\$36.07	139.000 gal
Imazapic, ammonium salt	\$1.12	\$0.00	5.000 oz
Metsulforam-methyl	\$2.62	\$2.10	756.000 oz
PICLORAM	\$53.12	\$42.56	414.750 gal

Enforcement Summary

Warning Notices	12
Legal Notices	0
Court Cases	0

Diversion Agreements	0
Accounts to Tax Roll	0
Meetings Sponsored	0

Demonstration Plots	0
Feed and Hay Inspection	0
Publish General Notice	2

Enforcement Comments:

We certify this is a correct copy of the Riley County Noxious Weed Department Program for 2022

We certify that Michael Boller is employed as Riley County Noxious Weed Department Director for 2023

Chairman, Board of County Commissioners

Date

County Commissioner

Date

County Commissioner

Date

County Commissioner

Date

County Commissioner

Date

County Noxious Weed Director

Date

2.27.2023

Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

Riley County Noxious Weed Department
2022 ★

Field Bindweed

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Warning Notice													0
Legal Notice													0
Court Cases													0
Diversion Agreements													0

Acreage Treated	January	February	March	April	May	June	July	August	September	October	November	December	Totals
County					280.0	36.0	16.5	4.0	130.0	110.0			576.5
Private				1130.0	381.3	110.0	10.0	5.0	40.0				1676.3
Private Crop					2.5								2.5
Private Other					42.5	15.0		40.0					97.5
Private Pasture				40.0		86.3	691.3	15.0	2.5	10.0			845.1
State					10.0		39.0	12.0					61.0
Township						155.0	10.0						165.0
Total Acreage				1170.0	716.3	402.3	766.8	76.0	172.5	120.0			3423.9

Approved Herbicides and Methods	January	February	March	April	May	June	July	August	September	October	November	December	Totals
2-4 D AMINE				410.0	380.0	45.0	675.0	15.0					1525.0
2-4 D LV ESTER				180.0	50.0					10.0			240.0
Freelexx 4#						93.0	26.5	4.0					123.5
GLYPHOSATE					6.3	6.3	6.3	5.0	2.5				26.4
PICLORAM				400.0				40.0	40.0				480.0
PICLORAM + 2,4-D Amine					280.0	258.0	59.0	12.0	130.0	110.0			849.0
PICLORAM + 2,4-D LV ESTER				180.0									180.0
Total Acreage				1170.0	716.3	402.3	766.8	76.0	172.5	120.0			3423.9

Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

Riley County Noxious Weed Department 2022 ★

Johnsongrass

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December:	Totals
Warning Notice													0
Legal Notice													0
Court Cases													0
Diversion Agreements													0

Acreage Treated	January	February	March	April	May	June	July	August	September	October	November	December:	Totals
City						10.0							10.0
County							6.0						6.0
Private						5.0		15.0					20.0
Private Other				2.5		5.0	5.0						12.5
Private Pasture							2.6		2.5				5.1
State							0.5						0.5
Township							2.0						2.0
Total Acreage				2.5		20.0	16.1	15.0	2.5				56.1

Approved Herbicides and Methods	January	February	March	April	May	June	July	August	September	October	November	December:	Totals
GLYPHOSATE				2.5		20.0	15.6	15.0	2.5				55.6
PLATEAU							0.5						0.5
Total Acreage				2.5		20.0	16.1	15.0	2.5				56.1

Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

Riley County Noxious Weed Department
2022 ★

Musk Thistle

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Warning Notice													0
Legal Notice													0
Court Cases													0
Diversion Agreements													0

Acreage Treated	January	February	March	April	May	June	July	August	September	October	November	December	Totals
County					320.0	36.0	3.5		130.0	110.0			599.5
Private				1630.0	391.3	200.0	60.0	105.0					2386.3
Private CRP					40.0	20.0							60.0
Private Other			60.0		20.0	2.5	87.5		5.0		5.0		180.0
Private Pasture				560.0	275.0	1528.3	98.8	72.5	45.0				2579.6
State					50.0		31.0						81.0
Township						155.0	10.0						165.0
Total Acreage			60.0	2190.0	1096.3	1941.8	290.8	177.5	180.0	110.0	5.0		6051.4

Approved Herbicides and Methods	January	February	March	April	May	June	July	August	September	October	November	December	Totals
2-4 D AMINE			20.0	570.0	460.0	528.8	125.0	175.0	10.0		5.0		1893.8
2-4 LV ESTER			40.0	900.0	230.0	420.0							1590.0
Freelexx 4#						93.0	13.5						106.5
GLYPHOSATE					6.3	10.0	21.3	2.5					40.1
METSULFORAM METHYL						32.0							32.0
PICLORAM				400.0	40.0				40.0				480.0
PICLORAM + 2,4-D Amine					360.0	698.0	131.0		130.0	110.0			1429.0
PICLORAM + 2,4-D LV ESTER				320.0		160.0							480.0
Total Acreage			60.0	2190.0	1096.3	1941.8	290.8	177.5	180.0	110.0	5.0		6051.4

Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

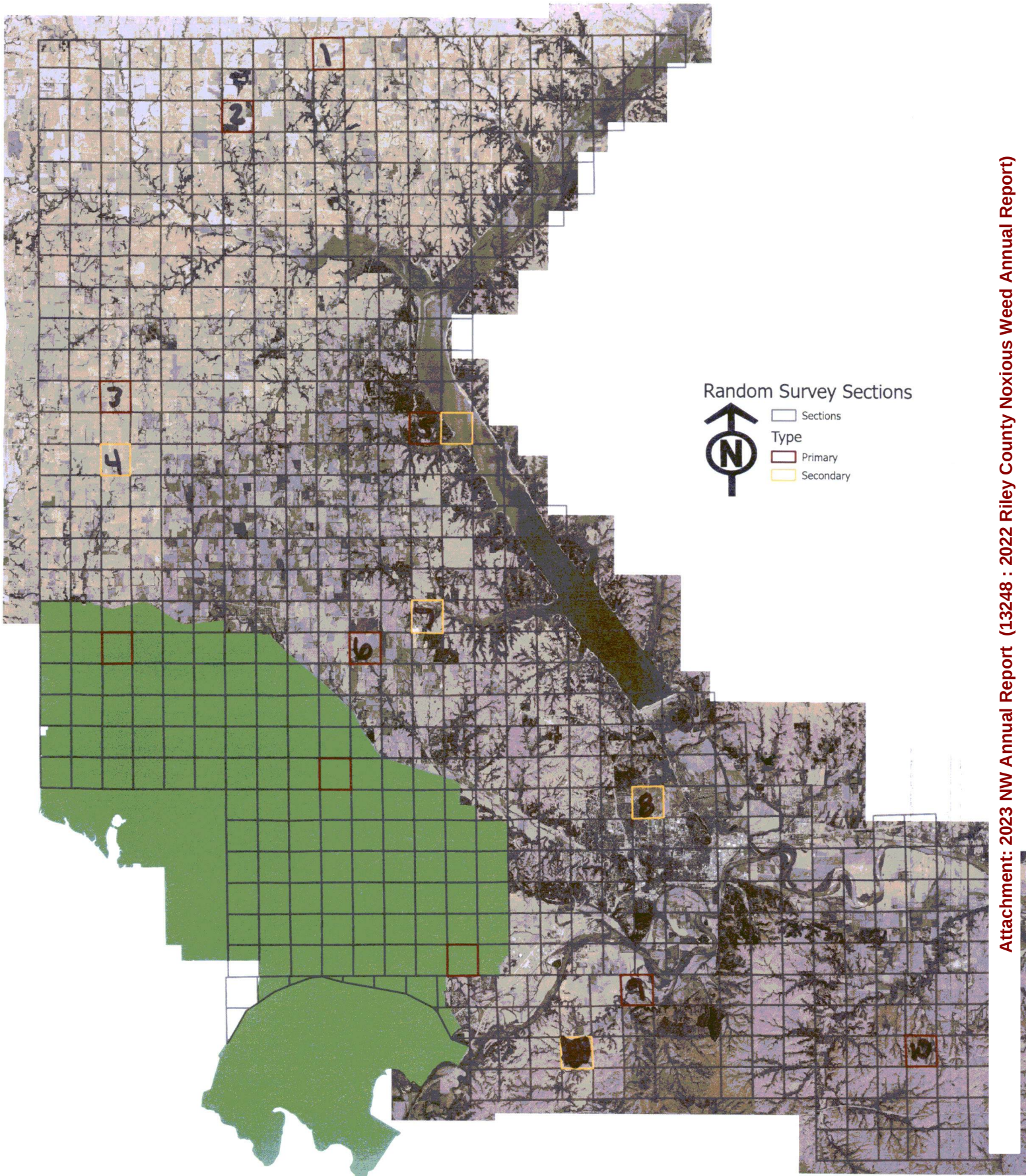
Riley County Noxious Weed Department 2022 ★

Sericea Lespedeza

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December:	Totals
Warning Notice													0
Legal Notice													0
Court Cases													0
Diversion Agreements													0
Acreage Treated													Totals
County					0.0			5.0	11.0				16.0
Private					8.0	88.0		316.0					412.0
Private Other									8.0				8.0
Private Pasture				320.0	640.0	2992.2	1064.0	8.0	84.0	16.0			5124.2
State									4.0				4.0
Total Acreage				320.0	648.0	3080.2	1064.0	329.0	107.0	16.0			5564.2

Approved Herbicides and Methods	January	February	March	April	May	June	July	August	September	October	November	December:	Totals
Fluroxypyr-meptyl/Triclopyr-butyl				320.0	640.0	2880.2	960.0	20.0	20.0				4840.2
METSULFORAM METHYL					8.0	200.0	104.0	309.0	87.0	16.0			724.0
Total Acreage				320.0	648.0	3080.2	1064.0	329.0	107.0	16.0			5564.2

Random Survey Sections-2022



Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)

	COUNTY	TOWNSHIP	RANGE	SECTION	PRIORITY
1	RILEY	06S	06E	05	PRIMARY
	RILEY	09S	05E	07	PRIMARY
2	RILEY	06S	05E	14	PRIMARY
	RILEY	09S	06E	32	PRIMARY
5	RILEY	08S	06E	02	PRIMARY
9	RILEY	11S	07E	01	PRIMARY
3	RILEY	07S	05E	31	PRIMARY
	RILEY	10S	06E	36	PRIMARY
10	RILEY	11S	09E	17	PRIMARY
6	RILEY	09S	06E	09	PRIMARY
7	RILEY	09S	06E	02	SECONDARY
	RILEY	08S	06E	01	SECONDARY
	RILEY	11S	07E	15	SECONDARY
8	RILEY	10S	07E	01	SECONDARY
4	RILEY	08S	05E	07	SECONDARY

Riley Co Survey locations / Address

- 1) Liberty Lane/ Bodaville Road
- 2) School Branch Road/ Glazer Road
- 3) Senn/ Alert Road
- 4) Barton Road/Alert Road
- 5) Baldwin Park
- 6) N 60th / SunStead Lane
- 7) Mill Creek Road
- 8) College Ave/ Agronomy Field
- 9) W 32nd / McDowell Creek
- 10) Tabor Valley Road

BUDGET SUMMARY

15.a

2022

FINAL 2022 report 1/11/23

	BUDGET	PREVIOUS EXPENSES	CURRENT EXPENSES	EXPENSES TO DATE	BALANCE	
					\$ 712,478.00	
PERSONNEL SERVICES:					\$ 712,478.00	
Regular Salaries	\$ 346,920.00	\$ 324,036.04	\$ 45,591.92	\$ 369,627.96	\$ 342,850.04	
Overtime	\$ 6,510.00	\$ 3,888.06	\$ 175.78	\$ 4,063.84	\$ 338,786.20	
FICA	\$ 27,038.00	\$ 24,238.95	\$ 3,427.51	\$ 27,666.46	\$ 311,119.74	
Health Insurance	\$ 77,225.00	\$ 49,605.58	\$ 4,627.42	\$ 54,233.00	\$ 256,886.74	
KPERS	\$ 33,222.00	\$ 30,813.25	\$ 4,531.00	\$ 35,344.25	\$ 221,542.49	
State Unemployment	\$ 353.00	\$ 269.46	\$ 41.91	\$ 311.37	\$ 221,231.12	
PERSONNEL SERV SUBTOTAL:	\$ 491,268.00	\$ -		\$ -	\$ 221,231.12	\$58,395.54 Personnel total
				\$ 491,246.88	\$ 221,231.12	
CONTRACTUAL SERVICES:						
Postage/Freight/Shipping	\$ 500.00	\$ 191.70		\$ 191.70	\$ 221,039.42	
Pagers & Cell Phone Service	\$ 2,460.00	\$ 2,255.00	\$ 205.00	\$ 2,460.00	\$ 218,579.42	
Printing Services	\$ 500.00	\$ 402.29		\$ 402.29	\$ 218,177.13	
Advertising & Legal Pubs	\$ 200.00	\$ 134.69		\$ 134.69	\$ 218,042.44	
Vehicle/Fleet Insurance	\$ 3,000.00	\$ 3,654.00		\$ 3,654.00	\$ 214,388.44	
Office Equipment Rental	\$ 400.00	\$ -		\$ -	\$ 214,388.44	
Machinery Equipment Rental	\$ 1,000.00	\$ 6,720.00		\$ 6,720.00	\$ 207,668.44	
Tax Payment	\$ 50.00	\$ -	\$ 476.56	\$ 476.56	\$ 207,191.88	
Repair/Maintain Co Vehicles	\$ 4,000.00	\$ 626.57	\$ 1,357.23	\$ 1,983.80	\$ 205,208.08	
Repair/Mowing+OtherEquip	\$ 15,000.00	\$ 1,732.06	\$ 831.75	\$ 2,563.81	\$ 202,644.27	
Comp Software Main/Support	\$ 1,000.00	\$ 500.00		\$ 500.00	\$ 202,144.27	
Repair/Main Bldg+Grounds	\$ 2,000.00	\$ 1,725.85	\$ 567.39	\$ 2,293.24	\$ 199,851.03	
Mileage/tolls/parking/rental	\$ 500.00	\$ -		\$ -	\$ 199,851.03	
Lodging	\$ 1,000.00	\$ 1,489.76	\$ 183.82	\$ 1,673.58	\$ 198,177.45	
Meals	\$ 300.00	\$ 450.76	\$ 141.63	\$ 592.39	\$ 197,585.06	
Dues/Memberships/Registration	\$ 1,000.00	\$ 450.00	\$ 62.25	\$ 512.25	\$ 197,072.81	
IN-State Training	\$ 500.00	\$ 1,127.75		\$ 1,127.75	\$ 195,945.06	\$12,405.97
Subscriptions	\$ 100.00	\$ 77.85		\$ 77.85	\$ 195,867.21	Contractual total
Household Hazardous Waste	\$ 75,000.00	\$ 53,898.63	\$ 8,580.34	\$ 62,478.97	\$ 133,388.24	(includes HHW)
CONTRACTUAL SERV SUBTOTAL:	\$ 108,510.00			\$ 87,842.88	\$ 133,388.24	
COMMODITIES:						
Office Supplies	\$ 500.00	\$ 73.98	\$ 354.31	\$ 428.29	\$ 132,959.95	
Supplies-Printer	\$ 800.00	\$ 512.86		\$ 512.86	\$ 132,447.09	
Clothing	\$ 900.00	\$ 499.96		\$ 499.96	\$ 131,947.13	
Protective Equipment	\$ 500.00	\$ 134.97		\$ 134.97	\$ 131,812.16	
Fuel & Lubricants	\$ 2,000.00	\$ 162.59	\$ 44.10	\$ 206.69	\$ 131,605.47	
Custodian Supplies	\$ 500.00	\$ 34.95		\$ 34.95	\$ 131,570.52	
Chemical	\$ 90,000.00	\$ 75,897.46		\$ 75,897.46	\$ 55,673.06	
Parts & Tools < \$100	\$ 4,000.00	\$ 1,791.82	\$ 62.55	\$ 1,854.37	\$ 53,818.69	\$0.00
Parts & Tools > \$100	\$ 8,000.00	\$ 7,763.32	\$ 8,092.85	\$ 15,856.17	\$ 37,962.52	Chemical total
Seed/Fertilizer	\$ 5,000.00	\$ 7,326.40		\$ 7,326.40	\$ 30,636.12	
Other Supplies & Materials	\$ 500.00	\$ 553.50	\$ 51.90	\$ 605.40	\$ 30,030.72	\$8,605.71
COMMODITIES SUBTOTAL:	\$ 112,700.00			\$ 103,357.52	\$ 30,030.72	Commodities tot (no chemical)
CAPITAL OUTLAY:						
Office Equipment		\$ -		\$ -	\$ 30,030.72	
Other Equipment		\$ 6,323.00		\$ 6,323.00	\$ 23,707.72	
Furniture > \$100		\$ -		\$ -	\$ 23,707.72	
Building Improvements		\$ -		\$ -	\$ 23,707.72	
CAPITAL OUTLAY SUBTOTAL:	\$ -			\$ 6,323.00	\$ 23,707.72	
						\$0.00
	\$ 712,478.00					Cap Outlay total
		\$ 609,363.06	\$ 79,407.22	\$ 688,770.28	\$ 23,707.72	

Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)

RILEY COUNTY NOXIOUS WEED DEPARTMENT
REVENUE REPORT
FOR THE YEAR ENDING DECEMBER 31, 2022

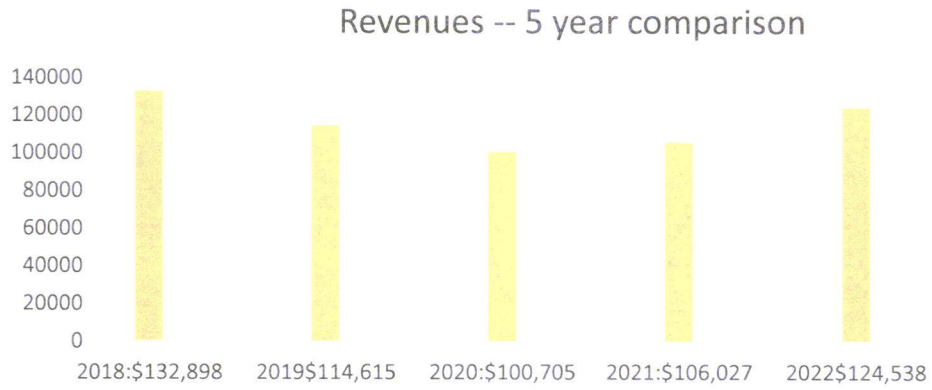
	CHEMICAL	TAX	LABOR	EQUIP	MATERIAL	MISC	TOTAL
COSTSHARE:	47,481.34	478.85	0.00	640.00	0.00	0.00	48,600.19
RILEY COUNTY:							
Pawnee Mental Health	0.00	0.00	380.00	332.50	0.00	0.00	712.50
Police Department	891.27	0.00	900.00	767.50	0.00	0.00	2,558.77
Solid Waste	1,067.49	0.00	250.00	208.75	0.00	0.00	1,526.24
ATA BUS	0.00	0.00	400.00	350.00	0.00	0.00	750.00
Deep Crk/Terra Hts	198.06	0.00	360.00	360.00	0.00	0.00	918.06
TOTAL	2,156.82	0.00	2,290.00	2,018.75	0.00	0.00	6,465.57
TOWNSHIPS:							
Ashland	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bala	1,787.52	0.00	720.00	540.00	0.00	0.00	3,047.52
Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fancy Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grant	223.68	0.00	180.00	135.00	0.00	0.00	538.68
Jackson	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Madison	149.12	0.00	120.00	90.00	0.00	0.00	359.12
Manhattan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May Day	721.28	0.00	400.00	300.00	0.00	0.00	1,421.28
Ogden	170.72	0.00	320.00	240.00	0.00	0.00	730.72
Sherman	745.60	0.00	480.00	360.00	0.00	0.00	1,585.60
Swede Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wildcat	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zeandale	627.20	0.00	240.00	180.00	0.00	0.00	1,047.20
TOTAL	4,425.12	0.00	2,460.00	1,845.00	0.00	0.00	8,730.12
OTHER FULL COST:							
Big Lakes	0.00	0.00	33,539.58	7,800.00	0.00	0.00	41,339.58
Cities	1,574.40	0.00	0.00	0.00	0.00	0.00	1,574.40
E-Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KDOT	916.40	0.00	1,840.00	1,380.00	0.00	0.00	4,136.40
Oil Filters	0.00	0.00	0.00	0.00	0.00	640.00	640.00
Property Mgmt	0.00	0.00	0.00	0.00	0.00	1,066.00	1,066.00
RS Used Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SQG	0.00	0.00	0.00	0.00	0.00	11,460.18	11,460.18
State of KS	523.20	0.00	0.00	0.00	0.00	0.00	523.20
Chemical / Late fee	2.45	0.00	0.00	0.00	0.00	0.00	2.45
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	3,016.45	0.00	35,379.58	9,180.00	0.00	13,166.18	60,742.21
TOTAL REIMBURSEMENTS	57,079.73	478.85	40,129.58	13,683.75	0.00	13,166.18	124,538.09

Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)

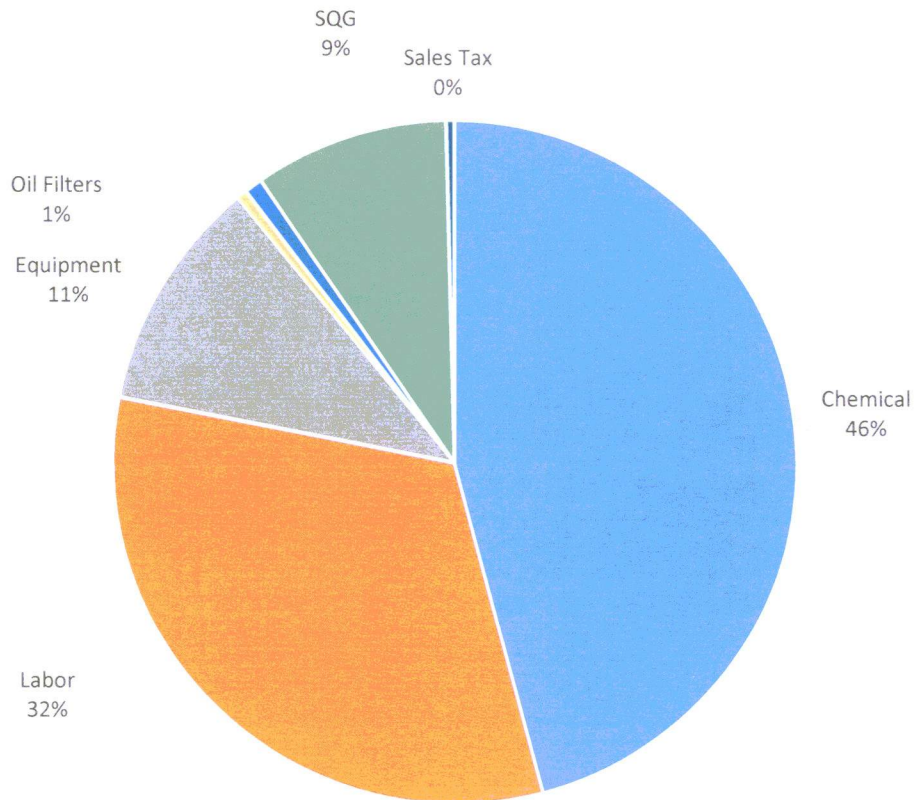
REVENUES 2022

Revenues

5 year Comparison



2022 Breakdown



RILEY COUNTY NOXIOUS WEED DEPARTMENT

CONTRACTUAL SERVICES REPORT

FOR THE YEAR ENDING DECEMBER 31, 2022

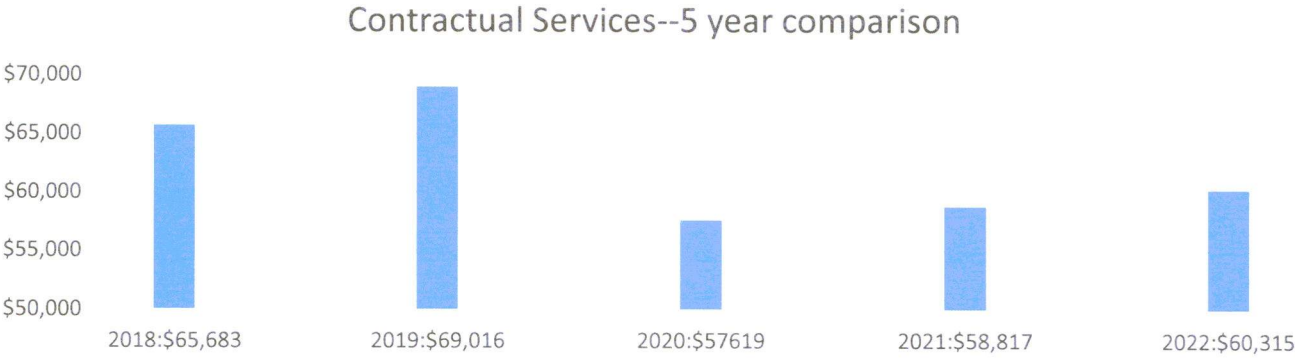
	WEED CONTROL	EQUIP. REPAIR	SEEDING	MOWING/ BRUSH	SNOW REMOVAL	MISC.	TOTAL
RILEY COUNTY:							
Pawnee Mental Health	0.00	0.00	0.00	0.00	440.00	0.00	440.00
Police Dept	160.00	0.00	0.00	0.00	820.00	0.00	980.00
ATA Bus	0.00	0.00	0.00	0.00	400.00	0.00	500.00
Solid Waste	80.00	0.00	0.00	0.00	190.00	0.00	270.00
Deep Creek	40.00	0.00	0.00	0.00	0.00	0.00	80.00
Terra Heights	0.00	0.00	0.00	0.00	0.00	0.00	280.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	280.00	0.00	0.00	0.00	1,850.00	0.00	2,550.00
TOWNSHIPS:							
Ashland	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bala	720.00	0.00	0.00	0.00	0.00	0.00	720.00
Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fancy Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grant	180.00	0.00	0.00	0.00	0.00	0.00	180.00
Jackson	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Madison	120.00	0.00	0.00	0.00	0.00	0.00	120.00
Manhattan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May Day	400.00	0.00	0.00	0.00	0.00	0.00	400.00
Ogden	320.00	0.00	0.00	0.00	0.00	0.00	320.00
Sherman	480.00	0.00	0.00	0.00	0.00	0.00	480.00
Swede Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wildcat	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zeandale	240.00	0.00	0.00	0.00	0.00	0.00	240.00
TOTAL	2,460.00	0.00	0.00	0.00	0.00	0.00	2,460.00
OTHER:							
Big Lakes	0.00	0.00	0.00	0.00	0.00	40,959.71	40,959.71
Cities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E-Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KDOT	1,580.00	0.00	0.00	0.00	0.00	260.00	1,840.00
Oil Filters	0.00	0.00	0.00	0.00	0.00	680.00	680.00
Property Mgmt	0.00	0.00	0.00	0.00	0.00	1,066.00	1,066.00
RS Used Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SQG	0.00	0.00	0.00	0.00	0.00	10,739.03	10,739.33
State of KS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	1,580.00	0.00	0.00	0.00	0.00	53,704.74	55,305.04
GRAND TOTAL	4,320.00	0.00	0.00	0.00	1,850.00	53,704.74	60,315.04

Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)

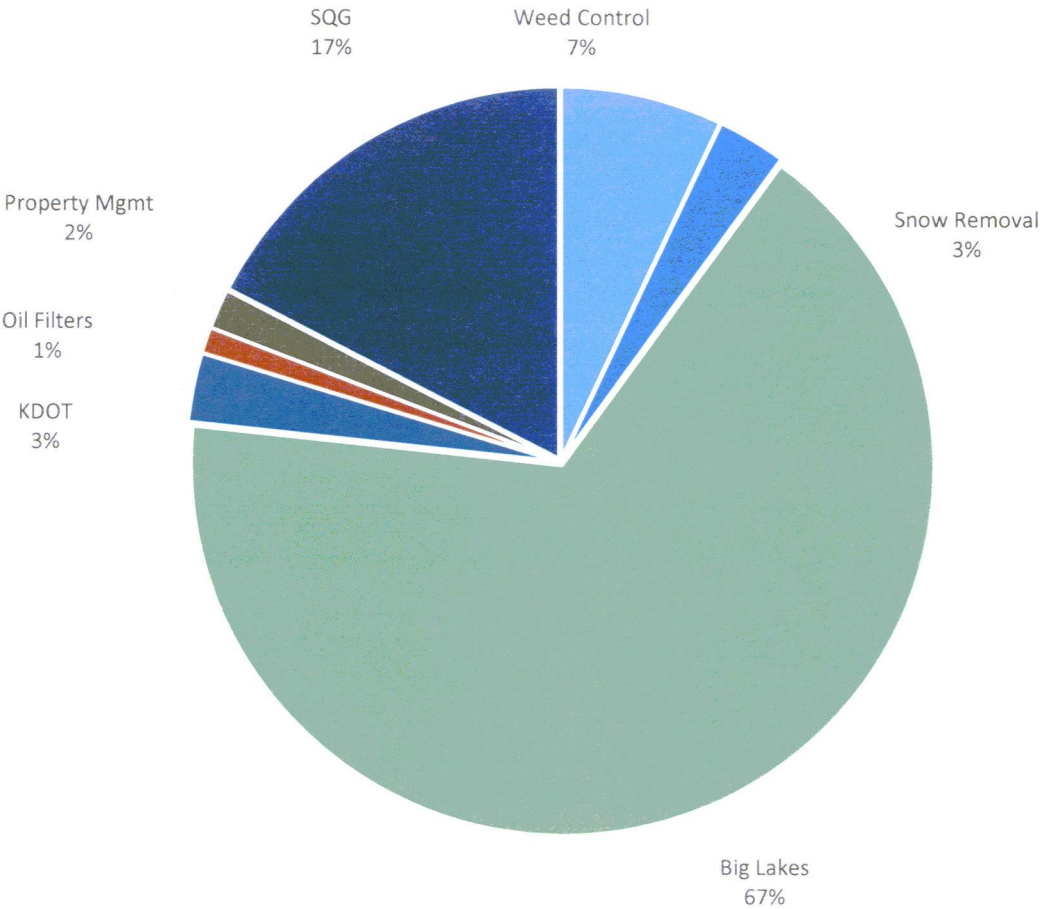
CONTRACTUAL SERVICES 2022

Contractual Services

5 year Comparison



2022 Breakdown



2022 No Charge Summary

1	Riley County Clerk	\$ 6,116.00
2	Riley County Health Dept	\$ 825.00
3	Riley County Museum	\$ 450.00
4	Riley County Parks	\$ 338.06
5	Riley County Road & Bridge	\$ 10,374.05
6	Riley County Weed Department	\$ 227,941.05
7	RC Emer Mgmt / Ambulance	\$ 1,560.56

TOTAL **\$ 247,604.72**

Riley County Noxious Weed Department

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Chemical Sales Report

Start Date End Date
01/01/22 12/31/22

Chemical	Cost Share Chemical		No Charge Chemical Used		Full Cost Chemical		Total Units		Total Sales
	Units	Total \$	Units	Total \$	Units	Total \$			
4# 2,4 D Amine	722.50	\$10,896.80	10.00	\$115.20	64.50	\$934.72	797.00	gal	\$11,946.7
4# Amine	370.00	\$5,440.00	265.00	\$4,512.00	5.00	\$89.60	640.00	gal	\$10,041.6
4# Lo Vol Ester	642.50	\$8,481.00	10.00	\$163.20	5.00	\$81.60	657.50	gal	\$8,725.8
Escort XP	736.00	\$1,552.16	16.00	\$41.92	4.00	\$10.48	756.00	oz	\$1,604.5
EsplAnade 200 SC	0.00	\$0.00	829.50	\$10,269.21	49.00	\$606.62	878.50	oz	\$10,875.8
Freelexx 4# Choline	0.00	\$0.00	23.00	\$721.28	100.00	\$3,136.00	123.00	gal	\$3,857.2
Imitator Plus	0.00	\$0.00	3.00	\$64.80	1.00	\$21.60	4.00	gal	\$86.4
MAKAZE Herbicide	115.00	\$4,865.00	5.00	\$262.40	35.00	\$1,836.80	155.00	gal	\$6,964.2
Method	0.00	\$0.00	2133.00	\$6,718.95	126.00	\$396.90	2259.00	oz	\$7,115.8
Pasturegard HL High Lo	52.50	\$5,787.60	2.50	\$344.80	5.00	\$689.60	60.00	gal	\$6,822.0
Piper	0.00	\$0.00	1185.00	\$6,481.95	70.00	\$382.90	1255.00	oz	\$6,864.8
Plateau	0.00	\$0.00	0.00	\$0.00	5.00	\$5.60	5.00	oz	\$5.6
Tordon 22K	250.00	\$10,134.40	137.50	\$7,180.00	27.25	\$1,412.32	414.75	gal	\$18,726.7
Totals		\$47,156.96		\$36,875.71		\$9,604.74			\$93,637.4

Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)

Riley County Noxious Weed Department

Road Cost Report

Start Date
01/01/22

End Date
12/31/22

Roads	Miles	Noxious Weed Control	Annual Weed Control	Brush Control	Bareground Application	Mowing	Seeding	Brush Removal	Chemical Mowing	Total Cost	Unit Cost /Mile
362 - Swede Creek Rd	14.78	1536.09	90.28		557.38	7807.00	1636.95	28.10		11655.80	788.62
376 - Fancy Creek	11.78	744.10	815.01		898.27	10505.00	306.60	28.10		13297.08	1128.78
378 - Green Road	10.67	1367.55	837.21		898.27	5463.00	1290.35	28.10		9884.48	926.38
380 - Secrest Road	1.57	316.06	38.14			1280.00		28.10		1662.30	1058.79
384 - Walsburg	10.25	1723.89	318.88		182.62	3842.00	343.75	28.10		6439.24	628.22
388 - Barton Road	4.06	792.34	266.74		1057.81	2028.00	160.00	28.10		4332.99	1067.24
390 -University Park Road	3.44	888.34	318.02		101.46	2540.00		28.10		3875.92	1126.72
392 - Fairview Church Rd	6.01	931.52			91.31	1369.00		28.10		2419.93	402.65
394 - Mill Creek Rd	1.89	405.44			149.61	712.00	320.00	28.10		1615.15	854.58
396 - Stockdale/Riley/Welsh	10.85	1630.68	734.18		2234.52	4214.00	240.00	28.10		9081.48	837.00
402 - Mill Cove Drive	4.55	599.48			1106.47	3054.00		28.10		4788.05	1052.32
404 - Barnes Rd	0.99				530.60	914.00		28.10		1472.70	1487.58
406 - Marlatt Avenue	1.57				1222.61	1356.00		28.10		2606.71	1660.32
408 - Scenic Dr	0.91	390.52	291.39		122.57	680.00		28.10		1512.58	1662.18
410 - EMS Service/CiCo Park	0.96							28.10		28.10	29.27
412 - Anderson Avenue	11.63	981.08	111.62		1168.56	3993.00		28.10		6282.36	540.19
414 - Messenger	0.50							28.10		28.10	56.20
416 - New Skyway Drive	4.90	737.22			122.57	3147.00		28.10		4034.89	823.45
418 - Stag Hill Rd	3.22	70.44	266.74		200.59	400.00	95.20	28.10		1061.07	329.52
420 - EurekaDr&WildcatCrkR	8.94	146.36	609.41		200.59	3314.00	512.30	28.10		4810.76	538.12
421 - Pillsbury	2.35	254.26	31.78		119.64	1326.00	334.25	28.10		2094.03	891.08
422 - Daniels Drive	3.26	424.96	31.78		447.01	1475.00	505.65	28.10		2912.50	893.40
424 - S 33rd/W 32nd/S St	5.60	70.44			520.07	2407.00	334.25	28.10		3359.86	599.98
426 - Boller Road	1.09	198.60	31.78		122.57	795.00		3840.70		4988.65	4576.74
865 - Lasita/May Day/Stanton	6.31	382.98	38.14		91.59	1120.00	640.00	28.10		2300.81	364.63
873 - Lasita Rd	6.16	1364.05	417.77		638.03	2680.00	2334.05	28.10		7462.00	1211.36
875 - Crooked Crk/Winkler/O	20.67	2746.24	1272.38		1483.60	6814.00	2076.95	28.10		14421.27	697.69
877 - Peach Grove/Union	6.50	1289.10	76.28		262.92	2200.00	1463.55	28.10		5319.95	818.45
883 - Bridge View Hgts	1.40	279.28	38.14		91.31	640.00		28.10		1076.83	769.16
885 - Keats/Hi-View	5.68	421.28	369.30		193.05	1020.00		28.10		2031.73	357.70

Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)

Riley County Noxious Weed Department

Road Cost Report

Start Date
01/01/22

End Date
12/31/22

Roads	Miles	Noxious Weed Control	Annual Weed Control	Brush Control	Bareground Application	Mowing	Seeding	Brush Removal	Chemical Mowing	Total Cost	Unit Cost /Mile
889 - W. 62nd Ave	0.49	529.96			245.70	1014.00		28.10		1817.76	3709.71
891 - Blue Ridge Road	1.14	280.50			666.61	493.00		28.10		1468.21	1287.90
893 - Gard/Senn/Walnut Crk	7.03	902.38	304.88		886.93	3285.00	423.75	28.10		5831.04	829.45
895 - Blue River Hills/Swede	8.30	1131.78	52.14		1030.38	3029.00		28.10		5271.40	635.11
897 - Tuttle Cove/Rose Hill	16.79	686.72	52.14		1150.37	6150.00		28.10		8067.33	480.48
899 - Charlson Road	1.02							28.10		28.10	27.55
901 - McDowell Crk/College	11.13	986.10	558.13		1290.10	8442.00		28.10		11304.43	1015.67
903 - Denison Ave/Henton	5.24				550.04	1241.00		28.10		1819.14	347.16
905 - Casement Road	1.55				452.58	2074.00		28.10		2554.68	1648.18
907 - Fairmont Park Streets	1.56							28.10		28.10	18.01
911 - Deep Creek Rd	9.91	424.96	31.78		449.94	5811.00	1984.50	3765.90		12468.08	1258.13
917 - Tabor Valley Rd	6.90	254.26	31.78		779.95	3525.00	272.20	28.10		4891.29	708.88
Other	0.00	166.82	6410.38		212.69	3120.00				9909.89	
Total Road Cost	248.07	26481.98	14796.00		22924.25	116476.00	15354.30	11719.55		207752.08	
Percentage		12.75%	7.12%		11.03%	56.06%	7.39%	5.64%			

**RILEY COUNTY NOXIOUS WEED DEPARTMENT
EQUIPMENT COST REPORT**

2022

	Repairs/Parts	Maint Costs	Fuel	Depreciation	Sub Total	Maint No Charge	Expense Total	Income	No Charges	Loss/Gain	2022 USAGE	ODO 12/31/22	Odo12/31/21
STAR WEED & FUEL EQUIP #													
#102 - 2012 LandPride Mower/zeroturn	\$ 5.25				\$ 5.25		\$ 5.25		\$ 200.00	\$ 194.75			
#103 - 1987 John Bean 500g sprayer					\$ -		\$ -			\$ -			
#104 - 2005 Dodge	V \$ 18.45	\$ -	\$ 575.25		\$ 593.70	\$ 40.00	\$ 633.70			\$ (593.70)	1,380	163355	161975
#105 - 2017 Ford F550 4x4XL	F \$ 789.85	\$ -	\$ 3,583.93		\$ 4,373.78	\$ 840.00	\$ 5,213.78	\$ 2,527.50	\$ 8,936.75	\$ 7,090.47	8,839	42210	33371
#107--500 gal J Bean sprayer	f \$ -	\$ -	\$ 42.61	\$ 3,057.00	\$ 3,099.61	\$ 80.00	\$ 3,179.61			\$ (3,099.61)	-		
#108--2018 Bandit Chipper	\$ -	\$ -	\$ 81.00	\$ 3,861.00	\$ 3,942.00	\$ -	\$ 3,942.00			\$ (3,942.00)	-		
#109--2018 500g JOHN BEAN SPRAYER	\$ -	\$ -	\$ 139.30	\$ 3,254.00	\$ 3,393.30	\$ 120.00	\$ 3,513.30			\$ (3,393.30)	-		
#110 - 2020 Air compressor	\$ -		\$ 90.00	\$ 90.00	\$ 90.00		\$ 90.00			\$ (90.00)	-		
#113 - 2022 Ford F550 4x4 John	\$ 719.35	\$ -	\$ 1,719.91		\$ 2,439.26	\$ 2,440.00	\$ 4,879.26	\$ 122.50	\$ 605.50	\$ (1,711.26)	5,102	5102	0
#116 - 2013 Ford F250 ExtendCab	J \$ 29.50		\$ 1,137.80	\$ 2,177.00	\$ 3,344.30		\$ 3,344.30			\$ (3,344.30)	4,176	39748	35572
#117 - 2013 Ford F250 CrewCab	V \$ 618.47	\$ -	\$ 2,286.78	\$ 2,638.00	\$ 5,543.25	\$ 444.00	\$ 5,987.25	\$ 675.00	\$ 5,193.80	\$ 325.55	9,000	83678	74678
#118 - 2015 Ford F550	Ry \$ 26.25	\$ -	\$ 2,200.38	\$ 3,928.00	\$ 6,154.63	\$ 1,160.00	\$ 7,314.63	\$ 1,511.25	\$ 5,842.50	\$ 1,199.12	4,942	55235	50293
#119 - 2018 Dodge Ram	M \$ -		\$ 2,351.27	\$ 2,842.00	\$ 5,193.27	\$ -	\$ 5,193.27	\$ 315.00	\$ 402.50	\$ (4,475.77)	8,640	47562	38922
#401 - 2020 New Holland T6.145	\$ 7,492.89	\$ -	\$ 5,328.67	\$ 7,995.00	\$ 20,816.56	\$ 2,220.00	\$ 23,036.56	\$ 40.00	\$ 22,700.00	\$ 1,923.44	584	1756	1,172
#402 - 2012 NH Tractor/pull Mowers	\$ 1,433.54	\$ -	\$ 2,392.18		\$ 3,825.72	\$ 2,220.00	\$ 6,045.72	\$ 280.00	\$ 24,960.00	\$ 21,414.28	532	4183	3,651
#405 - 2010 Case IH Tractor Sidemower	\$ 12.07	\$ -	\$ 466.82		\$ 478.89	\$ -	\$ 478.89		\$ 3,945.00	\$ 3,466.11	96	5358	5,262
#406 - 2012 NH TractorSideRearMower	\$ 545.47	\$ 3,544.50	\$ 2,979.69		\$ 7,069.66	\$ 2,530.00	\$ 9,599.66		\$ 5,600.00	\$ (1,469.66)	146	4483	4,337
#407 - 2012 NH Loader Tractor	\$ 671.89	\$ 65.00	\$ 565.19		\$ 1,302.08	\$ 2,800.00	\$ 4,102.08		\$ 7,180.00	\$ 5,877.92	87	1226	1,139
#600 - No Till Drill				\$ 1,495.00	\$ 1,495.00		\$ 1,495.00			\$ (1,495.00)	-		
Chainsaws	(\$ 89.50				\$ 89.50	\$ -	\$ 89.50		\$ 240.00	\$ 150.50	-		
Rental Sprayers	\$ 6.46	\$ 2,160.00			\$ 2,166.46	\$ 2,160.00	\$ 4,326.46	735		\$ (1,431.46)	-		
TOTALS:	\$ 12,458.94	\$ 5,769.50	\$ 25,850.78	\$ 31,337.00	\$ 75,416.22	\$ 17,054.00	\$ 92,470.22	\$ 6,206.25	\$ 85,806.05	\$ 16,596.08			

Attachment: 2023 NW Annual Report (13248 : 2022 Riley County Noxious Weed Annual Report)



NOXIOUS WEED/HHW
Report

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

COMMISSION AGENDA REPORT

FROM: Micahel Boller Riley Co Noxious Weed Director

MEETING: March 9, 2023

SUBJECT: 2023 Management Plan

PRESENTER: Micahel Boller Riley Co Noxious Weed Director

BACKGROUND

2023 Annual Noxious Weed Management Plan

DISCUSSION

Report notes means of accepted control of noxious weeds, notification process, chemical share program and available equipment for use to combat noxious weed infestations.

RECOMMENDATION(S)

Recommend approval of 2023 Management Plan

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:

- 2023-Management Plan (PDF)

2023 Management Plan

For _____ County

_____, County Weed Director

Specify the goals and priorities of the program for the coming year.

Specify the goals and priorities of the program for the next five years.

Describe the areas which noxious weed species are known to occur within the county and specific locations of new infestations and areas particularly susceptible to new infestations.

Field bindweed	
Musk thistle	
Sericea lespedeza	
Johnsongrass	
Bur ragweed	
Canada thistle	
Hoary cress	
Leafy spurge	
Quackgrass	
Kudzu	
Russian knapweed	

Attachment: 2023-Management Plan (13249 : 2023 Management Plan)

List any non-noxious invasive weed species you plan to control and the types of integrated weed control methods you plan on using on them.

List your planned integrated weed management goals and procedures, including but not limited to biological control agent selection and distribution, pesticide selection and application and cultural and mechanical controls.

Biological Controls

Chemical Controls

Cultural Controls

Mechanical Controls

Estimate the projected personnel, operations, and equipment costs of the proposed program.

Personnel costs

Operations costs

Equipment costs

List the methods you plan to use to encourage compliance and the enforcement actions you will take if necessary.

List your plans for working with state and/or federal agencies to control the noxious weeds on state and/or federal lands.

Describe your education and outreach plans for the coming year. Include training and professional development for yourself and your staff. (Attend District meetings? Annual Conference? Recertification?)

List the facilities and equipment available for use in managing the noxious weeds in your county, including a list of the equipment available for rent to the public and the rent you charge.

Noxious Weed Department Employees			
Name	Title	Years of service in the Nx Wd Dept.	# Jobs within the county

I certify that this is the official _____ Management Plan of _____ County

_____, County Weed Director _____
Date

_____, County Commissioner _____
Date

_____, County Commissioner _____
Date

_____, County Commissioner _____
Date



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: March 9, 2023

SUBJECT: RCHD Monthly Update

PRESENTER: Julie Gibbs

Enclosures:

- BtoAFeb2023 (PDF)
- BOCCmonthlypresmarch2023 (PDF)

ACTUAL BEG. CASH BAL.	\$968,673.01
-----------------------	--------------

% of Budget Received	44.89%	98.78%	24.75%	14.02%	13.16%	25.03%
-----------------------------	--------	--------	--------	--------	--------	--------

% of Budget Spent	16.24%	22.48%	16.70%	13.44%	13.17%	17.37%
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ENDING CASH BAL.	\$2,225,278.89
------------------	----------------

nd Expenses

ACTUAL BEG. CASH BAL.

	anning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
Revenues	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Grants	35,814.00	117,423.00	15,209.00	125,056.00	45,584.00	222,800.00	55,000.00	800,000.00	152,235.75	90,652.00	22,641.00	7,500.00	-	31,810.00	537.37	
Client Fees	4,738.98	35,000.00	2,945.88	150.00	-	-	-	-	-	8,000.00	1,618.63	-	-	-	-	-
Medicaid	4,323.89	28,000.00	12,683.00	3,500.00	459.88	-	-	-	-	1,000.00	155.29	-	-	-	-	-
Insurance	7,206.99	225,000.00	104,859.60	1,500.00	784.36	-	-	-	-	11,000.00	4,175.84	-	-	-	-	-
Transfer from General	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	1,536.80	-	-	-	-	-	-	-	-	-	-	-
TOTALS	52,083.86	405,423.00	135,697.48	130,206.00	48,365.04	222,800.00	55,000.00	800,000.00	152,235.75	110,652.00	28,590.76	7,500.00	-	31,810.00	537.37	
% of Budget Received	22.72%		33.47%		37.15%		24.69%		19.03%		25.84%		0.00%		1.69%	
Expenses	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Personnel	59,351.27	303,518.00	46,294.76	323,729.00	53,209.93	448,076.00	73,426.47	454,959.00	78,198.58	327,659.00	47,261.13	-	-	3,637.00	592.58	
Total Contract	3,467.83	8,825.00	5,452.18	8,840.00	2,397.33	64,850.00	6,767.07	405,560.00	68,504.51	28,400.00	4,827.79	-	-	16,420.00	1,155.95	
Total Commodities	5,753.89	133,050.00	6,045.32	2,300.00	1,008.45	5,250.00	4,708.68	47,950.00	2,068.30	7,950.00	1,145.09	7,500.00	2,324.81	11,753.00	638.45	
Capital	-	-	-	-	-	-	-	-	-	-	2,689.99	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	68,572.99	445,393.00	57,792.26	334,869.00	56,615.71	518,176.00	84,902.22	908,469.00	148,771.39	364,009.00	55,924.00	7,500.00	2,324.81	31,810.00	2,386.98	
% of Budget Spent	14.55%		12.98%		16.91%		16.38%		16.38%		15.36%		31.00%		7.50%	
BALANCE:																
EXCESS/(DEF.) BUDGET		(39,970.00)		(204,663.00)		(295,376.00)		(108,469.00)		(253,357.00)		-		-		
EXCESS/(DEF.) ACTUAL	(16,489.13)		77,905.22		(8,250.67)		(29,902.22)		3,464.36		(27,333.24)		(2,324.81)		(1,849.61)	
ENDING CASH BAL.																



BOCC Monthly Report March 2023

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: BOCCmonthlypresmarch2023 (13244 : RCHD Monthly Report)



Budget to Actual (Feb 2023) Explanations

Revenues

- Timing of payments: WIC, KCCTF, and Regional PHEP are all reimbursement-based grants

Expenses:

- Admin-timing of expenses: Had some large ELC expenses that were paid in January (software, building enhancements)
- CCL-timing of expenses
- BaM-expense timing: Funds received in 2022 but spent in 2023

MCH Update

18.b

BaM classes on Saturdays in Feb = 110 participants!

- Spanish BAM = 10 participants

BaF classes on Thursdays in Feb = 25 participants

CPR/FA classes in Feb = 16 participants

Attachment: BOCCmonthlypresmarch2023 (13244 : RCHD Monthly Report)

Clinic Updates

160 total immunizations (119 patients) in February

120 family planning visits

303 total visits in February

SANE training = SUCCESS!

Feb. 28 – March 3 – SANE training for nursing staff and community = 39 professionals trained!

CCL Update

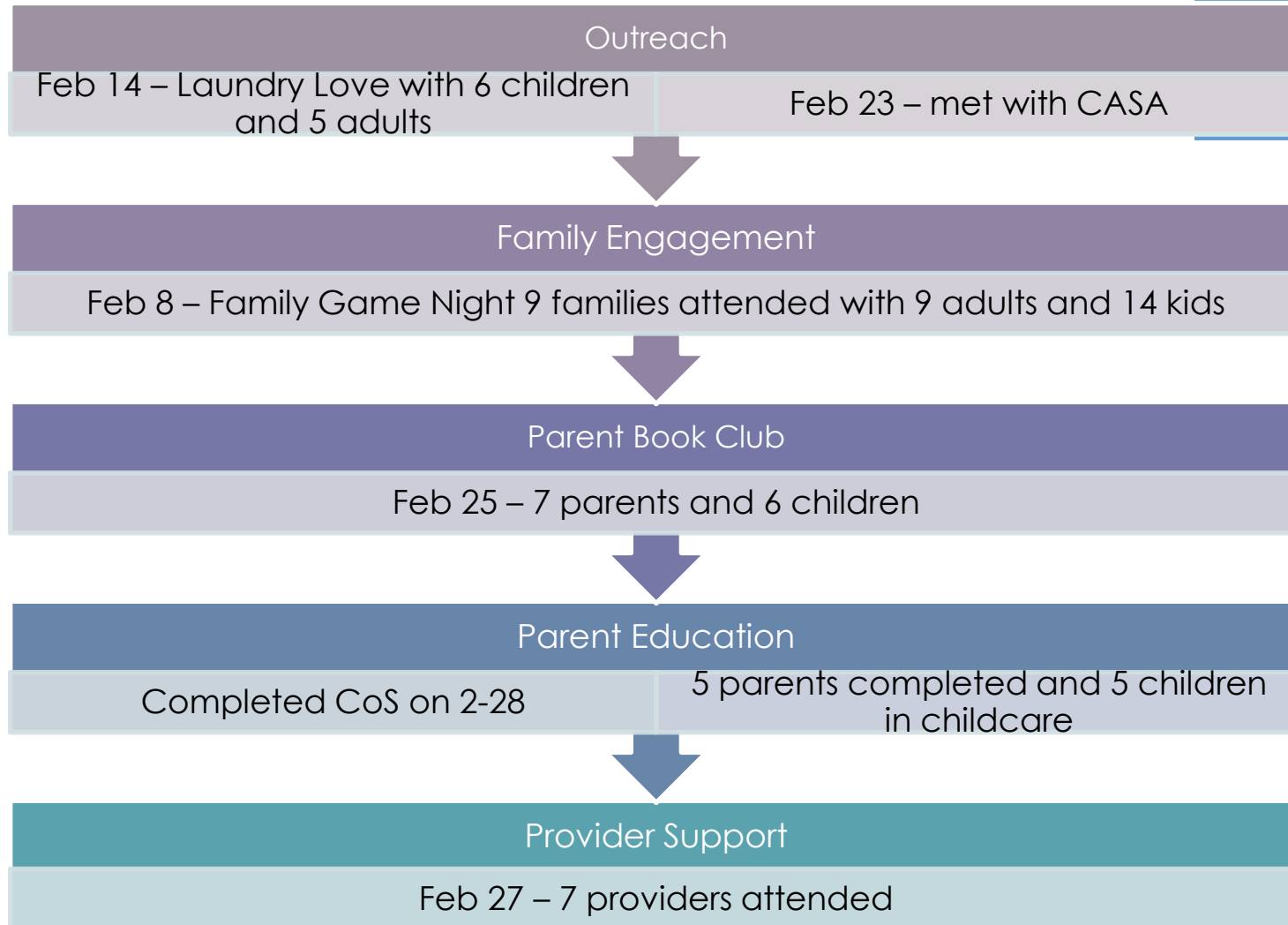
February	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections						
Initial Compliance	1				1	2
Annual Inspections	8	1	3		7	19
Annual Compliance	1	1	1		2	5
KDHE compliance Inspections	1	3	2		3	9
Complaint First Visit	2	1		2		5
Complaint Second Visit						
Illegal Care Complaints		2				2
TOTAL VISITS	13	8	6	2	13	
Amendments						
Exceptions						
Consults						
Home Orientation	2			2	1	5
Center Orientation				2		2
School Age Orientation						

CCL Update

Facilities	March	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		8				1	9
Child Care Center		14	7	2	5	7	35
R & R Agency		1					1
School Age Drop In Program		11				3	14
Group Day Care Home		28	13	14	9	14	78
Head Start Child Care							
Licensed Day Care Home		45	16	13	18	35	127
Preschool			1	3	3		7
	Totals	107	37	32	35	60	271
		1		2	1		

Raising Riley Update

18.b



Attachment: BOCCmonthlypresmarch2023 (13244 : RCHD Monthly Report)

WIC Update

March is National Nutrition Month – March 8 is RD Day!

Amelia started as new Breastfeeding Peer Counselor at Irwin

Attended Afghan Women's Group on Feb. 19 – dental information



Teen Opioid Misuse Prevention

Empowering our Community to Increase Awareness of Opioids and Decrease Youth Substance Use



Presentation Topics

- Opioid Epidemic History
- Medication Storage
- Community-Based prevention strategies
- Naloxone

The OD2A grant allows Asia Sampson to collaborate with local schools and community organizations to share information about the dangers of opioid use.



Serving :
Riley
Pottawatomie
and Geary
Counties



Public Health
Prevent. Promote. Protect.

For Questions or To Schedule a presentation:



Asampson@rileycountyks.gov



(785) 776-4779 ext. 7645

OD2A Grant Updates

- 5 presentations
- 210 participants
- Working with 5 schools so far
- Boys and Girls Club

18.b

Attachment: BOCCmonthlypresmarch2023 (13244 : RCHD Monthly Report)



Packet Pg. 91

Grant Update

Kansas Community Suicide Prevention Grant (KDADS, BHSC)

Partnered with Flint Hills
Volunteer Center
request \$30,000 to
assist the current
activities of P.A.C.T.

Raise awareness and
highlights prevention
and treatment
resources in our area

Grant cycle – March 1,
2023 – March 1, 2024

WE WERE AWARDED
\$35,000! 😊

Greater Manhattan Community Foundation

Asked for \$9,890
toward labs (complete
lipid profile)

Submitted January 31,
will announce at the
end of February

18.b

Attachment: BOCCmonthlypresmarch2023 (13244 : RCHD Monthly Report)

Upcoming Events

April 1 10 AM

- Easter Egg Hunt @ FCRC Lawn

April 15 10 AM – 2 PM

- Bugapalooza @ Douglas Center

May – Date TBA

- Health Fair @ RCHD

June 3 – 9 AM

- Community Baby Shower @ FCRC



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Breva Spencer
MEETING: March 9, 2023
SUBJECT: RCHD Out of State Travel Request
PRESENTER: Julie Gibbs

BACKGROUND

Safe Kids Worldwide is hosting the annual Child Injury Prevention Convention, PREVCON, in July in Washington D.C. MCH usually sends at least one employee to the Childhood Injury Prevention Convention. "This is an invaluable opportunity to improve your ability to make a difference in your community. You will have the chance to network with others who have tackled many of the same issues and challenges unique to the childhood injury field. You'll return home equipped with new knowledge and best practices to prevent more injuries and save more young lives.

PrevCon sessions will cover important topics, including building capacity, honing advocacy skills, strengthening communications prowess, developing fundraising support, exploring emerging risks, learning how to reach vulnerable populations and discovering the latest in car seat technology."

DISCUSSION

There will be a variety of different breakout sessions, therefore sending 2 employees is appropriate. This will also be a great time to network and establishing new connections.

FISCAL IMPACT

There are a few sessions that will involve the effect of Covid on the workplace and prevention methods, therefore we can use ELC funds to pay for the entire cost of the conference and travel.

RECOMMENDATION(S)

I recommend the BOCC approve the travel request for 2 MCH employees to attend the Prevcon in Washington DC.

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:

- travelrequestMCH (PDF)
- Prevconschedule (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Sarah Haybarker **DEPARTMENT:** Health Department

POSITION TITLE: Maternal Child Health Supervisor **DATE REQUESTED** July 23-26, 2023

FUND: ELC Grant Funds

Travel From: Manhattan, KS **Date:** July 22, 2023

Travel To: Washington, DC **Date:** July 26, 2023

Purpose of Travel: **PREVCON - Safe Kids Worldwide Annual Conference. Safe Kids Riley County Coalition Chair.**

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

☐ Administratively determined to be to the advantage of Riley County

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfare	\$500.00
Lodging	Hotel lodging, including all applicable taxes	\$1082.00
Meals	All meals, less breakfast (maximum allowance accounted for)	\$240
Registration/Fees	Conference Registration	\$350.00
Other		

Total Estimated Travel Costs: \$2,172.00

Requested by: *Sarah Haybarker* **Date:** 3/6/23

Approved by: _____

Department Head: _____ **Date:** _____

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Breva Spencer DEPARTMENT: Health Department

POSITION TITLE: Maternal Child Health Supervisor DATE REQUESTED July 23-26, 2023

FUND: ELC Grant Funds

Travel From: Manhattan, KS Date: July 22, 2023

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☐ Administratively determined to be to the advantage of Riley County

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfare	\$500.00
	Uber/Transportation airport/hotel - roundtrip	\$150.00
Lodging	Hotel lodging for duration of trip, including all applicable taxes	\$1082.00
Meals	All meals, less breakfast (maximum allowance accounted for)	\$240
Registration/Fees	Conference Registration	\$350.00
Other		

Total Estimated Travel Costs: \$2,322.00

Requested by: Breva Spencer Date: 3-6-23

Approved by: _____

Department Head: _____ Date: _____

Chairman: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____

Riley County Clerk _____


PREVCON

2023 Preliminary Schedule

(subject to change)

Sunday, July 23

9:00 a.m. – 5:30 p.m.	National Center for Fatality Review and Prevention (NCFRP) Network Meeting <i>(invitation only)</i>
9:00 a.m. – 12:30 p.m.	Preconference Workshop: Child Passenger Safety in a Healthcare Setting <i>Session includes an overview of the current state of hospital CPS programs, working with populations with special healthcare needs, discharge policies, loaner programs and more.</i>
12:00 p.m. – 6:00 p.m.	Registration Open
1:00 p.m. – 3:30 p.m.	Preconference Workshop: New Coordinators Orientation and Networking <i>(invitation only)</i> <i>This invitation-only session is intended for new Safe Kids coalition coordinators and will cover the roles and responsibilities of a coordinator, leveraging community partners, utilizing Safe Kids resources, and strengthening the coalition and lead agency relationship.</i>
4:00 p.m. – 5:30 p.m.	Preconference Workshop: CPS Latest Technology <i>Child safety seat technology is continually evolving and CPSTs are in the field working every day to ensure that parents and caregivers know how the newest restraints work to protect their precious cargo. Get the latest child restraint updates directly from the manufacturers as they showcase the latest products and technology.</i>
6:30 p.m. – 8:00 p.m.	Opening Reception

Monday, July 24

8:00 a.m. – 6:00 p.m.	Registration Open
8:00 a.m. – 6:00 p.m.	Exhibits and Poster Viewing
8:00 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 10:30 a.m.	Opening Plenary
10:30 a.m. – 11:00 a.m.	Networking Break
11:00 a.m. – 12:15 p.m.	Parallel Session #1
12:30 p.m. – 2:00 p.m.	Awards Luncheon
2:15 p.m. – 3:30 p.m.	Parallel Session #2
3:30 p.m. – 4:00 p.m.	Networking Break
4:00 p.m. – 5:30 p.m.	Poster Session
4:00 p.m. – 6:00 p.m.	Exhibits and Poster Viewing
6:00 p.m. – 7:30 p.m.	GM 25 th Anniversary Reception

Tuesday July 25

8:00 a.m. – 6:00 p.m.	Registration Open
7:45 a.m. – 8:45 a.m.	Grant and Sponsor Breakfast Meetings
8:00 a.m. – 6:00 p.m.	Exhibits and Poster Viewing
8:00 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 10:30 a.m.	Plenary #2
10:30 a.m. – 11:00 a.m.	Networking Break
11:00 a.m. – 12:15 p.m.	Parallel Session #3
12:15 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 3:00 p.m.	Plenary #3
3:00 p.m. – 3:15 p.m.	Networking Break
3:15 p.m. – 4:30 p.m.	Parallel Session #4
4:30 p.m. – 5:30 p.m.	Grant and Sponsor Meetings
6:30 p.m. – 10:00 p.m.	Safe Kids 35 th Anniversary Celebration

Wednesday July 26

7:45 a.m. – 8:45 a.m.	Grant and Sponsor Breakfast Meetings
8:00 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 11:15 a.m.	Peer Learning Roundtable Sessions
11:30 a.m. – 1:00 p.m.	Closing Plenary

PrevCon sessions will offer proven and practical ideas for creating programs that drive change. They will cover important topics to help you do your job better, including building capacity, honing advocacy skills, strengthening communications prowess, developing fundraising support, exploring emerging risks, learning how to reach vulnerable populations and discovering the latest in car seat technology.





HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Skylar German
MEETING: March 9, 2023
SUBJECT: RCHD Out of State Travel Request
PRESENTER: Julie Gibbs

BACKGROUND

Every year RCHD sends at least one employee to the Preparedness Summit. This year we would like to send our PHEP Coordinator, Skyler German, and the MRC Unit Leader, Paulina Gatica.

DISCUSSION

"The 2023 Preparedness Summit is taking place April 24 to 27, 2023. This conference will be held at in Atlanta at the Hyatt Regency. The Preparedness Summit is the first and longest running national conference on public health preparedness. The conference presents new research findings, shares tools and resources, and provides a variety of opportunities for attendees to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies.

Attendees will learn practical tools, strategies, and concepts that demonstrate the latest effective methods to confront the ongoing public health challenges facing our governmental public health workforce today. This year's conference includes more than 100 sharing sessions, live plenaries, Town Halls, and workshops; networking opportunities; and an exhibit hall featuring exhibitors showcasing services and products tailored for public health professionals and their agencies."

The Summit will help our PHEP Coordinator and MRC Unit Leader to bring timely and relevant scientific information back to their day-to-day work. The conference theme, "Recover. Renew: Reprioritizing All-Hazards Preparedness," will provide an opportunity to revisit these pressing issues in preparedness and share resources, shape policies, and build skills to mitigate a variety of threats. Our employees will learn directly from experts in the field and expand their professional network.

FISCAL IMPACT

We have budgeted for Paulina to attend as the MRC Unit Leader under the RISE Award we received from NACCHO. This will cover her registration and travel, along with meals. We have also budgeted for Skyler to attend as the PHEP Coordinator under the PHEP grant, which will cover her flight and registration. Her meals and hotel room are being covered under NACCHO. Therefore, the entire cost of the conference is covered through grant funds and there will be no fiscal impact to the county.

RECOMMENDATION(S)

I recommend the BOCC approve the out of state travel request for both the MRC Unit Leader and PHEP Coordinator to attend the Preparedness Summit in Atlanta in April.

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:

- travelrequestPHEPMRC (PDF)
- preparednessschedule (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Skylar German DEPARTMENT: Administration

POSITION TITLE: Public Health Emergency Preparedness Coordinator DATE REQUESTED 3/9/23

FUND: Regional PHEP Funds

Travel From: Manhattan, KS Date: 4/22/23

Travel To: Atlanta, GA Date: 4/27/23

Purpose of Travel: Attend the 2023 Preparedness Summit - NACCHO in Atlanta, Georgia.

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Mileage to airport, parking fees, and airfare	509.80
Lodging	Hotel lodging for duration of trip at Conference rate excluding applicable taxes	652.00
Meals	All meals at per diem rate	318.00
Registration/Fees	Conference Registration	660.00
Other		

Total Estimated Travel Costs: 2139.80

Requested by:  Date: 3/6/23

Approved by: _____

Department Head: _____ Date: _____

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head

Department Assistant

Attachment: travelrequestPHEPMRC (13242 : RCHD Out of State Travel)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Paulina Gatica **DEPARTMENT:** Public Health Emergency Preparedness

POSITION TITLE: Wildcat Region MRC Unit Leader **DATE REQUESTED** 2/23/2023

FUND: RISE Grant Funding

Travel From: Manhattan, KS **Date:** 4/24/2023

Travel To: Altanta, GA **Date:** 4/27/2023

Purpose of Travel: MRC Unit Leader will be traveling to attend the 2023 NACCHO Preparedness Summit. The confrence will present new research, resources and opportunities to learn about preparing responding and recovering from emergencies.

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	American Airlines roundtrip flight from Manhattan, KS to Atlanta, GA	603.80
Lodging	Hotel (4 nights @ \$163)	642
Meals	First and Last day of travel \$55.50/ea and Monday, Tuesday, Wednesday @ \$74/ea	333
Registration/Fees	2023 NACCHO Preparedness Summit Registration	760
Other	Taxi Ride from airport to hotel and from hotel to airport	64

Total Estimated Travel Costs: 2402.80

Requested by: Paulina Gatica **Date:** 3/6/23

Approved by: _____

Department Head: _____ **Date:** _____

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head

Department Assistant

Attachment: travelrequestPHEPMRC (13242 : RCHD Out of State Travel)



50 of 323 Results for Session Gallery

Grid

List

SESSIONS (50 of 323)

See All Results

Best Practices for the Implementation of Electronic Laboratory Reporting (ELR) Capabilities in Laboratory Response Network (LRN) Facilities

Build climate resilience through gender empowerment

Community Assessment for Public Health Emergency Response (CASPER): Assessing Community Preparedness and Resiliency, Williamson County, October 2022

COVID-19 impacts on US Department of Veterans Affairs Mental Health Trainee Satisfaction and Likelihood of Future VA Employment

Developing Risk-adjusted Models for Public Health Emergency Preparedness Funding of Local Health Departments in Ohio

Emergency Preparedness for the Primary Care Sector: Bridging the gap between public health and community health centers to strengthen preparedness,

Incorporating Ethical Concepts and Practices into Public Health Emergency Management Higher Education and Training

Leveraging Community Partnerships to Address Health Disparities and COVID-19 Vaccine Equity and Community Conversations: Let's Talk About COVID-19 Vaccines and Vaccine Hesitancy and Addressing Vaccine Hesitancy in Minority Groups using Non-Traditional Set

Minnesota Prepared: Public Health Workforce Emergency Preparedness Education and Training at the University of Minnesota School of Public Health

North Carolina Healthcare System COVID-19 Response: Best Practices for Healthcare Systems and State and Local Government Agencies

One Size Does Not Fit All: The Need for Audience Segmentation for University-related COVID-19 Communications

Pediatric Disaster Preparedness: Current Dilemmas, Future Solutions

Prepare or not to prepare: understanding the relationship between emergency preparedness and sociodemographic factors among women with a recent live birth, Georgia, 2020

U.S. GAO High-Risk Designation: HHS Leadership and Coordination of Public Health Emergencies

Using Google Drive & Tools to Distribute 10 Million Masks via Non-Profit Partners

Sunday, Apr 23

Nursing Mothers

Quiet Room

Radiological Emergency Preparedness: Train-the-Trainer Workshop and Tools for Community Reception Centers during a Radiological Emergency

Registration Open

Registration

Nursing Mothers

Quiet Room

General Session 1: Preparedness in a Shared Environment: Renewing Our Commitment to One Health

Building Trusted Communications for Effective Disaster Response: How to Break Through Amid Chaos, Noise, Misinformation, and Disbelief

Disaster Preparedness and Community Resiliency for Older Adults

Is Your EOC Ready for the Next Large-Scale Incident?

Lessons from State-Level Implementation of Disaster Telehealth Services Across Jurisdictions for COVID-19 Response

Managing Water Related Threats to Public Health

National Medical Surge Preparedness: Learning from COVID-19 to Prepare for Tomorrow's Disasters

Part 1: This is a T.E.S.T. (Tabletop Exercise Simulation Tool): Gamification of Tabletop Exercises for Use During a National Level Radiation Exercise

Phased Approach to Emergency Capacity Building: Where We Are & Where Can We Go?

Providing Life Saving Power to Life Support Patients During Power Outages: New Lessons from the Louisiana Department of Health's Groundbreaking Power Outage Partners Initiative

Responder Health and Safety: Emergency Responder Health Monitoring and Surveillance™

Using a Combination of Traditional and Innovative Stress Relief Techniques to Promote Staff Mental Health Recovery After a Public Health Emergency

Attachment: preparedness and response program

What Is the Future of Legal Preparedness? Legislative and Judicial Trends During COVID-19 and How Changes in the Law May Impact Emergency Response Capabilities

Data Management and Analysis Tools/Options in Public Health Emergency Preparedness and Response

Preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness

This is a T.E.S.T. (Tabletop Exercise Simulation Tool): Gamification of Tabletop Exercises for Use During a National Level Radiation Exercise

Bearing Witness: Supporting Witnesses and Survivors in Mass Casualty Events

Climate for Health Ambassador Training

Cloud-Based GIS Tools to Inform Local COVID-19 Pandemic Response Efforts

Introducing! The 2023 – 2026 National Health Security Strategy and What's New for You

Lessons Learned from the COVID-19 Pandemic That Can Be Applied to All Health Emergencies

Measuring Emergency "Readiness"

MRC Innovations: Creative Approaches to the Challenge of All-Hazards Preparedness.

Other Duties as Required: Assuming Operational Responsibility for Connecticut's PPE Warehouse

Part 2: This is a T.E.S.T. (Tabletop Exercise Simulation Tool): Gamification of Tabletop Exercises for Use During a National Level Radiation Exercise

Reprioritizing Integrated Biosurveillance with the National Biosurveillance Integration Center



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: March 9, 2023
SUBJECT: RCHD Aid to Local Grant Request Approval
PRESENTER: Julie Gibbs

BACKGROUND

See presentation

DISCUSSION

See presentation

FISCAL IMPACT

See presentation

RECOMMENDATION(S)

I recommend the BOCC approve the Aid to Local Grant request to be sent to KDHE on March 15.

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:

- BOH ATL grant report 3.9.2023 (PDF)
- Riley County Health DepartmentATL_2024 (1) (PDF)
- Wildcat Region_2024 (1) (PDF)



Kansas Department of Health and Environment (KDHE) Aid To Local Grant Requests

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502
3/9/2023



Background

- Grants from the Kansas Department of Health and Environment to Local Health Departments (LHDs)
 - State Formula Funds: funds based on a formula to LHDs
 - Categorical grant funds: funds for specific service needs
- Riley County Health Department Application (KGMS system)
- Wildcat Region Application

FY2024 KDHE Aid to Local (ATL) Grants

- State Formula
- Maternal and Child Health
- Immunization Action Program
- Public Health Emergency Preparedness (PHEP)
- Regional PHEP
- Child Care Licensing
- Family Planning

FY 2024 ATL Grants

- State Formula
 - **\$95,951 (set allocation)**
 - Supports public health clinic services
 - Based on population size
- Maternal and Child Health
 - **\$249,600.00**
 - 40% match, included in County budget
 - Supports maternal and child health services
- Immunization Action Program
 - **\$9,060(set allocation)**
 - Supports Vaccine for Children (VFC) Program

FY 2024 ATL Grants

- Child Care Licensing
 - **\$432,647.95**
 - Supports enforcement of childcare regulations in Riley, Geary, Dickinson, Pottawatomie and Clay Counties

- Family Planning
 - **\$340,738.00**
 - 40% match, included in County budget
 - Supports STI testing and treatment, HPV testing, family planning education and services

FY 2024 ATL Grants

- Local PHEP
 - **\$49,844.00**
 - Supports preparedness training and events for Riley County
- Regional PHEP (Wildcat Region Application)
 - **\$32,119.67**
 - Supports preparedness training and events for Riley, Geary, and Pottawatomie Counties

Total Funding Requests

- Riley County Health Department
 - **\$1,117,841.00**
- Wildcat Region
 - **\$32,119.67**

Questions?

תודה
 Dankie Gracias
 Спасибо شكراً
 Merci Takk
 Köszönjük Terima kasih
 Grazie Dziękujemy Děkojame
 Ďakujeme Vielen Dank Paldies
 Kiitos Täname teid 谢谢
Thank You Tak
 感謝您 Obrigado Teşekkür Ederiz
 Σας ευχαριστούμε 감사합니다
 Bedankt ඔබට
 Děkuje vám
 ありがとうございます
 Tack

Thank You!!

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

Grant Period: July 1, 2023 - June 30, 2024

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

This form, complete with signatures, is required to complete your Aid to Local application package. Upload as an attachment under Work Area, Agency Imports. All applications due at noon on March 15, 2023

Applicant:(Name of Agency)

Riley County Health Department

Address2030 Tecumseh Road
Manhattan, Kansas 66502-3541**KGMS Administrator**

Julie Gibbs

KGMS Administrator Phone

7857764779

Programs

Child Care Licensing Program (CCL)	\$432,648.00
Family Planning (FP)	\$340,738.00
Immunization Action Plan (IAP)	\$9,060.00
Maternal & Child Health (MCH)	\$249,600.00
Public Health Emergency Preparedness (PHEP)	\$49,844.00
State Formula (SF)	\$95,951.00
	\$1,177,841.00

Signatures_____
President/Chairman Local Board of Health or Board of Directors_____
Administrator/Director_____
Date:_____
Date:

Attachment: Riley County Health DepartmentATL_2024 (1) (13252 : RCHD Aid to Local Grant Request Approval)

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

Grant Period: July 1, 2023 - June 30, 2024

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

This form, complete with signatures, is required to complete your Aid to Local application package. Upload as an attachment under Work Area, Agency Imports. All applications due at noon on March 15, 2023

Applicant:(Name of Agency)

Wildcat Region

Address

2030 Tecumseh Road
Manhattan, Kansas 66502

KGMS Administrator

Julie Gibbs

KGMS Administrator Phone

Programs

Regional PHEP (RPHEP)	\$32,119.67
	\$32,119.67

Signatures

President/Chairman Local Board of Health or Board of Directors

Administrator/Director

Date:

Date:

Attachment: Wildcat Region_2024 (1) (13252 : RCHD Aid to Local Grant Request Approval)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie, Budget & Finance Officer

MEETING: March 9, 2023

SUBJECT: Monthly Cash Flow Report for February 2023

PRESENTER: Darell Edie, Budget & Finance Officer

Cash Flow Reports for the Capital Improvement Fund, County Building Fund, Economic Development Fund and Road & Bridge 1/2 Cent Sales Tax Fund.

Enclosures:

- 2023 Riley County Building Cash Flow Analysis February (PDF)
- 2023 Riley County CIP Cash Flow February (PDF)
- 2023 Riley County Economic Development Cash Flow February (PDF)
- 2023 Riley County half Cent Sales Tax Sash Flow Analysis February (PDF)

2023 Riley County Building Cash Flow Analysis FUND 152

% of Year: 16.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	149,608.81		33.50	149,642.31	13,901.75			13,901.75
Feb		10.00	33.50	44	31,597.04			31,597.04
Mar				-				-
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	149,608.81	10.00	67.00	149,685.81	45,498.79	-	-	45,498.79

Cash Reconciliation	
2023 Beginning Unencumbered Cash	226,096.00
2023 Revenue	149,685.81
Less 2023 Expenditures/Encumbrances	45,498.79
2023 Ending Unencumbered Cash	330,283.02

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$45,499	
2022 Remaining Budget Authority	\$347,501	

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$253,418	% Budgeted Revenue
Revenue to Date	\$149,686	

2023 Riley County CIP Cash Flow Analysis

% of Year:16.7%

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	93,613.31	1,786,668.00		1,880,281.31	288,002.84			288,002.84
Feb				-	41,874.67			41,874.67
Mar				-				-
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	93,613.31	1,786,668.00	-	1,880,281.31	329,877.51	\$0	\$0	329,877.51

Cash Reconciliation	
2022 Beginning Unencumbered Cash	9,032,293.21
2023 Revenue	1,880,281.31
Less 2023 Expenditures/Encumbrances	329,877.51
2023 Ending Unencumbered Cash	10,582,697.01
Less Remaining Approved Projects	2,594,500.43
2023 Projected Unencumbered Cash	7,988,196.58
LESS RESERVED FUNDS	2,398,677.44
Projected 2023 Cash w/out Reserves	5,589,519.14

Riley County 2021 CIP Budget Authority Summary		
2023 CIP Budgeted Expenditures	7,987,210	% Budget Expended
Expenditures to Date	329,877.51	
2023 Remaining Budget Authority	\$7,657,332	
Riley County 2021 CIP Budgeted Revenue		
2023 CIP Budgeted Revenue	2,896,672.00	% Budgeted Revenue
Revenue to Date	1,880,281.31	

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	96,807.55
FFE Reserve	915,201.89
Hardware Refresh	886,668.00
TOTAL RESERVE	2,398,677.44

2023 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005	465	Tabor Valley Bridge	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19LEC005		Andover Control Replacement	297,000	296,228		772	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	13,000		0	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
22-22LEC001		Master Control Door and Camera	275,000	0		275,000	
22-22LEC002		New Roof top HVAC Unit	60,000	0		60,000	
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
22-22PW001	465	Tabor Valley Bridge	255,000	166,861	6,490	81,650	
22-22PW002		Motor Graders (4)	460,000			460,000	
PUBLIC WORKS TOTAL			2,171,042	813,549	6,490	1,524,354	0
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM003	302	2 SUV Replacement Vehicles	120,000	111,539	3,752.97	4,708	
22-22AM001		EMS AMBULANCE	325,000	0		325,000	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	94,000	94,000	0	0	
EMS TOTAL			689,000	231,309	3,753	453,938	0
CLERK							
21-21CK001		Open.Gov software	\$202,620.00	88,370.00	34,500.00	79,750	
CLERK TOTAL			202,620	88,370	34,500	79,750	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	280,000		0	
ATTORNEY TOTAL			280,000	280,000	0	0	0
APPRAISER							
21-21AP001		Replacement Vehicle	35,144	0		35,144	
APPRAISER TOTAL			35,144	0	0	35,144	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
BOCC TOTAL			50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System	110,000	99,725	0	10,275	
PLANNING & DEVELOPMENT TOTAL			110,000	99,725	0	10,275	0

Attachment: 2023 Riley County CIP Cash Flow February (13250 : Monthly Cash Flow Report for February 2023)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
22-22NW001		Mower Replacement	135,000	0	0	135,000	
		NOXIOUS WEED TOTAL	135,000	0	0	135,000	0
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	325,000	18,961	0	306,039	0
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	550,605		450,000	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	886,668		295,553	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,707,184		4,694,754	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,288,346		561,469	
		OTHER TOTAL	11,434,579	5,432,803	0	6,001,776	0
TOTAL			15,432,385	6,964,716	44,743	8,596,277	0

Remaining Approved Projects less lease/debt payments 2,594,500
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Detailed Expenditures per Project by Month

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Jan	Feb	Expenditures to Date	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
13-13PW005	465	Design cost for 1 culverts	\$35,000.00	\$16,100.00			\$16,100.00	\$18,900.00	
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29			\$7,078.29	\$10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00			\$0.00	\$225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05			\$104,648.05	\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$296,228.00			\$296,228.00	\$772.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55			\$13,238.55	\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00			\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00			\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00			\$0.00	\$45,000.00	
21-21LEC003		Upgrade Fuel Card System	\$13,000.00	\$13,000.00			\$13,000.00	\$0.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00			\$0.00	\$45,000.00	
22-22LEC001		Master Control Door and Camera	\$275,000.00	\$0.00			\$0.00	\$275,000.00	
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00			\$0.00	\$60,000.00	
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00			\$0.00	\$75,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00			\$196,395.00	\$8,605.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00			\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00			\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00			\$0.00	\$234,021.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00			\$0.00	\$234,021.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$0.00	\$2,867.84	\$3,621.70	\$173,350.37	\$81,649.63	
22-22PW002		Motor Graders (4)	\$460,000.00	\$0.00			\$0.00	\$460,000.00	
EMERGENCY MEDICAL SERVICE									
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00			\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00			\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00		\$3,752.97	\$115,291.97	\$4,708.03	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00			\$0.00	\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00			\$94,000.00	\$0.00	
CLERK									
21-21CK001		Open.Gov software	\$202,045.00	\$88,370.00		\$34,500.00	\$122,870.00	\$79,175.00	
ATTORNEY									
19-19AT001	760	Odyssey Software System	\$280,000.00	\$280,000.00			\$280,000.00	\$0.00	
APPRAISER									
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00			\$0.00	\$35,144.00	
BOCC									
21-21-BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00			\$0.00	\$50,000.00	
PLANNING & DEVELOPMENT									
21-21PD002		Electronic Permit System	\$110,000.00	\$99,725.00			\$99,725.00	\$10,275.00	
NOXIOUS WEED									
22-22NW001		Mower Replacement	\$135,000.00	\$0.00			\$0.00	\$135,000.00	
EMERGENCY MANAGEMENT									
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00			\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71			\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00			\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00			\$0.00	\$125,000.00	
OTHER									
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$500,604.70	\$50,000.00		\$550,604.70	\$450,000.00	

18-18EM003	21 Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$886,668.00			\$886,668.00	\$295,553.00	
Lease to 2033	21 Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,280,387.67			\$1,280,387.67	\$5,121,550.33	
B&I Trx to 2025	2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,108,346.03	\$235,135.00		\$2,343,481.03	\$506,334.44	
TOTALS		\$16,146,810.17	\$6,141,059.00	\$288,002.84	\$41,874.67	\$6,637,797.34	\$9,509,012.83	\$0.00

Completed Projects							3,617,431.42
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Federal Fund Exchange monies

Date	Amount	Project	Project Number
Aug-16	516,992.20	Fancy Creek Bridge E.2/5.6	16-16PW006
Apr-17	158,472.17	Anderson Avenue Bridge	17-17PW014
Sep-17	157,237.08	Anderson Avenue Bridge	17-17PW014
Jul-19	(171,536.67)	Trx to West 32nd Bridge from Anderson Ave Bridge	
	144,172.58		
Apr-18	263,375.40	West 32nd Ave Bridge	19-19PW007
Jul-19	289,879.33	West 32nd Ave Bridge	19-19PW007
Jul-19	171,536.67	Trx from Anderson Ave Bridge to West 32nd Bridge	
	724,791.40	no longer assigned	
10/21/2019	250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014
12/17/2019	27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013
	447,531.40	unassigned FFE as of 12/31/19	
9/23/2020	243,640.58	rec'd, but unassigned	
	691,171.98	Total unassigned FFE as of 9/23/2020	
11/12/2020	233,509.12	Welsh Road Asphalt Overlay	20-20PW010
	457,662.86	Total unassigned FFE as of 11/5/2020	
9/2/2021	234,041.53	rec'd, but unassigned	
	691,704.39	Total unassigned FFE as of 10/19/2021	
	250,000.00	Released back to Public Works - Sales Tax Project now	
6/30/2022	(255,000.00)	Assigned to Tabor Bridge Project	22-22PW001
	686,704.39		
12/30/2022	228,497.50	rec'd, but unassigned	
	915,201.89		

2023 Riley County Economic Development Cash Flow Analysis

% of Year: 16.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	282,275			282,275	84,052.20			84,052
Feb				-				-
Mar				-				-
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	\$282,275	\$0	\$0	\$282,275	84,052.20	\$0	\$0	\$84,052

Cash Reconciliation	
2022 Beginning Unencumbered Cash	181,640.00
2022 Revenue	282,275.00
Less 2022 Expenditures/Encumbrances	84,052.20
2022 Ending Unencumbered Cash	379,862.80
Less Est. Project Balance for CY	168,557.00
2022 Projected Unencumbered Cash	211,305.80

Riley County 2022 Budget Authority Summary		
2023 Budgeted Expenditures	\$282,275	% Budget Expended
Expenditures to Date	\$84,052	
2022 Remaining Budget Authority	\$198,223	
29.78%		
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$282,275	% Budgeted Revenue
Revenue to Date	\$282,275	
100.00%		

2023 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	27,500.00	27,500	0
Flint Hills Veterans Coalition	1,015	0	508.00	507	0
Downtown Manhattan	5,000	0	2,500.00	2,500	0
Riley Co. General Eco Devo	132,850	0		132,850	
APPROPRIATION TOTALS	\$193,865	\$0	30,508.00	\$163,357	\$0
MEMBERSHIPS					
FHMPO Contribution	5,201	0	1,391.20	5,200	0
FHRLP Underwriters & Sponsors				0	0
FHRC Contribution	10,000	0		0	not approved
MEMBERSHIP TOTALS	\$15,201	\$0	1,391.20	\$5,200	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	109,025.64		12,114	pay 2023 tax
CONTRACT TOTALS	\$121,140	\$109,026	-	\$12,114	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	359,504.67	52,153.00	246,844	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$359,505	52,153.00	\$246,844	\$0
PROJECTS					
Comprehensive plan update	25,000	0		25,000	
PROJECT TOTALS	\$25,000	\$0	-	\$25,000	\$0
TOTALS	\$1,013,707	\$468,530	84,052.20	\$452,515	\$0

Remaining Approved Projects less lease/debt payments/reserve \$168,557
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

FUND 157

% of Year: 16.7%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	193,878.40			193,878.40				-
Feb	211,882.25			211,882.25				-
Mar				-				-
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	405,760.65	-	-	405,760.65	-	-	-	-

Cash Reconciliation	
2023 Beginning Unencumbered Cash	6,553,284.91
2023 Revenue	405,760.65
Less 2023 Expenditures/Encumbrances	-
2023 Ending Unencumbered Cash	6,959,045.56
Remaining 2023 Projected Revenue	(105,760.65)
Less Est. Project Balance for Projects	5,094,162.83
Less Est. Project Balance for Overlay	350,000.00
2022 Projected Unencumbered Cash	1,409,122.08

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$3,736,590	% Budget Expended
Expenditures to Date	\$0	
2022 Remaining Budget Authority	\$3,736,590	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$405,761	

2023 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS						
457	Flat Rock Road	113,500	52,707.29		60,792.71	
458	Parallel Road	117,000	51,440.37	-	65,559.63	
403	Kitten Creek Road	148,000	54,790.60		93,209.40	
459	Union Road	125,000	56,605.00		68,395.00	
CULVERT TOTALS		\$503,500	215,543.26	-	287,956.74	-
BRIDGES						
461	Fancy Creek K.O/6.2	653,800	53,909.92		599,890.08	
454	West 32nd Avenue	1,004,750	1,464,031.69		-	(459,281.69)
460	Winkler Mills Bridge	1,200,000	102,835.61	-	1,097,164.39	1,097,164.39
BRIDGE TOTALS		2,858,550.00	1,620,777.22	-	1,697,054.47	637,882.70
RECONSTRUCTION						
431	McDowell Creek Road (north end)	3,000,000	515,848.38	-	2,484,151.62	2,484,151.62
RECONSTRUCTION TOTALS		\$3,000,000	515,848.38	-	2,484,151.62	2,484,151.62
OVERLAY						
4	Unidentified Overlays	800,000	175,000.00		625,000.00	
OVERLAY TOTALS		\$800,000	175,000.00	-	625,000.00	-
TOTALS		\$7,162,050	2,527,168.86	-	5,094,162.83	3,122,034.32

Completed Projects

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2023 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Feb	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS								
457	Flat Rock Road	113,500	52,707				52,707.29	60,793
458	Parallel Road	117,000	51,440				51,440.37	65,560
403	Kitten Creek Road	148,000	54,791				54,790.60	93,209
459	Union Road	125,000	56,605				56,605.00	68,395
BRIDGES								
461	Fancy Creek K.O/6.2	653,800	53,910				53,909.92	599,890
454	West 32nd Avenue	1,004,750	1,464,032				1,464,031.69	0
460	Winkler Mills Bridge	1,200,000	102,836				102,835.61	1,097,164
RECONSTRUCTION								
431	McDowell Creek Road (north end)	3,000,000	515,848				515,848.38	2,484,152
OVERLAY								
	4 overlays unidentified	800,000	175,000				175,000.00	625,000
TOTALS		\$7,162,050	\$2,527,169	\$0	-	\$0.00	2,527,168.86	\$5,094,163
						\$0.00		

Completed Projects



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Darell Edie, Budget and Finance Officer

MEETING: March 9, 2023

SUBJECT: 2023 Budget Baseline

PRESENTER: Darell Edie, Budget and Finance Officer

BACKGROUND

Annually the Board of County Commissioners (BOCC) has given direction to the departments and outside agencies in establishing the Budget Baseline. The baselines below have been used in the past several budget cycles:

<u>Budget Year</u>	<u>Baseline used:</u>
2023	The Board agreed by consensus budgets are to be presented reflecting departmental needs being aware of current economic conditions and tax sentiment of the public. New positions will NOT be added to proposed budgets. Step will be included on the proposed budget for ALL positions including professional positions. New positions request will be submitted to the Human Resource Manager to be presented for consideration on May 26, 2022 including the request for COLA.
2022	All budgets reflecting departmental needs being aware of current economic conditions and tax sentiment of the public. New positions will not be added to the proposed budgets. STEP will be included on the proposed budgets for all personnel. New position request will go to the Human Resource Manager to be presented for consideration at a future budget work session.
2021	All budgets were requested to be frozen or reduced. Non-essential purchases were

not to be included. Only critical, essential and emergency purchases should be part of the budget. Do not include requests for new personnel positions. Do not include strategic planning requests. Further adjustments may be requested as deemed necessary.

- 2015-2020 Present budgets reflecting statutory requirements and business needs as well as the costs to implement each department's five-year strategic plan.
- 2014 Present budgets reflecting their statutory requirements and 2014 business needs.
- 2013 Present budgets reflecting their 2013 budgets reflecting their statutory requirements
- 2012 Present budgets reflecting their departmental needs being aware of the current economic conditions and tax sentiment of the public.
- 2011 2009 actual expenditure figures as well as the direction for Department Heads request what they need to operate their departments.

DISCUSSION

In the past, prior year actual values or budget figures have been used while other considerations have recently been used including the allowance of Department Heads to submit budget requests based on what they project is necessary for each of the 3 C's (Contractual Services, Commodities, and Capital Outlay).

FISCAL IMPACT

N/A

RECOMMENDATION(S)

N/A

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:



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: March 9, 2023

SUBJECT: February 2023 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- February 2023 Financial Reports (PDF)
- February 2023 General Fund Revenue (PNG)

Riley County Balance Sheet
February 28, 2023

24.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	54,413,398.57	County General	27,899,809.01	
KS State Bank-ARP	14,174,099.12	Disaster Fund (ARPA Funds)	14,174,099.12	
Riley State Bank	332,050.13	Health Department	2,225,278.89	
Leonardville State Bank	5,000.00	Capital Improvements Fund	10,499,645.82	
Sunflower Bank	0.00	Economic Development	379,863.21	
Cash on Hand	84,796.11	RCPD Levy/Inmate Medical	1,671,430.16	
CD/CDARS	7,943,570.32	Bond & Interest	592,611.91	
		Road & Bridge Capital Projects	6,958,466.55	
		Landfill Closure	61,575.15	
		County Building	316,213.44	
		County Auction	251,925.55	
		Solid Waste	658,403.77	
		Emergency Management	640,934.73	
		Fire District #1	1,049,386.98	
		Register of Deeds Tech Fund	168,149.80	
		Clerk Tech Fund	149,551.08	
		Treasurer Tech Fund	96,292.44	
		Motor Vehicle Operations	83,009.07	
		RCPD Ops/IT Reserve/Seizure	3,300,714.20	
		District Court-Technology	172,751.01	
		Court Services	2,600.00	
		EMS Grants	5,443.54	
		Museum Bequest	6,582.25	
		War Memorial Fund	10,670.07	
		KS Opioid Settlement	118,118.02	
		LATCF Funds	50,000.00	
		Miscellaneous	40,311.57	
		Community Corrections	367,888.42	
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney	5,463.15	
		Special Prosecutor Trust	PATF	
		Benefit Districts	1,007,305.42	
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed	147,882.95	
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds	3,840,536.97	
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 76,952,914.25	TOTAL LIABILITIES & FUND BAL	76,952,914.25	

Investments and Interest
February 28, 2023
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2022 Interest
KS State Bank	\$0.00	\$68,587,497.69	\$621,856.36	
Riley State Bank	\$0.00	\$332,050.13	\$94.33	
Peoples State Bank	\$0.00	\$5,000.00	\$11.15	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$1,700,000.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$1,000,000.00	\$0.00	\$0.00	
Capitol Federal	\$0.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$1,100,000.00	\$0.00	\$0.00	
Commerce Bank	\$4,143,570.32	\$0.00	\$7,687.50	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$7,943,570.32	\$68,924,547.82	\$629,649.34	\$866,534.32
Cash & Transfer items	\$84,796.11			
Total on Deposit	\$76,952,914.25			
			2023	2022
Interest Transfers				
Capital Improvements #145			\$93,613.31	\$97,892.50
Emergency 911 #148			\$7,533.12	\$8,038.12
Reg of Deeds Technology #106			\$1,783.80	\$1,853.76
Clerk Technology #107			\$1,506.56	\$1,420.31
Treasurer Technology #108			\$960.82	\$885.32
RCPD Seizure Funds			\$3,465.34	\$2,912.10
Total Transfers			\$108,862.95	\$113,002.11
Net Interest to County General			\$520,786.39	\$753,532.21
Less Interest Paid for Treasury Bond			\$0.00	-\$2,633.40
Net Interest Earned			\$520,786.39	\$750,898.81
Budget			\$ 100,000.00	\$25,000.00
% Collected			520.79%	3014.13%
% Over(Under Budget)			520.79%	
Interest - ARPA Fund			\$104,901.12	\$888.53

Attachment: February 2023 Financial Reports (13238 : February Treasurer's Report-2023)

**General Fund Revenue Detail
Through February 28, 2023**

	February		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	416,388.51	447,430.00	-31,041.49
Vehicle Rental Excise	0.00	0.00	21,267.30	10,578.00	10,689.30
Recreational Vehicle	0.00	0.00	4,372.62	4,151.00	221.62
Commercial Vehicles	0.00	0.00	4,989.32	0.00	4,989.32
Ad Valorem					
RL/Oil/PP	0.00	0.00	14,088,154.37	13,912,040.00	176,114.37
Intangible	0.00	0.00	207,123.50	107,300.00	99,823.50
16/20 M Trucks	0.00	0.00	9,747.86	9,224.00	523.86
Watercraft	0.00	0.00	7,937.41	4,226.00	3,711.41
Delinquent Tax	0.00	0.00	106,569.46	0.00	106,569.46
Sales Tax	211,882.26	150,000.00	405,760.67	300,000.00	105,760.67
Payment In Lieu of Tax	0.00	0.00	0.00	0.00	0.00
City/County Highway	0.00	0.00	264,485.62	276,252.75	-11,767.13
Interest/Penalties	20,817.98	25,000.00	48,945.59	50,000.00	-1,054.41
Investment Interest	332,857.81	8,333.33	520,786.39	16,666.67	504,119.72
Recording Fees	17,070.00	25,000.00	37,520.00	50,000.00	-12,480.00
Hertiage Trust Fund	1,255.00	2,083.33	2,748.00	4,166.67	-1,418.67
Juvenile Supervision Fees	9.57	41.67	24.43	83.33	-58.90
Diversion Fees	0.00	4,666.67	4,677.91	9,333.33	-4,655.42
Franchise Fees	6,582.59	0.00	6,582.59	8,750.00	-2,167.41
Miscellaneous	72.68	0.00	72.68	0.00	72.68
Departments					
Clerk	30.00	250.00	109.00	500.00	-391.00
Register of Deeds	1,687.35	2,083.33	3,095.25	4,166.67	-1,071.42
Treasurer	347.03	666.67	998.53	1,333.33	-334.80
Clerk of the District Court	2,817.69	3,750.00	7,539.38	7,500.00	39.38
Emergency Management	0.00	375.00	85,907.00	750.00	85,157.00
Coroner	0.00	0.00	0.00	0.00	0.00
Fair	772.00	1,666.67	4,679.00	3,333.33	1,345.67
Museum	0.00	0.00	0.00	0.00	0.00
Election	38.00	416.67	58.00	833.33	-775.33
Ambulance/EMS	157,698.02	110,430.42	295,725.86	220,860.83	74,865.03
Appraiser	1,174.45	1,416.67	4,399.45	2,833.33	1,566.12
Planning & Development	1,718.00	3,166.67	5,543.00	6,333.33	-790.33
Information Systems	0.00	0.00	15,000.00	0.00	15,000.00
General-General	6,428.21	0.00	16,802.97	0.00	16,802.97
Public Works	22,969.28	40,000.00	49,925.92	80,000.00	-30,074.08
Noxious Weed	4,540.86	10,000.00	9,006.39	20,000.00	-10,993.61
Total Before Transfers	790,768.78	389,347.08	16,656,943.98	15,558,645.92	1,098,298.06
Transfers In	2,765.61	0.00	2,765.61	0.00	0.00
Total After Transfers	793,534.39	389,347.08	16,659,709.59	15,558,645.92	1,101,063.67
Over/Under Budget Before Transfers	103.10%		7.06%		
Over/Under Budget After Transfers	103.81%		7.08%		

Attachment: February 2023 Financial Reports (13238 : February Treasurer's Report-2023)

2023 General Fund Revenue
Year To Date

24.a

	February		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	416,388.51	2,033,757.00	20.47%
Vehicle Rental Excise	0.00	0.00	21,267.30	21,156.00	100.53%
Recreational Vehicle	0.00	0.00	4,372.62	18,872.00	23.17%
Commercial Vehicles	0.00	0.00	4,989.32	80,380.00	6.21%
Ad Valorem					
RL/Oil/PP	0.00	0.00	14,088,154.37	25,294,617.00	55.70%
Intangible	0.00	0.00	207,123.50	195,087.00	106.17%
16/20 M Trucks	0.00	0.00	9,747.86	16,770.00	58.13%
Watercraft	0.00	0.00	7,937.41	7,683.00	103.31%
Delinquent Tax	0.00	0.00	106,569.46	0.00	0.00%
Sales Tax	211,882.26	150,000.00	405,760.67	1,800,000.00	22.54%
Payment In Lieu of Tax	0.00	0.00	0.00	40,000.00	0.00%
City/County Highway	0.00	0.00	264,485.62	1,105,011.00	23.94%
Interest/Penalties	20,817.98	25,000.00	48,945.59	300,000.00	16.32%
Investment Interest	332,857.81	8,333.33	520,786.39	100,000.00	520.79%
Recording Fees	17,070.00	25,000.00	37,520.00	300,000.00	12.51%
Hertiage Trust Fund	1,255.00	2,083.33	2,748.00	25,000.00	0.00%
Juvenile Supervision Fees	9.57	41.67	24.43	500.00	4.89%
Diverson Fees	0.00	4,666.67	4,677.91	56,000.00	8.35%
Franchise Fees	6,582.59	0.00	6,582.59	35,000.00	18.81%
Miscellaneous	72.68	0.00	72.68	0.00	0.00%
Departments					
Clerk	30.00	250.00	109.00	3,000.00	3.63%
Register of Deeds	1,687.35	2,083.33	3,095.25	25,000.00	12.38%
Treasurer	347.03	666.67	998.53	8,000.00	12.48%
Clerk of the District Court	2,817.69	3,750.00	7,539.38	45,000.00	16.75%
Emergency Management	0.00	375.00	85,907.00	4,500.00	0.00%
Coroner	0.00	0.00	0.00	0.00	0.00%
Fair	772.00	1,666.67	4,679.00	20,000.00	23.40%
Museum	0.00	0.00	0.00	0.00	0.00%
Election	38.00	416.67	58.00	5,000.00	1.16%
Ambulance/EMS	157,698.02	110,430.42	295,725.86	1,325,165.00	22.32%
Appraiser	1,174.45	1,416.67	4,399.45	17,000.00	25.88%
Planning & Development	1,718.00	3,166.67	5,543.00	38,000.00	14.59%
Information Systems	0.00	0.00	15,000.00	0.00	0.00%
General-General	6,428.21	0.00	16,802.97	0.00	0.00%
Public Works	22,969.28	40,000.00	49,925.92	480,000.00	10.40%
Noxious Weed	4,540.86	10,000.00	9,006.39	120,000.00	7.51%
Total Before Transfers	790,768.78	389,347.08	16,656,943.98	33,520,498.00	49.69%
Transfers In	2,765.61	0.00	2,765.61	300,000.00	0.00%
Total After Transfers	793,534.39	389,347.08	16,659,709.59	33,820,498.00	49.26%
Over/Under Budget Before Transfers	103.10%				
Over/Under Budget After Transfers	103.81%				
February = 16.67% of the Budget					

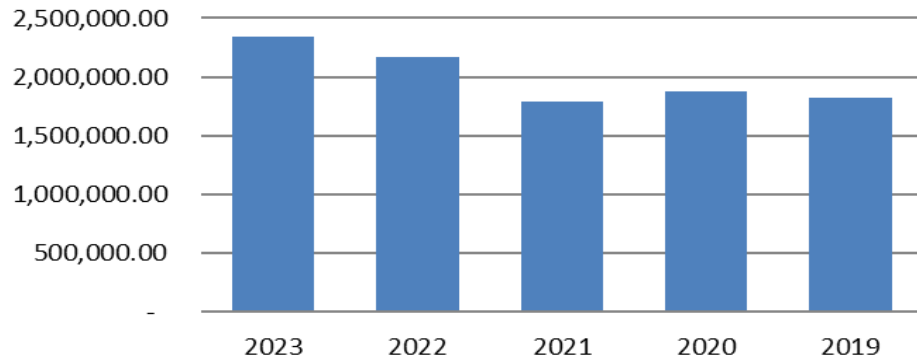
Attachment: February 2023 Financial Reports (13238 : February Treasurer's Report-2023)

Sales Tax Received
February 28, 2023

	County General		2013-Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2023 Budget	% Over Budget
	2022	2023	2022	2023				
January (Nov Sales)	176,613.72	193,878.41	176,613.72	193,878.40	9.78%	387,756.81	300,000.00	29.25%
February (Dec sales)	203,380.11	211,882.26	203,380.11	211,882.25	4.18%	423,764.51	300,000.00	41.25%
March (Jan sales)	164,982.21		164,982.20		-100.00%	0.00	300,000.00	-100.00%
April (Feb sales)	153,999.52		153,999.52		-100.00%	0.00	300,000.00	-100.00%
May (Mar sales)	191,055.04		191,055.03		-100.00%	0.00	300,000.00	-100.00%
June (Apr sales)	194,557.33		194,557.33		-100.00%	0.00	300,000.00	-100.00%
July (May sales)	166,841.98		166,841.98		-100.00%	0.00	300,000.00	-100.00%
August (June sales)	188,561.83		188,561.83		-100.00%	0.00	300,000.00	-100.00%
September (July sales)	227,154.27		227,154.26		-100.00%	0.00	300,000.00	-100.00%
October (Aug sales)	146,657.85		146,657.84		-100.00%	0.00	300,000.00	-100.00%
November (Sept sales)	215,216.37		215,216.36		-100.00%	0.00	300,000.00	-100.00%
December (Oct sales)	194,581.96		194,581.95		-100.00%	0.00	300,000.00	-100.00%
Year to Date	\$2,223,602.19	\$405,760.67	\$2,223,602.13	\$405,760.65	-81.75%	\$811,521.32	\$3,600,000.00	-77.46%

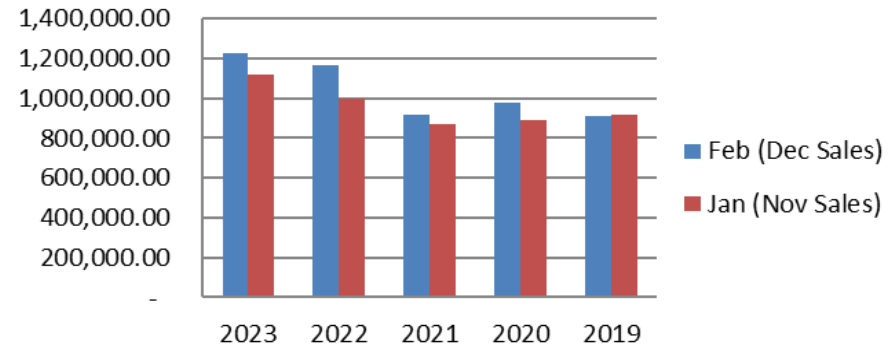
	2022	2023
Sales Tax Collected	\$4,447,204.32	\$811,521.32
Budget	\$3,400,000.00	\$3,600,000.00
% of Budget Collected	130.80%	22.54%
% Over Budget	30.80%	5.88%

Sales Tax History Year to Date Feb (Dec Sales)



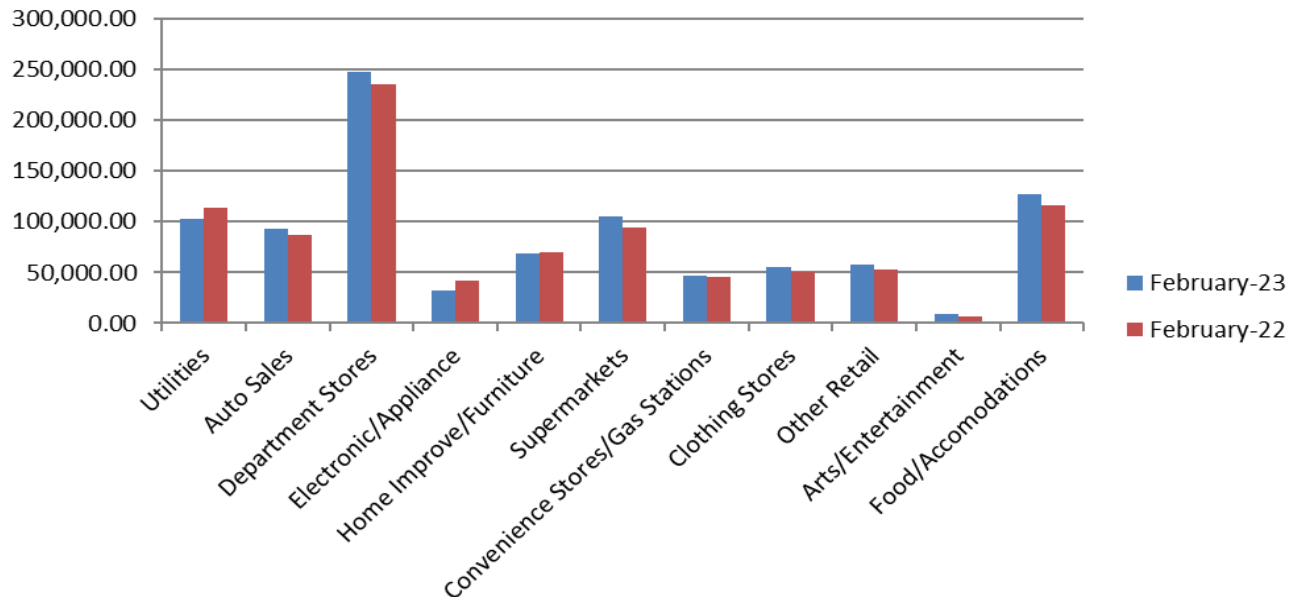
Year to Date Sales Tax is up 8.45% compared to Feb 2022

Sales Tax History Prior month comparison



February 2023 Sales Tax is up 9.30% compared to January 2023

Prior Year Comparison February 2022-February 2023



February 2023 Sales Tax is up 5.07% compared to February 2022

Auto/RV/MC Dealers	6.6
Department Stores/Specialty Stores	5.1
Electronic/Appliance	-23.7
Home Improve/Furniture	-1.9
Supermarkets	11.6
Convenience Stores/Gas Stations	0.7
Clothing Stores	9.2
Other Retail	8.7
Utilities	-9.6
Arts/Entertainment/ Recreation	26.7
Accommodation/Food Services	9.9

Sales Tax/Use Tax Comparison
2022/2023

	2022	2023		2022	2023		2022	2023	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	190,402.94	217,319.67	14.14%	807,598.12	904,184.58	11.96%	998,001.06	1,121,504.25	12.38%
February (Dec Sales)	227,253.05	236,062.83	3.88%	939,684.71	990,009.80	5.36%	1,166,937.76	1,226,072.63	5.07%
March (Jan Sales)	191,402.32	0.00	-100.00%	755,219.05	0.00	-100.00%	946,621.37	0.00	-100.00%
April (Feb Sales)	173,047.61	0.00	-100.00%	710,558.25	0.00	-100.00%	883,605.86	0.00	-100.00%
May (Mar Sales)	205,562.49	0.00	-100.00%	890,657.42	0.00	-100.00%	1,096,219.91	0.00	-100.00%
June (Apr Sales)	198,980.22	0.00	-100.00%	917,334.83	0.00	-100.00%	1,116,315.05	0.00	-100.00%
July (May Sales)	175,955.41	0.00	-100.00%	781,336.83	0.00	-100.00%	957,292.24	0.00	-100.00%
August (Jun Sales)	189,906.14	0.00	-100.00%	901,057.12	0.00	-100.00%	1,090,963.26	0.00	-100.00%
September (Jul Sales)	294,419.13	0.00	-100.00%	1,019,828.55	0.00	-100.00%	1,314,247.68	0.00	-100.00%
October (Aug Sales)	94,837.19	0.00	-100.00%	753,681.88	0.00	-100.00%	848,519.07	0.00	-100.00%
November (Sep Sales)	201,542.57	0.00	-100.00%	1,043,720.16	0.00	-100.00%	1,245,262.73	0.00	-100.00%
December (Oct Sales)	212,705.58	0.00	-100.00%	992,672.62	0.00	-100.00%	1,205,378.20	0.00	-100.00%

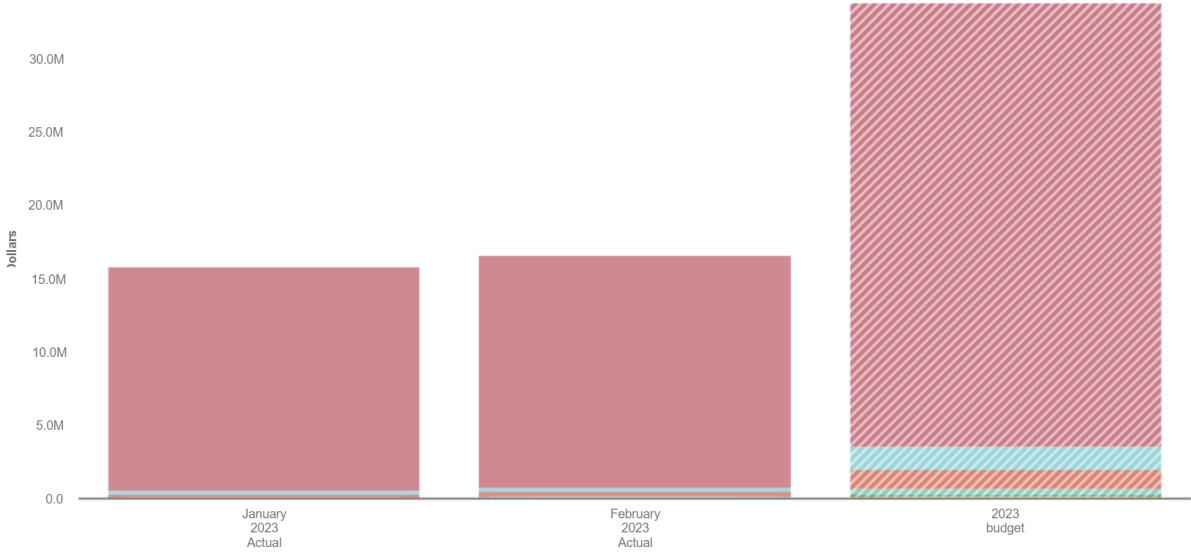
February 2023 (Dec 22 Sales)

			State
Sales Tax			Treasurer
Leonardville	990,009.80	0.003611	3,574.97
Ogden	990,009.80	0.015657	15,500.78
Randolph	990,009.80	0.001305	1,292.41
Riley	990,009.80	0.009689	9,592.68
Manhattan	990,009.80	0.624109	617,874.27
County	990,009.80	0.345628	342,174.69
		0.999999	990,009.80
Use Tax			
Leonardville	236,062.83	0.003611	852.43
Ogden	236,062.83	0.015657	3,696.09
Randolph	236,062.83	0.001305	308.17
Riley	236,062.83	0.009689	2,287.33
Manhattan	236,062.83	0.624109	147,328.99
County	236,062.83	0.345628	81,589.82
		0.999999	236,062.83
	1,226,072.63		1,226,072.63

Year to Date General Fund Revenue

General Fund Cumulative Revenues by Department.

Visualization



Sort **Large to Small**

- Not Designated
- Public Works
- Ambulance
- Register of Deeds
- Emergency Management
- Noxious Weed
- County General-General
- Attorney
- More (14 grouped)

Show More

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2023 Monthly Cumulative Revenues

	January 2023 Actual	February 2023 Actual	2023 budget	2023 Variance	2023 Va
Not Designated	\$ 15,276,485	\$ 15,844,881	\$ 30,208,322	-14,363,441	-4
Public Works	291,442	314,412	1,585,011	-1,270,599	-8
Ambulance	138,028	295,726	1,325,165	-1,029,439	-7
Register of Deeds	23,351	43,363	350,000	-306,637	-8
Emergency Management	85,907	85,907	4,500	81,407	1,80
Noxious Weed	4,466	9,006	120,000	-110,994	-9
County General-General	10,375	23,386	35,000	-11,614	-3
Attorney	4,678	4,678	56,000	-51,322	-9
District Court	4,722	7,539	45,000	-37,461	-8
Planning and Development	3,825	5,543	38,000	-32,457	-8
Information Systems	15,000	15,000	0	15,000	
Fair	3,907	4,679	20,000	-15,321	-7
Appraiser	3,225	4,399	17,000	-12,601	-7
Treasurer	652	999	8,000	-7,001	-8
Election	20	58	5,000	-4,942	-9
Clerk	79	109	3,000	-2,891	-9
Juvenile Supervision Fees	15	24	500	-476	-9
Coroner	0	0	0	0	
Administrative Svc/Counse	0	0	0	0	
County Commissioners	0	0	0	0	
Insurance	0	0	0	0	
Museum	0	0	0	0	0.00%
Total	\$ 15,866,175	\$ 16,659,710	\$ 33,820,498	-17,160,788	-50.74%



PLANNING & DEVELOPMENT *Update*

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 9, 2023

SUBJECT: Discuss Environmental Health Specialist transition

PRESENTER: Amanda Webb, Planning Director

The Environmental Health Specialist (EHS) position will become vacant starting March 13, 2023. The position is open on the county's career portal as well as posted on the Kansas Environmental Health Association (KEHA) and the National Environmental Health Association (NEHA). We've also informed others who are involved in the sanitarian/environmental health realm and asked if they could help spread the word. I was granted permission to have contract assistance during the interim and am working a couple contacts to hopefully get someone on board; but I do not know if/when that will happen. I am also in contact with others who may be able to partially assist. The goal is to keep things moving as best as we can, but there will be an unknown amount of time without an EHS which will impact some of our services.

The two major tasks we will be unable to accomplish without an EHS are soils evaluations and system inspections. This will impact those needing new or replacement systems. For this reason, we will not be able to process major repair permits, issue permits for homes or other structures with plumbing, license new installers, or perform Environmental System Evaluations (ESEs, otherwise known as "Home Loan Inspections"). We will also not be able to process water samples. There are several area/regional labs that can process water samples and we can direct people to those locations. Depending on the issue, environmental health specific code enforcement will be limited as well.

We are able to size systems (however, this relies on soil information), issue minor repair permits, issue building permits for structures without plumbing, pull records, train/test installers, verify pumping reports, inspect/verify portions of lagoon construction, track private well drilling logs, and inspect/verify new private well installations.

For minor repair permits, contractors must still apply for their permit as usual, and we will ask them to provide sufficient photographic documentation of the fixed/replaced part. Then we can “sign off” on the use permit.

While building permits without plumbing still need EHS approval, this is mainly to ensure the wastewater system has been pumped within the last five years. We have pumping records, so can verify this information. If the system has not been pumped as required, we won’t be able to issue the building permit until that is done. This is the normal process for these types of permits.

We can train and test new installers utilizing existing Riley County educational materials. We will not be able to observe their first wastewater system installation, which is required to become licensed. However, it is possible that a representative from the company that makes the particular system may be able to observe. While this isn’t the standard practice, and it is unknown how long that coordination may take, it is a potential way to get installers licensed.

We can review and pull records. We can verify and log pumping reports. Contractors will send pumping reports to the office that we can review to ensure the system is functioning properly and log in our permit database.

We can verify/inspect portions of lagoon installation. Depending on the complexity, we may be able to complete a full inspection. This is the same for well drilling; we are able to issue permits and coordinate state well drilling records, and should be able to complete a final inspection to ensure a well has been properly installed.

Enclosures: