



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 11, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Schurle Escrow Agreement - Keats Wastewater Project

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Mar 7, 2024 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

7. Year to date budget and expenditure reports

9:15 AM

Evan McMillan, Assistant County Engineer

8. Deep Creek Rate Resolution 2024
9. Hunter's Island Rate Resolution 2024

9:30 AM

Press Conference

10. Downtown Manhattan update - Gina Snyder (3-5 minutes)
11. Public Notice - Evan McMillan (2 minutes)
12. Public Notice - Alvin Perez (2-3 minutes)
13. Presidential Preference Primary - Rich Vargo (1-2 minutes)

- 9:40 AM** **Larry Cale**
14. Drainage issues in Valleywood subdivision
- 9:50 AM** **Anna Burson, Appraiser**
15. Out of State Travel Requests for Anna Burson and Steve Schurle to attend the 2024 IAAO Conference in Denver Colorado
16. Out of State Travel Request for Anna Burson to attend NCRAAO in Kearney, Nebraska
17. Request to refill Open Commercial Appraiser I Position
- 10:10 AM** **John Ellermann, Public Works Director/County Engineer**
18. Public Works Project Update
- 10:25 AM** **Russel Stukey, Emergency Management Director**
19. Fire EM staff update
- 10:40 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
20. Administrative Work Session
21. Pending County Projects County Counselor
- 11:00 AM** **Katharine Hensler, Museum Director**
22. Staff Report - Riley County Historical Museum
- 2:00 PM** **County Officials Luncheon**
23. County Officials' Meeting Agenda

Adjournment**Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, March 12, 2024 (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.



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Shelley Woodard, Deputy County Counselor

MEETING: March 11, 2024

SUBJECT: Schurle Escrow Agreement - Keats Wastewater Project

PRESENTER: Shelley Woodard, Deputy County Counselor

BACKGROUND

Riley County entered into an option agreement to potentially purchase property for a lagoon for the Keats Wastewater Project. The County agreed to pay a \$14,000 option fee as part of the agreement. \$9,000 of that will be applied to the final sale price should the county exercise its right to purchase the property and \$5,000 will not be applied to the final sale price.

DISCUSSION

Riley County is entering into an escrow agreement with the owner of the property to have Charleson Wilson hold \$9,000 of the option fee in escrow. The remaining \$5,000 of the option fee will be paid directly to the property owner.

FISCAL IMPACT

\$14,000 for the option fee plus any fees charged by Charleson Wilson to hold \$9,000 in escrow.

RECOMMENDATION(S)

Counsel recommends the Board authorize the chair (or vice-chair if the chair is unavailable) to sign the escrow agreement.

POSSIBLE MOTION(S)

- A. I move that the Board approves placing \$9,000 in escrow with Charleson Wilson in connection with an option agreement to potentially purchase real property and allow the chairman of the Board to sign the escrow agreement.
- B. I move that the Board approves placing \$9,000 in escrow with Charleson Wilson in connection with an option agreement to potentially purchase real property and allow the chairman of the Board to sign the escrow agreement with the following changes...
- C. I move that the Board does not approve placing funds in escrow with Charleson Wilson.

The Board agreed by consensus to

Enclosures:

- Escrow Agreement (PDF)

ESCROW AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by E. Stanley Schurle, as Trustee of the E. Stanley Schurle Trust dated February 26, 1992, as Seller, and Riley County, Kansas, as Buyer, and Charlson & Wilson Bonded Abstracters, Inc., as the Escrow agent, and pertains to a Real Property Option Agreement held in escrow by escrow agent in the above referenced file.

Any fees charged by the escrow agent shall be paid by Buyer.

The Escrow Agent may hold the escrowed funds until one of the following occurs, to wit:

- a. All parties direct in writing that funds be released, with said agreement being subject to approval by the Escrow Agent;
- b. Two years have passed since the last extension of the Real Property Option Agreement; at that time the Escrow agent shall be allowed to pay the balance of the funds to the party who paid the funds into escrow. The parties' signatures below represent authorization, as required by Kansas law, to disburse the funds upon expiration of the two years. Upon payment of said funds the Escrow Agent shall be released from all liability to the parties;
- c. Delivery of the funds is legally authorized by final judgment or decree of a court of competent jurisdiction.

If a prior agreement between the parties has not been reached, the escrow agent may send all the parties a certified letter stating that it plans to disburse the funds and outlining the proposed disbursements. The failure by any party to respond within seven (7) calendar days of the receipt of said letter shall be considered that party's consent to the disbursement of funds as outlined in the letter. The parties' signatures on this agreement are their written consent to such a disbursement of funds, as required by Kansas Law. If any party responds to the letter within the time period in writing disputes the disbursement of funds as stated in the letter, then the escrow agent will continue to hold the funds pursuant to the terms of this agreement.

The Escrow Agent shall not be liable for the payment of any amounts exceeding the amount held.

The Escrow Agent may rely upon any paper, document or other writing believed by it to be authentic in making any delivery of money or property. The Escrow Agent shall be entitled to compensation for its services; it may employ attorneys for the protection of the escrow property and itself, it may file an interpleader action, and shall have the right to reimburse itself out of funds in its possession for costs, expenses, attorney fees and its compensation and shall have a lien on all money, documents or property held in escrow. The Escrow Agent shall have the right to collect its attorneys fees from the other parties in the event the amount held is not sufficient to cover said fees.

Notices or other written communications placed in the United States mail, postage prepaid and addressed to Buyer and/or Seller, or any of them, at their last known address or as later provided to the Escrow Agent, shall be deemed to have been given to them on the date of mailing. This agreement shall be binding upon and extend to the respective successors and/or assigns of the parties.

Seller:

E. Stanley Schurle Trust dated February 26, 1992


By: E. Stanley Schurle, Trustee

Buyer:

Escrow Agent: **Charlson & Wilson Bonded Abstracters, Inc.**

By: _____
Callie A. Marks, EVP

Attachment: Escrow Agreement (14574 : Schurle Escrow Agreement)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 14, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Parallel Road Culvert Replacement Contract
2. Discuss Intergovernmental Luncheon
3. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

5. Bid opening for Transfer Station truck scales

9:30 AM

Shilo Heger, Treasurer

6. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:00 AM

Alvin Perez, Public Works Operations and Fleet Manager

8. Bid opening for corrugated metal pipe and bands

10:10 AM

Alvin Perez, Public Works Operations and Fleet Manager

9. Bid opening for crushed/washed limestone

Attachment: 03-14-24 tentative agenda (14184 : Tentative Agenda)

- 10:20 AM Elizabeth Ward, Human Resources Director and Vivienne Leyva, PIO**
 10. NACo High Performance Leadership Academy and Flint Hills Leadership Program
- 10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**
 11. Monthly Cash Flow Reports
 12. 2025 Budget Calendar and Baseline
- 10:50 AM Elizabeth Ward, Human Resources Director**
 13. Executive session to discuss a performance matter involving non-elected personnel
- 11:10 AM Josh Brewer, Executive Director Manhattan Area Habitat for Humanity**
 14. Community Land Trust Program
- 11:45 AM Elizabeth Ward, Human Resources Director**
 15. CPI-U for December Annual Report
- Adjournment**

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 18, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren, Konza Prairie Community Health and Dental Center

1. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:35 AM

Julie Gibbs, Health Department Director

3. Aid to local grants

9:50 AM

John Ellermann, Public Works Director/County Engineer

4. Elevator contracts

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:45 AM

John Ellermann, Public Works Director/County Engineer

6. Request to fill Administrative Services Manager

Attachment: 03-18-24 tentative agenda (14184 : Tentative Agenda)

12:00 PM Law Enforcement Agency Meeting**Adjournment**

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

Attachment: 03-18-24 tentative agenda (14184 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: March 11, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-02 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-02 (PDF)
- February Financial reports 2024 (PDF)

2024 YTD Wages/Overtime Compared to Budget

% of Year Used

16.67%

February

YTD Wages

Budgeted
Wages

YTD OT

Budgeted
OvertimeOT Spent -
% of wagesTotal YTD
Wages & OT2024 Total
BudgetBud
SpDepartment

1 Attorney	\$267,456.66	\$1,890,104.00	\$176.93	\$6,916.00	0.01%	\$267,633.59	\$1,897,020.00	14
2 Clerk	\$145,662.42	\$951,551.00	\$65.16	\$6,433.00	0.01%	\$145,727.58	\$957,984.00	15
3 Commissioners	\$26,129.52	\$174,351.00	\$0.00	\$0.00	0.00%	\$26,129.52	\$174,351.00	14
4 Administrative Services	\$77,578.56	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$77,578.56	\$557,637.00	13
6 Register of Deeds	\$56,096.28	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$56,096.28	\$375,114.00	14
7 Treasurer	\$158,944.16	\$1,006,658.00	\$0.00	\$10,130.00	0.00%	\$158,944.16	\$1,016,788.00	15
10 Emergency Mgt	\$33,075.74	\$135,724.00	\$0.00	\$792.00	0.00%	\$33,075.74	\$136,516.00	24
17 Museum	\$56,864.77	\$345,029.00	\$0.00	\$0.00	0.00%	\$56,864.77	\$345,029.00	16
19 Election	\$42,129.34	\$509,811.00	\$85.60	\$7,042.00	0.02%	\$42,214.94	\$516,853.00	8
20 EMS/Ambulance	\$376,917.04	\$2,311,206.00	\$156,740.29	\$1,390,792.00	6.78%	\$533,657.33	\$3,701,998.00	14
22 Appraiser	\$172,617.51	\$1,083,795.00	\$0.00	\$17,139.00	0.00%	\$172,617.51	\$1,290,068.00	13
24 Planning & Development	\$72,970.90	\$490,685.00	\$0.00	\$1,516.00	0.00%	\$72,970.90	\$492,201.00	14
29 Information Tech-GIS	\$99,025.08	\$679,298.00	\$0.00	\$8,219.00	0.00%	\$99,025.08	\$687,517.00	14
30 General Serv.-Separation	\$8,089.69	\$120,000.00	\$0.00	\$0.00	0.00%	\$8,089.69	\$120,000.00	6
40 Public Works	\$567,106.57	\$3,837,928.00	\$23,967.52	\$139,223.00	0.62%	\$591,074.09	\$3,977,151.00	14
41 Noxious Weed	\$71,526.94	\$447,359.00	\$2,210.95	\$12,406.00	0.49%	\$73,737.89	\$459,765.00	16
NON-GENERAL FUNDS								
Solid Waste payroll	\$32,233.90	\$191,080.00	\$12.02	\$16,822.00	0.01%	\$32,245.92	\$207,902.00	15
Fire District #1	\$47,999.43	\$340,399.00	\$0.00	\$671.00	1.19%	\$47,999.43	\$341,070.00	14
Subtotal-All County Funds	\$2,312,424.51	\$15,442,335.00	\$183,258.47	\$1,623,495.00	1.19%	\$2,495,682.98	\$17,254,964.00	
Health Dept.-General Fund	\$63,923.04	\$345,543.00	\$213.30	\$1,930.00	0.06%	\$64,136.34	\$347,473.00	18
Health Dept.-Grant Funds	\$437,874.68	\$2,828,382.00	\$8.47	\$19,210.00	0.00%	\$437,883.15	\$2,847,592.00	15
Community Corrections								
Adult Services	\$50,736.30	\$327,830.00	\$173.01	\$0.00	0.05%	\$50,909.31	\$327,830.00	15
Juvenile Services	\$45,176.47	\$290,394.00	\$108.10	\$0.00	0.04%	\$45,284.57	\$290,394.00	15
Juvenile reinvestment	\$6,559.19	\$135,766.00	\$0.00	\$0.00	0.00%	\$6,559.19	\$67,230.00	9
BJA Grant	\$9,344.50	\$68,536.00	\$812.54	\$0.00	1.19%	\$10,157.04	\$68,536.00	14
Subtotal Grant Funds	\$111,816.46	\$822,526.00	\$1,093.65	\$0.00	0.13%	\$112,910.11	\$753,990.00	
Totals	\$2,926,038.69	\$19,438,786.00	\$184,573.89	\$1,644,635.00	0.95%	\$3,110,612.58	\$21,204,019.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-02 (14559 : Year to date budget and expenditure reports)

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	7.b
	Department												
1	Attorney	Regular Salaries	1001	\$133,751.39	\$133,705.27		\$267,456.66	\$0.00	\$0.00	\$0.00	\$267,456.66	\$1,862,409.00	
		Seasonal/ASND	1003	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$27,695.00	
		Overtime	1005	\$0.00	\$176.93		\$176.93	\$0.00	\$0.00	\$0.00	\$176.93	\$6,916.00	
				\$133,751.39	\$133,882.20	\$0.00	\$267,633.59	\$0.00	\$0.00	\$0.00	\$267,633.59	\$1,897,020.00	
2	Clerk	Regular Salaries	1001	\$69,683.78	\$73,237.39		\$142,921.17	\$0.00	\$0.00	\$0.00	\$142,921.17	\$936,551.00	
		Seasonal/ASND	1003	\$1,057.50	\$1,683.75		\$2,741.25	\$0.00	\$0.00	\$0.00	\$2,741.25	\$15,000.00	
		Overtime	1005	\$0.00	\$65.16		\$65.16	\$0.00	\$0.00	\$0.00	\$65.16	\$6,433.00	
				\$70,741.28	\$74,986.30	\$0.00	\$145,727.58	\$0.00	\$0.00	\$0.00	\$145,727.58	\$957,984.00	
3	Commissioners	Regular Salaries	1001	\$13,064.76	\$13,064.76		\$26,129.52	\$0.00	\$0.00	\$0.00	\$26,129.52	\$174,351.00	
4	Administrative Svcs	Regular Salaries	1001	\$38,789.28	\$38,789.28		\$77,578.56	\$0.00	\$0.00	\$0.00	\$77,578.56	\$555,325.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,312.00	
				\$38,789.28	\$38,789.28	\$0.00	\$77,578.56	\$0.00	\$0.00	\$0.00	\$77,578.56	\$557,637.00	
6	Register of Deeds	Regular Salaries	1001	\$28,048.14	\$28,048.14		\$56,096.28	\$0.00	\$0.00	\$0.00	\$56,096.28	\$372,032.00	
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,082.00	
				\$28,048.14	\$28,048.14	\$0.00	\$56,096.28	\$0.00	\$0.00	\$0.00	\$56,096.28	\$375,114.00	
7	Treasurer	Regular Salaries	1001	\$91,410.10	\$67,534.06		\$158,944.16	\$0.00	\$0.00	\$0.00	\$158,944.16	\$1,006,658.00	
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,130.00	
				\$91,410.10	\$67,534.06	\$0.00	\$158,944.16	\$0.00	\$0.00	\$0.00	\$158,944.16	\$1,016,788.00	
10	Emergency Mgt	Regular Salaries	1001	\$16,552.87	\$16,522.87		\$33,075.74	\$0.00	\$0.00	\$0.00	\$33,075.74	\$135,724.00	
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$792.00	
				\$16,552.87	\$16,522.87	\$0.00	\$33,075.74	\$0.00	\$0.00	\$0.00	\$33,075.74	\$136,516.00	
17	Museum	Regular Salaries	1001	\$25,826.63	\$25,968.14		\$51,794.77	\$0.00	\$0.00	\$0.00	\$51,794.77	\$323,579.00	
		Seasonal/ASND	1003	\$1,987.50	\$3,082.50		\$5,070.00	\$0.00	\$0.00	\$0.00	\$5,070.00	\$21,450.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$27,814.13	\$29,050.64	\$0.00	\$56,864.77	\$0.00	\$0.00	\$0.00	\$56,864.77	\$345,029.00	
19	Election	Regular Salaries	1001	\$18,643.56	\$18,643.57		\$37,287.13	\$0.00	\$0.00	\$0.00	\$37,287.13	\$419,641.00	
		Seasonal/ASND	1003	\$1,553.36	\$3,288.85		\$4,842.21	\$0.00	\$0.00	\$0.00	\$4,842.21	\$90,170.00	
		Overtime	1005	\$0.00	\$85.60		\$85.60	\$0.00	\$0.00	\$0.00	\$85.60	\$7,042.00	
				\$20,196.92	\$22,018.02	\$0.00	\$42,214.94	\$0.00	\$0.00	\$0.00	\$42,214.94	\$516,853.00	
20	EMS/Ambulance	Regular Salaries	1001	\$197,383.47	\$173,934.16		\$371,317.63	\$0.00	\$0.00	\$0.00	\$371,317.63	\$2,311,206.00	
		Seasonal/ASND	1003	\$2,305.05	\$3,294.36		\$5,599.41	\$0.00	\$0.00	\$0.00	\$5,599.41		
		Overtime	1005	\$79,229.57	\$77,510.72		\$156,740.29	\$0.00	\$0.00	\$0.00	\$156,740.29	\$1,390,792.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-02 (14559 : Year to date budget and

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	7.b
	Department												
				\$278,918.09	\$254,739.24	\$0.00	\$533,657.33	\$0.00	\$0.00	\$0.00	\$533,657.33	\$3,701,998.00	
22	Appraiser	Regular Salaries	1001	\$85,640.93	\$85,532.83		\$171,173.76	\$0.00	\$0.00	\$0.00	\$171,173.76	\$1,257,929.00	
		Seasonal/ASND	1003	\$806.25	\$637.50		\$1,443.75	\$0.00	\$0.00	\$0.00	\$1,443.75	\$15,000.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,139.00	
				\$86,447.18	\$86,170.33	\$0.00	\$172,617.51	\$0.00	\$0.00	\$0.00	\$172,617.51	\$1,290,068.00	
24	Planning & Development	Regular Salaries	1001	\$35,002.34	\$36,056.56		\$71,058.90	\$0.00	\$0.00	\$0.00	\$71,058.90	\$475,685.00	
		Seasonal/ASND	1003	\$757.00	\$1,155.00		\$1,912.00	0	\$0.00	\$0.00	\$1,912.00	\$15,000.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,516.00	
				\$35,759.34	\$37,211.56	\$0.00	\$72,970.90	\$0.00	\$0.00	\$0.00	\$72,970.90	\$492,201.00	
29	Information Tech-GIS	Regular Salaries	1001	\$48,194.54	\$50,830.54		\$99,025.08	\$0.00	\$0.00	\$0.00	\$99,025.08	\$679,298.00	
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,219.00	
				\$48,194.54	\$50,830.54	\$0.00	\$99,025.08	\$0.00	\$0.00	\$0.00	\$99,025.08	\$687,517.00	
30	General-General	Regular Salaries	1001				\$0.00	\$0.00	\$0.00		\$0.00		
		Separation Payout	1005	\$8,089.69	\$0.00		\$8,089.69	\$0.00	\$0.00	\$0.00	\$8,089.69	\$120,000.00	
				\$8,089.69	\$0.00	\$0.00	\$8,089.69	\$0.00	\$0.00	\$0.00	\$8,089.69	\$120,000.00	
40	Public Works	Regular Salaries	1001	\$297,082.66	\$269,982.42		\$567,065.08	\$0.00	\$0.00	\$0.00	\$567,065.08	\$3,705,476.00	
		Seasonal/ASND	1003	\$0.00	\$41.49		\$41.49	\$0.00	\$0.00	\$0.00	\$41.49	\$132,452.00	
		Overtime	1005	\$21,017.48	\$2,950.04		\$23,967.52	\$0.00	\$0.00	\$0.00	\$23,967.52	\$139,223.00	
				\$318,100.14	\$272,973.95	\$0.00	\$591,074.09	\$0.00	\$0.00	\$0.00	\$591,074.09	\$3,977,151.00	
41	Noxious Weed	Regular Salaries	1001	\$37,290.68	\$34,236.26		\$71,526.94	\$0.00	\$0.00	\$0.00	\$71,526.94	\$447,359.00	
		Seasonal/ASND	1003	0	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$1,721.05	\$489.90		\$2,210.95	\$0.00	\$0.00	\$0.00	\$2,210.95	\$12,406.00	
				\$39,011.73	\$34,726.16	\$0.00	\$73,737.89	\$0.00	\$0.00	\$0.00	\$73,737.89	\$459,765.00	
150	Solid Waste Payroll	Regular Salaries	1001	\$17,201.36	\$15,032.54		\$32,233.90	\$0.00	\$0.00	\$0.00	\$32,233.90	\$191,080.00	
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$12.02		\$12.02	\$0.00	\$0.00	\$0.00	\$12.02	\$16,822.00	
				\$17,201.36	\$15,044.56	\$0.00	\$32,245.92	\$0.00	\$0.00	\$0.00	\$32,245.92	\$207,902.00	
183	Fire District #1	Regular Salaries	1001	\$20,824.17	\$20,775.26		\$41,599.43	\$0.00	\$0.00	\$0.00	\$41,599.43	\$267,949.00	
		Seasonal/ASND	1003	\$2,856.00	\$3,544.00		\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00	\$72,450.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$671.00	
				\$23,680.17	\$24,319.26	\$0.00	\$47,999.43	\$0.00	\$0.00	\$0.00	\$47,999.43	\$341,070.00	
400	Health Dept.-General	Regular Salaries	1001	\$31,183.50	\$32,739.54		\$63,923.04	\$0.00	\$0.00	\$0.00	\$63,923.04	\$345,543.00	
		Seasonal/ASND	1003	\$ -	\$ -		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$213.30		\$213.30	\$0.00	\$0.00	\$0.00	\$213.30	\$1,930.00	
				\$31,183.50	\$32,952.84	\$0.00	\$64,136.34	\$0.00	\$0.00	\$0.00	\$64,136.34	\$347,473.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-02 (14559 : Year to date budget and

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	7.b
	<u>Department</u>												
410 -	Health Dept.-Grants	Regular Salaries	1001	\$217,995.89	\$219,878.79		\$437,874.68	\$0.00	\$0.00	\$0.00	\$437,874.68	\$2,828,382.00	
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		Overtime	1005	\$0.00	\$8.47		\$8.47	\$0.00	\$0.00	\$0.00	\$8.47	\$19,210.00	
				\$217,995.89	\$219,887.26	\$0.00	\$437,883.15	\$0.00	\$0.00	\$0.00	\$437,883.15	\$2,847,592.00	
2000	Community Corrections	Regular Salaries	1001	\$25,479.38	\$25,256.92		\$50,736.30	\$0.00	\$0.00	\$0.00	\$50,736.30	\$327,830.00	
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$173.01		\$173.01	\$0.00	\$0.00	\$0.00	\$173.01	\$0.00	
				\$25,479.38	\$25,429.93	\$0.00	\$50,909.31	\$0.00	\$0.00	\$0.00	\$50,909.31	\$327,830.00	
2001	Community Corrections	Regular Salaries	1001	\$20,802.35	\$20,736.21		\$41,538.56	\$0.00	\$0.00	\$0.00	\$41,538.56	\$278,928.00	
	-Juvenile	Seasonal/ASND	1003	\$ 2,222.16	1415.75		\$3,637.91	\$0.00	\$0.00	\$0.00	\$3,637.91	\$11,466.00	
		Overtime	1005	\$0.00	\$108.10		\$108.10	\$0.00	\$0.00	\$0.00	\$108.10	\$0.00	
				\$23,024.51	\$22,260.06	\$0.00	\$45,284.57	\$0.00	\$0.00	\$0.00	\$45,284.57	\$290,394.00	
2002	Community Corrections	Regular Salaries	1001	\$3,279.59	\$3,279.60		\$6,559.19	\$0.00	\$0.00	\$0.00	\$6,559.19	\$67,230.00	
	-Juvenile reinvestment	Seasonal/ASND	1003	\$ -			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$3,279.59	\$3,279.60	\$0.00	\$6,559.19	\$0.00	\$0.00	\$0.00	\$6,559.19	\$67,230.00	
2003	Community Corrections	Regular Salaries	1001	\$4,072.50	\$5,272.00		\$9,344.50	\$0.00	\$0.00	\$0.00	\$9,344.50	\$68,536.00	
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$812.54		\$812.54	\$0.00	\$0.00	\$0.00	\$812.54	\$0.00	
				\$4,072.50	\$6,084.54	\$0.00	\$10,157.04	\$0.00	\$0.00	\$0.00	\$10,157.04	\$68,536.00	
	Totals			\$1,597,526.89	\$1,506,526.50	\$0.00	\$3,104,053.39	\$0.00	\$0.00	\$0.00	\$3,104,053.39	\$21,204,019.00	
											\$3,104,053.39	\$21,204,019.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-02 (14559 : Year to date budget and

2024 YTD BUDGET ACTIVITY

% of Year 16.7

7.c

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,856,887	\$183,800	\$196,907		\$380,707	\$0	\$0	\$0	\$380,707	\$2,476,180	13.33%
	Clerk	\$1,440,925	\$95,649	\$103,281		\$198,930	\$0	\$0	\$0	\$198,930	\$1,241,995	13.81%
	County Commissioners	\$296,259	\$16,761	\$16,857		\$33,618	\$0	\$0	\$0	\$33,618	\$262,641	11.35%
	Admin. Svcs/Counselor	\$829,699	\$50,964	\$53,524		\$104,487	\$0	\$0	\$0	\$104,487	\$725,212	12.59%
	Register of Deeds	\$574,159	\$44,215	\$37,712		\$81,927	\$0	\$0	\$0	\$81,927	\$492,232	14.27%
	Treasurer	\$1,477,499	\$124,077	\$97,876		\$221,953	\$0	\$0	\$0	\$221,953	\$1,255,546	15.02%
	District Court	\$185,080	\$5,520	\$11,593		\$17,113	\$0	\$0	\$0	\$17,113	\$167,967	9.25%
1.00	Emergency Management	\$285,041	\$23,742	\$23,407		\$47,149	\$0	\$0	\$0	\$47,149	\$237,892	16.54%
	Coroner	\$132,000	\$4,167	\$12,083		\$16,249	\$0	\$0	\$0	\$16,249	\$115,751	12.31%
	Juvenile Detention	\$112,000	\$16,424	\$0		\$16,424	\$0	\$0	\$0	\$16,424	\$95,576	14.66%
	Fair	\$110,500	\$3,376	\$3,412		\$6,788	\$0	\$0	\$0	\$6,788	\$103,712	6.14%
1.00	Museum	\$497,666	\$36,268	\$38,077		\$74,346	\$0	\$0	\$0	\$74,346	\$423,320	14.94%
	Election	\$950,543	\$32,401	\$63,049		\$95,450	\$0	\$0	\$0	\$95,450	\$855,093	10.04%
	Ambulance	\$5,854,658	\$411,338	\$399,399		\$810,737	\$0	\$0	\$0	\$810,737	\$5,043,921	13.85%
	Appraiser	\$1,971,216	\$136,628	\$149,332		\$285,960	\$0	\$0	\$0	\$285,960	\$1,685,256	14.51%
	Planning & Development	\$744,156	\$49,205	\$50,619		\$99,825	\$0	\$0	\$0	\$99,825	\$644,331	13.41%
	Budget Appropriations	\$1,922,463	\$866,232	\$0		\$866,232	\$0	\$0	\$0	\$866,232	\$1,056,231	45.06%
	Insurance	\$887,340	\$3,538	\$337,997		\$341,535	\$0	\$0	\$0	\$341,535	\$545,805	38.49%
	Information Systems	\$1,882,246	\$66,139	\$124,952		\$191,091	\$0	\$0	\$0	\$191,091	\$1,691,155	10.15%
	County General-General	\$5,686,207	\$50,104	\$117,401		\$167,505	\$0	\$0	\$0	\$167,505	\$5,518,702	2.95%
	Public Works	\$9,818,041	\$462,942	\$640,746		\$1,103,688	\$0	\$0	\$0	\$1,103,688	\$8,714,353	11.24%
	Noxious Weed	\$894,703	\$51,608	\$86,968		\$138,576	\$0	\$0	\$0	\$138,576	\$756,127	15.49%
	Juvenile Supervision	\$1,400	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$134	-\$110		\$23	\$0	\$0	\$0	\$23	-\$23	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0		\$7,312,193	\$0	\$0	\$0	\$7,312,193	\$0	100.00%
	County General subtotal	\$46,722,881	\$10,047,424	\$2,565,083	\$0	\$12,612,507	\$0	\$0	\$0	\$12,612,507	\$34,110,374	26.99%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$42,722,881										

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 16.7

7.c

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$402,316	\$428,056		\$830,372	\$0	\$0	\$0	\$830,372	\$4,771,384	14.82%
	Disaster Fund #3	\$6,773,382	\$0	\$296,434		\$296,434	\$0	\$0	\$0	\$296,434	\$6,476,948	4.38%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0		\$25,938	\$0	\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$2,088	0.00%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0		\$22,795	\$0	\$0	\$0	\$22,795	\$199,751	0.00%
	LATCF Funds #54	\$150,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$0	\$3,708		\$3,708	\$0	\$0	\$0	\$3,708	\$195,162	1.86%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%
	County Auction #118	\$42,206	\$0	\$361		\$361	\$0	\$0	\$0	\$361	\$41,845	0.85%
	P.A.T.F.#128	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Motor Vehicle Operations #130	\$393,298	\$357	\$2,494		\$2,851	\$0	\$0	\$0	\$2,851	\$390,447	0.72%
	Special Alcohol Programs #132	\$25,106	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$25,106	0.00%
2.00	Community Corrections #144	\$1,250,832	\$308,508	\$0		\$308,508	\$0	\$0	\$0	\$308,508	\$942,324	24.66%
	KDOC Adult Services - 2000	\$488,857	\$44,433	\$50,149		\$94,582	\$0	\$0	\$0	\$94,582	\$394,275	19.35%
	KDOC Juvenile Services - 2001	\$373,864	\$32,406	\$34,262		\$66,668	\$0	\$0	\$0	\$66,668	\$307,196	17.83%
	KDOC Juv Reinvestment - 2002	\$117,230	\$5,050	\$5,051		\$10,101	\$0	\$0	\$0	\$10,101	\$107,129	8.62%
	BJA Grant - 2003	\$158,894	\$12,352	\$24,174		\$36,526	\$0	\$0	\$0	\$36,526	\$122,368	22.99%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$790	\$56		\$847	\$0	\$0	\$0	\$847	\$25,091	3.26%
	Kansas Fights Addiction - 2005	\$180,601	\$11,102	\$6,926		\$18,027	\$0	\$0	\$0	\$18,027	\$162,574	9.98%
	City Alcohol Funds - 2006	\$27,300	\$16	\$17,438		\$17,454	\$0	\$0	\$0	\$17,454	\$9,846	63.93%
	RL County Alcohol Funds - 2007	\$0	-\$239	\$244		\$4	\$0	\$0	\$0	\$4	-\$4	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$87,324	0.00%
	Caroline Peine Grant - 2009	\$2,978	\$480	\$710		\$1,190	\$0	\$0	\$0	\$1,190	\$1,788	39.96%
	GMCF Grant - 2010	\$4,640	\$1,549	\$338		\$1,887	\$0	\$0	\$0	\$1,887	\$2,753	40.67%
	Daniel Keating Foundation - 2011	\$4,865	\$0	\$375		\$375	\$0	\$0	\$0	\$375	\$4,490	7.71%
	Capital Improvements Fund #145	\$7,990,119	\$182,100	\$67,197		\$249,297	\$0	\$0	\$0	\$249,297	\$7,740,822	3.12%
	Economic Development #146	\$259,053	\$84,542.15	\$0		\$84,542	\$0	\$0	\$0	\$84,542	\$174,511	32.64%
	Emergency 911 #148	\$502,665	\$169,336.33	\$3,106		\$172,443	\$0	\$0	\$0	\$172,443	\$330,222	34.31%
	Solid Waste #150	\$3,672,807	\$26,724.56	\$225,060		\$251,784	\$0	\$0	\$0	\$251,784	\$3,421,023	6.86%
	County Building #152	\$430,000	\$6,436.16	\$23,518		\$29,954	\$0	\$0	\$0	\$29,954	\$400,046	6.97%
	Road & Bridge Capital Projects #157	\$6,892,240	\$0.00	\$39,488		\$39,488	\$0	\$0	\$0	\$39,488	\$6,852,752	0.57%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,354,013.07	\$29,630		\$1,383,643	\$0	\$0	\$0	\$1,383,643	\$4,361,949	24.08%
	Landfill Closure #180	\$52,623	\$0.00	\$941		\$941	\$0	\$0	\$0	\$941	\$51,682	1.79%
	Bond & Interest # 181	\$478,856	\$0.00	\$30,469		\$30,469	\$0	\$0	\$0	\$30,469	\$448,387	6.36%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$88,137.95	\$52,355		\$140,493	\$0	\$0	\$0	\$140,493	\$1,228,293	10.26%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$112,269	0.00%
	Fire Station Projects #185	\$513,850	\$6,845.55	\$0		\$6,846	\$0	\$0	\$0	\$6,846	\$507,004	1.33%

2024 YTD BUDGET ACTIVITY

% of Year 16.7

7.c

			JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$168,034	\$185.00	\$3,160		\$3,345	\$0	\$0	\$0	\$3,345	\$164,689	1.99%
	Univ Park W/S Reserve #284	\$173,850	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$0.00	\$834		\$834	\$0	\$0	\$0	\$834	\$37,752	2.16%
	Hunters Island Reserve #241	\$11,225	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$0.00	\$1,064		\$1,064	\$0	\$0	\$0	\$1,064	\$78,752	1.33%
	Carson Sewer Reserve #237	\$73,687	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$0.00	\$175		\$175	\$0	\$0	\$0	\$175	\$11,174	1.54%
	Deep Creek Reserve #243	\$39,243	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$39,243	0.00%
	Moehlman Bottoms #244	\$26,565	\$0.00	\$195		\$195	\$0	\$0	\$0	\$195	\$26,370	0.73%
	Moehlman Bottoms Reserve #245	\$18,456	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$0.00	\$990		\$990	\$0	\$0	\$0	\$990	\$65,255	1.49%
	Terra Hts Sinking #254	\$137,400	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$137,400	0.00%
	Konza Water Operations #256	\$121,900	\$0.00	\$2,676		\$2,676	\$0	\$0	\$0	\$2,676	\$119,224	2.20%
	Konza Water Reserve #257	\$157,647	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$0.00	\$806		\$806	\$0	\$0	\$0	\$806	\$66,223	1.20%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$12	\$218		\$230	\$0	\$0	\$0	\$230	\$2,115	9.81%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$2,786,369	\$1,352,660	\$0	\$4,138,844	\$0	\$0	\$0	\$4,138,844	\$45,582,715	
	Total including General Fund	\$96,444,440	\$12,833,793	\$3,917,743	\$0	\$16,751,350	\$0	\$0	\$0	\$16,751,350	\$79,693,090	

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 16.7

DEPARTMENT	FEBRUARY		FEBRUARY	YEAR-TO-DATE THRU FEBRUARY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$177,231	\$197,907	\$20,676	\$349,265	\$380,707	\$31,442	\$2,856,887
Clerk	\$90,255	\$103,281	\$13,026	\$178,796	\$198,930	\$20,133	\$1,440,925
County Commissioners	\$18,324	\$16,857	-\$1,467	\$33,766	\$33,618	-\$148	\$296,259
Admin. Svcs/Counselor	\$54,767	\$53,524	-\$1,243	\$107,361	\$104,487	-\$2,874	\$829,699
Register of Deeds	\$35,853	\$37,712	\$1,859	\$69,934	\$81,927	\$11,992	\$574,159
Treasurer	\$103,523	\$97,876	-\$5,647	\$201,428	\$221,953	\$20,525	\$1,477,499
District Court	\$14,322	\$11,593	-\$2,729	\$23,237	\$17,113	-\$6,123	\$185,080
Emergency Management	\$22,545	\$23,407	\$862	\$44,720	\$47,149	\$2,429	\$285,041
Coroner	\$10,445	\$12,083	\$1,638	\$14,611	\$16,249	\$1,638	\$132,000
Juvenile Detention	\$17,409	\$0	-\$17,409	\$17,409	\$16,424	-\$986	\$112,000
Fair	\$3,821	\$3,412	-\$409	\$6,521	\$6,788	\$267	\$110,500
Museum	\$35,935	\$38,077	\$2,142	\$70,602	\$74,346	\$3,744	\$497,666
Election	\$39,086	\$63,049	\$23,963	\$63,384	\$95,450	\$32,066	\$950,543
Ambulance	\$342,446	\$399,399	\$56,953	\$693,798	\$810,737	\$116,940	\$5,854,658
Appraiser	\$124,990	\$149,332	\$24,342	\$254,318	\$285,960	\$31,642	\$1,971,216
Planning & Development	\$48,752	\$50,619	\$1,867	\$95,456	\$99,825	\$4,368	\$744,156
Budget Appropriations	\$0	\$0	\$0	\$859,499	\$866,232	\$6,733	\$1,922,463
Insurance	-\$36,663	\$337,997	\$374,660	\$283,993	\$341,535	\$57,542	\$887,340
Information Systems/GIS	\$104,391	\$124,952	\$20,561	\$188,977	\$191,091	\$2,114	\$1,882,246
County General-General	\$128,434	\$117,401	-\$11,033	\$216,904	\$167,505	-\$49,399	\$5,686,207
Public Works	\$480,606	\$640,746	\$160,139	\$919,130	\$1,103,688	\$184,558	\$9,818,041
Noxious Weed	\$42,521	\$86,968	\$44,447	\$125,660	\$138,576	\$12,916	\$894,703
General Fund	\$1,858,993	\$2,566,193	\$707,200	\$4,818,771	\$5,300,290	\$481,519	\$39,409,288

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 16.7

DEPARTMENT	FEBRUARY		FEBRUARY	YEAR-TO-DATE THRU FEBRUARY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$401,249	\$428,056	\$26,808	\$864,443	\$830,372	-\$34,071	\$5,601,756
Disaster Fund - 3	\$0	\$296,434	\$296,434	\$0	\$296,434	\$296,434	\$6,773,382
EMS Grants Fund - 52	\$0	\$0	\$0	\$0	\$0	\$0	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$22,795	\$22,795	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	\$0	\$3,708	\$3,708	\$0	\$3,708	\$3,708	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
County Auction - 118	\$279	\$361	\$82	\$279	\$361	\$82	\$42,206
P.A.T.F - 128	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations - 130	-\$1,602	\$2,494	\$4,096	\$2,720	\$2,851	\$131	\$393,298
Special Alcohol Programs - 132	\$0	\$0	\$0	\$0	\$0	\$0	\$25,106
Community Corrections - 144	\$91,906	\$0	-\$91,906	\$179,967	\$308,508	\$128,541	\$1,250,832
KDOC Adult Services - 2000	\$0	\$50,149	\$50,149	\$0	\$94,582	\$94,582	\$488,857
KDOC Juvenile Services - 2001	\$0	\$34,262	\$34,262	\$0	\$66,668	\$66,668	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$5,051	\$5,051	\$0	\$10,101	\$10,101	\$117,230
BJA Grant - 2003	\$0	\$24,174	\$24,174	\$0	\$36,526	\$36,526	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$56	\$56	\$0	\$847	\$847	\$25,938
Kansas Fights Addiction - 2005	\$0	\$6,926	\$6,926	\$0	\$18,027	\$18,027	\$180,601
City Alcohol Funds - 2006	\$0	\$17,438	\$17,438	\$0	\$17,454	\$17,454	\$27,300
RL County Alcohol Funds - 2007	\$0	\$244	\$244	\$0	\$4	\$4	\$0
RL Salary Appropriations - 2008	\$0	\$0	\$0	\$0	\$0	\$0	\$87,324
Caroline Peine Grant - 2009	\$0	\$710	\$710	\$0	\$1,190	\$1,190	\$2,978
GMCF Grant - 2010	\$0	\$338	\$338	\$0	\$1,887	\$1,887	\$4,640
Daniel Keating Foundation - 2011	\$0	\$375	\$375	\$0	\$375	\$375	\$4,865
Capital Improvements Fund - 145	\$41,875	\$67,197	\$25,322	\$329,878	\$249,297	-\$80,580	\$7,990,119

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 16.7

DEPARTMENT	FEBRUARY		FEBRUARY	YEAR-TO-DATE THRU FEBRUARY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$0	\$0	\$0	\$84,052	\$84,542	\$490	\$259,053
Radio Infrastructure Project - 147	\$11,255	\$0	-\$11,255	\$151,820	\$0	-\$151,820	\$0
Emergency 911 - 148	\$232,238	\$3,106	-\$229,131	\$255,526	\$172,443	-\$83,084	\$502,665
Solid Waste -150	\$34,227	\$225,060	\$190,833	\$45,499	\$251,784	\$206,285	\$3,672,807
County Building - 152	\$0	\$23,518	\$23,518	\$0	\$29,954	\$29,954	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$0	\$39,488	\$39,488	\$0	\$39,488	\$39,488	\$6,892,240
Road & Bridge Capital Projects 0.2 - 188	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$20,948	\$29,630	\$8,682	\$1,381,264	\$1,383,643	\$2,379	\$5,745,592
Landfill Closure - 180	\$723	\$941	\$218	\$723	\$941	\$218	\$52,623
Bond & Interest - 181	\$33,644	\$30,469	-\$3,175	\$33,644	\$30,469	-\$3,175	\$478,856
Riley Co Fire Dist #1 - 183	\$52,211	\$52,355	\$144	\$102,208	\$140,493	\$38,285	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269
Fire Station Projects - 185	\$0	\$0	\$0	\$0	\$6,846	\$6,846	\$513,850
University Park W&S - 230	\$5,607	\$3,160	-\$2,447	\$5,607	\$3,345	-\$2,262	\$168,034
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	\$0	\$0	\$0	\$0	\$0	\$0	\$173,850
Hunters Island Water - 238	\$951	\$834	-\$117	\$964	\$834	-\$130	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$119	\$1,064	\$945	\$119	\$1,064	\$945	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$211	\$175	-\$35	\$211	\$175	-\$35	\$11,349
Deep Creek Reserve - 243	\$0	\$0	\$0	\$0	\$0	\$0	\$349,243
Moehlman Bottoms - 244	\$137	\$195	\$58	\$137	\$195	\$58	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$1,123	\$990	-\$133	\$1,123	\$990	-\$133	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400
Konza Water Operations -256	\$1,895	\$2,676	\$781	\$1,895	\$2,676	\$781	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$155	\$806	\$651	\$155	\$806	\$651	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$33	\$218	\$185	\$33	\$230	\$197	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230
Total Including General Fund	\$2,788,174	\$3,918,853	\$1,130,678	\$8,261,036	\$9,413,196	\$1,152,160	\$89,440,847

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 16.7

COUNTY GENERAL-GENERAL		BUDGET	JAN EXP.	FEB EXP.	MAR EXP.	1st QTR EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$141,612	\$8,191	-\$101		\$8,090	\$0	\$0	\$0	\$8,090	\$133,522	5.71%
Contractual	2000	\$1,502,095	\$41,913	\$116,073		\$157,986	\$0	\$0	\$0	\$157,986	\$1,344,109	10.52%
Commodities	3000	\$2,500	\$0	\$400		\$400	\$0	\$0	\$0	\$400	\$2,100	15.98%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$0	\$1,030		\$1,030	\$0	\$0	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$50,104	\$117,401	\$0	\$167,505	\$0	\$0	\$0	\$167,505	\$5,518,702	2.95%
Other Expense Totals		Year-To- Date	Budget									
Indigent Attorney		\$62,521	\$520,000									
Incidentals:												
Postage		\$32										
Computer Software												
Mileage		\$508										
Copies		\$430										
Misc Fees		\$205										
Meals		\$0										
		\$1,176										
Base Panel fees		\$0										
Off Panel		\$61,345										

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 16.7

[illegible]

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 16.7

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$37,194	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$10,526	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$1,900	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$1,334,023	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$1,383,643	\$20,396,770

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 16.7

RCPD								
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE								
INCLUDED IN 2024 \$31,000 POOL								
	JAN	FEB	MAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0			\$0	\$0	\$0	\$0	\$0
Physician	\$0			\$0	\$0	\$0	\$0	\$0
Laboratory	\$0			\$0	\$0	\$0	\$0	\$0
Hospital	\$142	\$1,611		\$1,753	\$0	\$0	\$0	\$1,753
Prescriptions	\$0	\$8,937		\$8,937	\$0	\$0	\$0	\$8,937
Supplies	\$0			\$0	\$0	\$0	\$0	\$0
TOTAL	\$142	\$10,549	\$0	\$10,690	\$0	\$0	\$0	\$10,690
Savings from Medicaid Rate				\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$30,858	\$20,310	\$20,310					\$20,310
Quarterly ADP: (Contract)								
County Inmate (72 base census)	104	104		208	0	0	0	
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Attachment: February Financial reports 2024 (14559 : Year to date budget and expenditure reports)



PUBLIC WORKS
Presentation

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

RESOLUTION

FROM: Andrea Rose, Administrative Assistant II.

MEETING: March 11, 2024

SUBJECT: Deep Creek Rate Resolution 2024

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

Staff is recommending an increase in Deep Creek Sewer rates to continue generating Capital and to accommodate the expected increase in operator costs from the recent employee raises. As was mentioned last year, this was a multi-step increase needed for future system improvements, namely improving the access road to the lagoon, splitting of the lagoon as it is oversized, maintenance and replacement of the existing lift station.

DISCUSSION

See attached rate resolutions for new rates, discussed on February 16th.

FISCAL IMPACT

All expenses incurred within the Sewer District are borne by the patrons within these Districts. No tax dollars are used.

RECOMMENDATION(S)

Staff has reviewed the expenses vs the revenues and concurs with the Advisory Board the above mentioned rates need to be increased.

POSSIBLE MOTION(S)

Move to approve Resolution - _____ to modify specific rates for Sewer usage in the Deep Creek Sewer Benefit District.

Enclosures:

- Deep Creek Rate (DOCX)
- Resolution Rates_022024_DC (DOC)

Deep Creek Rate Resolution

	Current	Proposed	% increase
sewer fee	\$ 22.00	\$ 24.00	9%
capital Replacement	\$ 15.50	\$ 18.00	16%
Admin	\$ 7.50	\$ 8.00	7%

RESOLUTION NO-_____

A RESOLUTION MODIFYING THE RATES FOR SEWER USAGE IN THE DEEP CREEK SEWER BENEFIT DISTRICT IN RILEY COUNTY, KANSAS, AND REPEALING RESOLUTIONS IN CONFLICT THEREWITH

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

Section 1: Pursuant to K.S.A. 19-101 and K.S.A. 19-101c, K.S.A. 19-27a02, K.S.A. 19-27a09, The Board of County Commissioners of Riley County, Kansas, sitting as the Governing Body of the Deep Creek Sewer Benefit District, hereby establishes the following sewer user fees and rates for said District.

Monthly Fees:

- | | |
|------------------------------|----------|
| • Sewer Fee | \$ 24.00 |
| • Capital Replacement | \$ 18.00 |
| • Monthly administration fee | \$ 8.00 |

Other Fees:

- | | |
|----------------------------------|-------------|
| • Activation Fee | \$ 40.00 |
| • Refundable Service Deposit | \$ 75.00 |
| • Non-payment Fee | \$ 75.00 |
| • Trip Charge | \$ 40.00 |
| • New connection fee | \$ 2,500.00 |
| • New connection feasibility fee | \$ 100.00 |

Section 2: All billing will be mailed by the 5th of the month with payment due by 5:00 p.m. on the 18th. A late fee of 10% of the outstanding balance will be charged if payment is not received by the 18th. Late notices will be mailed on the 19th.

Section 3: Account holder/or recipient of services shall pay any and all charges related to the reasonable costs of collection of their account/service. The costs of collection include, but are not limited to, court costs, surcharges, attorney fees and collection agency fees, except such costs of collection may not include both attorney fees and collection agency fees.

Section 4: Resolutions in conflict herewith are hereby repealed.

Section 5: The fees established herein shall become effective May 1, 2024.

ADOPTED this ____ day of _____, 2024.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS, SITTING AS THE
GOVERNING BODY OF THE

John Ford, Chair

Greg McKinley, Vice-Chair

Kathryn Focke, Member

ATTEST:

By _____
Rich Vargo, County Clerk

(seal)

Attachment: Resolution Rates_022024_DC (14526 : Deep Creek Rate Resolution 2024)



PUBLIC WORKS
Presentation

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

RESOLUTION

FROM: Andrea Rose, Administrative Assistant II

MEETING: March 11, 2024

SUBJECT: Hunter's Island Rate Resolution 2024

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

Staff is recommending an increase in Hunter's Island's water utility rates to account for the rate increases from the City and new costs of operation. The discussed rates, included in the attached rate resolutions, will accommodate the expected increases in water and operator costs for the next few years, and also allow for the generation of capital funds for future system improvements. Staff continues to investigate different avenues for lowering maintenance and operation costs for the district, some of which may require capital expenses.

DISCUSSION

See attached rate resolutions for new rates.

FISCAL IMPACT

All expenses incurred within the Water District are borne by the patrons within these Districts. No tax dollars are used.

RECOMMENDATION(S)

Staff has reviewed the expenses vs the revenues and concurs with the Advisory Board the above mentioned rates need to be increased.

POSSIBLE MOTION(S)

Move to approve Resolution - _____ to modify specific rates for Water usage in the Hunter's Island Water Benefit District.

Enclosures:

- Hunter's island Rate Increase 2024 (DOCX)
- Resolution Rates Hunters Island 2024 (DOC)

Hunter's Island:

	Current	Proposed	% Increase
Minimum Monthly:	\$ 19.00	\$ 22.00	15.8%
Water Usage	\$ 4.86	\$ 5.42	11.5%
Admin Fee:	\$ 6.00	\$ 6.00	0.0%
Capital Fee:	\$ 3.00	\$ 3.00	0.0%

Average Monthly Bill: \$ 68.31 \$ 75.96 11.2%

	AVG Bill	AVG Usage (gal)
Hunter's Island:	\$ 75.96	6,205
Konza:	\$ 56.70	4,740
University Park:	\$ 53.85	3,480

Comparison to other Benefit Districts			
Gallons of Water Used:	3000	5000	7000
Hunter's Island:	\$ 52.74	\$ 67.23	\$ 81.72
Konza:	\$ 47.60	\$ 58.00	\$ 68.40
University Park:	\$ 50.25	\$ 65.25	\$ 80.25

RESOLUTION NO- _____

**A RESOLUTION MODIFYING THE RATES FOR WATER USAGE IN THE
HUNTER'S ISLAND WATER BENEFIT DISTRICT IN RILEY COUNTY, KANSAS,
AND REPEALING RESOLUTIONS IN CONFLICT THEREWITH**

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

Section 1: Pursuant to K.S.A. 19-3541, The Board of County Commissioners of Riley County, Kansas, sitting as the Governing Body of the Hunter's Island Water District, hereby establishes the following water user fees and rates for said District.

Monthly Fees:

- Water Rates
 - Minimum Monthly Charge \$ 22.00
(Includes no water usage)
 - Water Usage (per 100 cubic feet) \$ 5.42
- Monthly administration fee \$ 6.00
- Monthly Capital Reserve Fund \$ 3.00
- Local sales tax commercial (or current rate) 1.00%
- State Sales tax commercial (or current rate) 6.50%
- Kansas water protection fee (per 1000 gallons) \$.032

Other Fees:

- Activation Fee \$ 40.00
- Refundable Service Deposit \$ 75.00
- Non-payment Fee \$ 75.00
- Trip Charge \$ 40.00
- New connection fee \$ 500.00
- New connection feasibility fee \$ 100.00

Section 2: Meters will be read on the second to the last working day of the month. All billing will be mailed by the 5th of the month with payment due by 5:00 p.m. on the 18th. A late fee of 10% of the outstanding balance will be charged if payment is not received by the 18th.

Late notices will be mailed on the 19th, with disconnections 7 days from the date the late notice was sent unless the disconnect day falls on a Friday, Saturday, or Sunday. When the disconnect day falls on Friday, disconnects will be made on the immediately preceding Thursday. When the disconnect day falls on a Saturday or Sunday, disconnects will be made on the following Monday.

Section 3: Account holder/or recipient of services shall pay any and all charges related to the reasonable costs of collection of their account/service. The costs of collection include, but are not limited to, court costs, surcharges, attorney fees and collection agency fees, except such costs of collection may not include both attorney fees and collection agency fees.

Section 4: Resolutions in conflict herewith are hereby repealed.

Section 5: The fees established herein shall become effective May 1, 2024.

ADOPTED this _____ day of _____, 2024.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS, SITTING AS THE
GOVERNING BODY OF THE

John Ford, Chair

Greg McKinley, Vice-Chair

Kathryn Focke, Member

ATTEST:

By _____
Rich Vargo, County Clerk

(seal)

Attachment: Resolution Rates Hunters Island 2024 (14527 : Hunter's Island Rate Resolution 2024)



OUTSIDE AGENCY
Presentation

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

MEMORANDUM

FROM: Cindy Kabriel, Senior Administrative Assistant

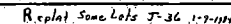
MEETING: March 11, 2024

SUBJECT: Drainage issues in Valleywood subdivision

PRESENTER: Larry Cale

Enclosures:

- 2024 Valleywood pictures and plats (PDF)





A photograph showing a blue house with white trim on a grassy hill. The yard is filled with dry, tangled brush and branches. A wooden fence is visible in the foreground. A black trash can sits on a small patio area near the house. The image is labeled '14.a' in the top right corner.

14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

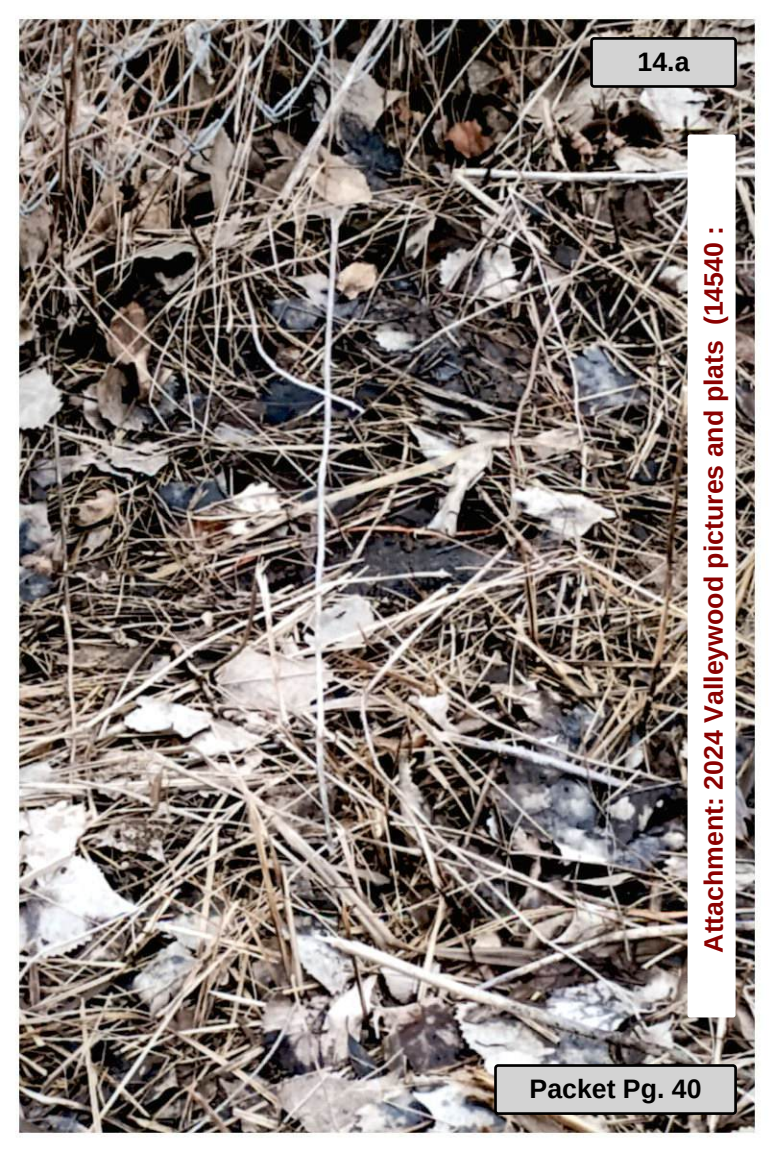
Packet Pg. 38



14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

Packet Pg. 39



14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

Packet Pg. 40



14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

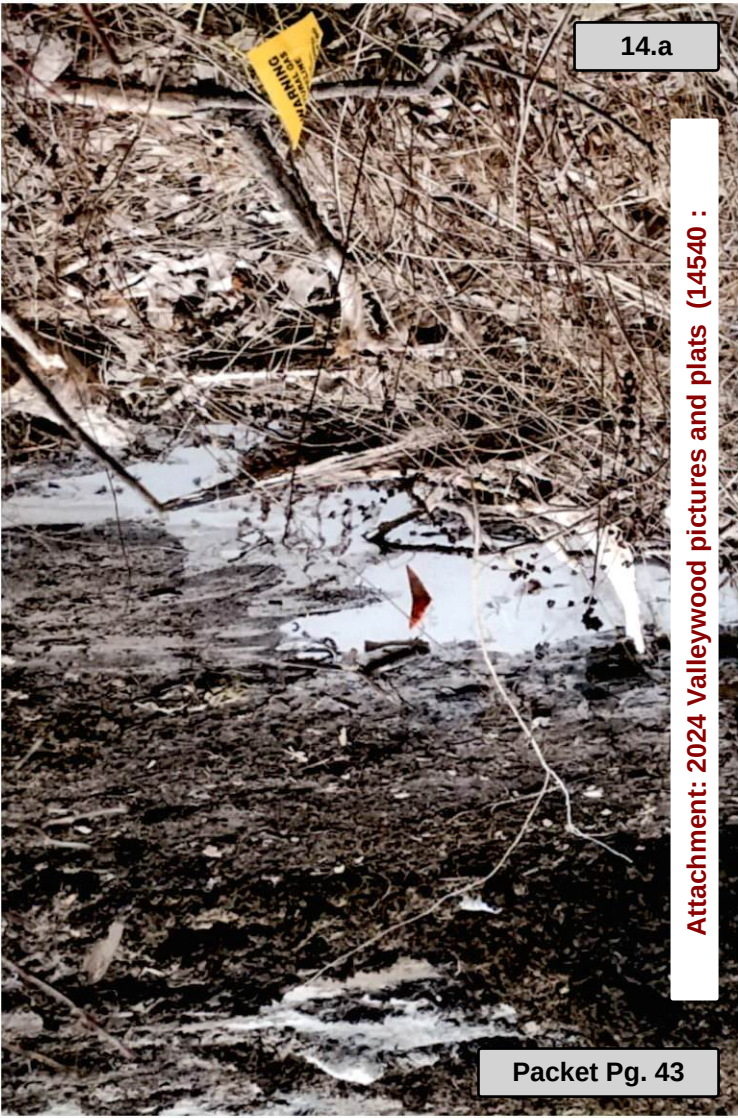
Packet Pg. 41

A photograph showing a close-up view of a stream bed. The water is dark and murky, reflecting the surrounding environment. The stream bed is covered with a thick layer of brown, decaying leaves and twigs. A single, light-colored wooden stick lies horizontally across the middle of the frame, partially submerged in the water. The background shows more of the same debris and a slightly elevated bank.

14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

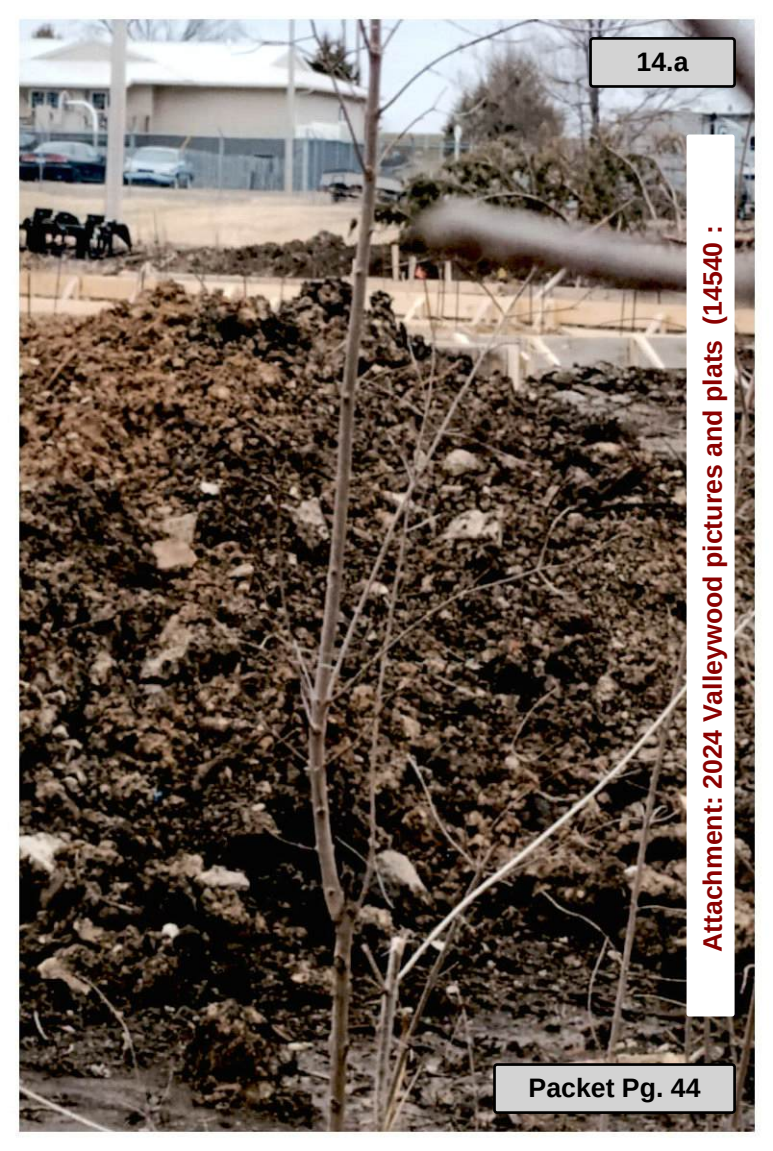
Packet Pg. 42

A photograph showing a muddy, disturbed area, possibly a construction site or a natural excavation. In the upper left, a yellow flag is partially visible with the word "WARNING" printed on it. In the center background, a red flag is stuck in the ground. The foreground is dark, wet mud with some debris. The background consists of dry, tangled brush and branches.

14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

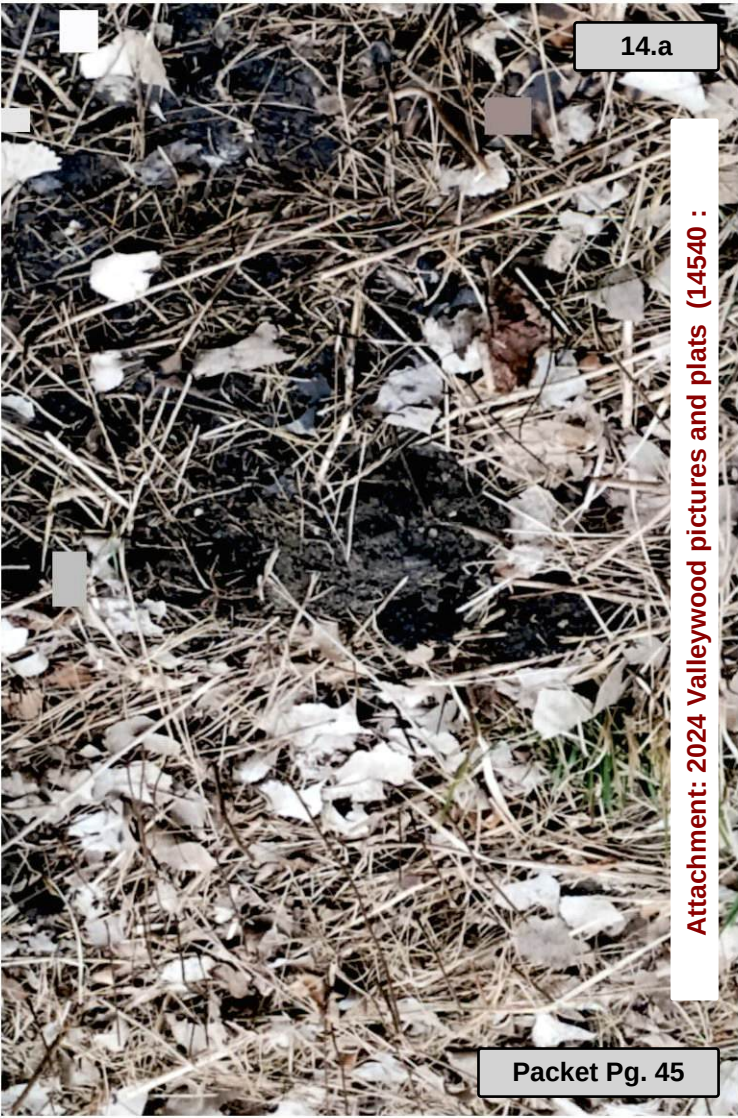
Packet Pg. 43



14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

Packet Pg. 44



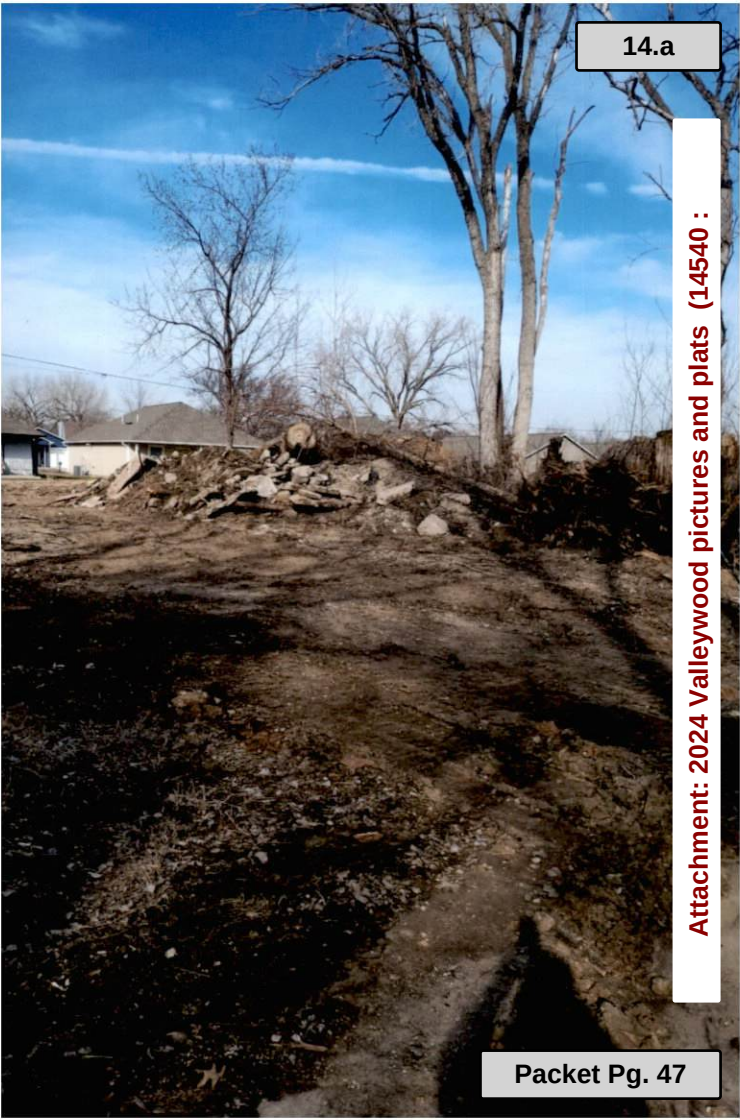
14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

14.a

Attachment: 2024 Valleywood pictures and plats

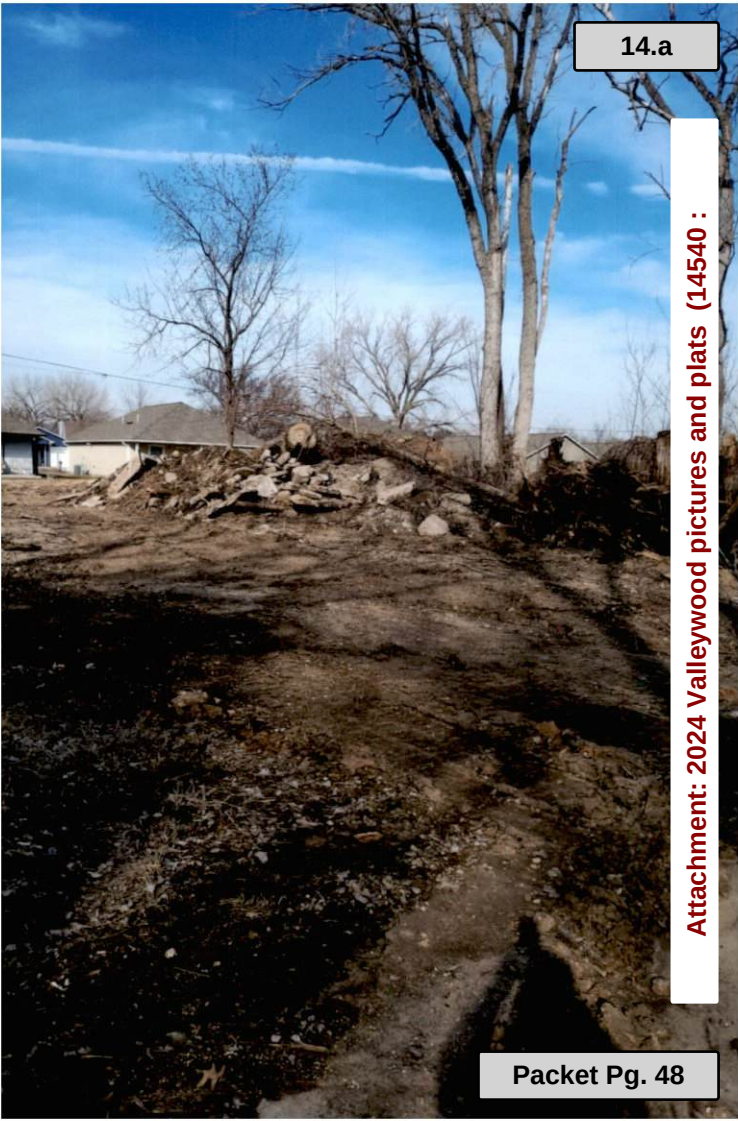
Packet Pg. 46



14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

Packet Pg. 47



14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

Packet Pg. 48

14.a

Attachment: 2024 Valleywood pictures and plats (14540 :

14.a

Attachment: 2024 Valleywood pictures and plats (14540 :



COUNTY APPRAISER'S OFFICE
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: March 11, 2024

SUBJECT: Out of State Travel Requests for Anna Burson and Steve Schurle to attend the 2024 IAAO Conference in Denver Colorado

PRESENTER: Anna Burson

FISCAL IMPACT

This is a budgeted expense. Total Cost estimated \$5,000 for both.

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:

- Anna Burson & Steve Schurle Out of State Travel request for 2024 IAAO conference Denver (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Anna Burson DEPARTMENT: Appraiser's Office
 POSITION TITLE: Riley County Appraiser DATE REQUESTED 3/11/2024
 FUND: Appraiser's Office Budget
 Travel From: Wichita ICT airport Date: 08/24/2024
 Travel To: Denver, Colorado Date: 8/29/2024

Purpose of Travel: To attend the 2024 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing education requirements of my RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures from around the world, and provides a forum for discussion with leadership and colleagues, as well access to vendors of various appraisal products, services, and the latest tech.

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flight round trip	300 approx.
Lodging	5 nights stay at the conference hotel	1200 approx
Meals	only meals not covered by conference registration	150
Registration/Fees	IAAO registration fee for members	850
Other		

Total Estimated Travel Costs: 2500

Requested by:  Date: 3/6/24

Approved by: _____

Department Head:  Date: 3/6/24

Chair: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Steve Schurle DEPARTMENT: Appraiser's Office

POSITION TITLE: Riley County Appraiser DATE REQUESTED 3/11/2024

FUND: Appraiser's Office Budget

Travel From: Manhattan, Salina, or KC Airport Date: 08/24/2024

Travel To: Denver, Colorado Date: 8/29/2024

Purpose of Travel: To attend the 2024 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing education requirements of my RES designation through IAAO. The conference is packed full of presentations, demonstrations on processes and procedures from around the world, and provides a forum for discussion with leadership and colleagues, as well access to vendors of various appraisal products, services, and the latest tech.

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flight round trip	300 approx.
Lodging	5 nights stay at the conference hotel	1200 approx
Meals	only meals not covered by conference registration	150
Registration/Fees	IAAO registration fee for members	850
Other		

Total Estimated Travel Costs: 2500

Requested by:  Date: 3/6/24

Approved by: _____ Date: _____

Department Head:  Date: 3/6/24

Chair: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____

Riley County Clerk _____

cc: Department Head



COUNTY APPRAISER'S OFFICE
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Riley County Appraiser's Office

MEETING: March 11, 2024

SUBJECT: Out of State Travel Request for Anna Burson to attend NCRAAO in Kearney, Nebraska

PRESENTER: Anna Burson

FISCAL IMPACT

This is a budgeted expense. Total Cost estimated \$870.

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:

- Anna Burson Out of State Travel request NCRAAO Kearney (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Anna Burson DEPARTMENT: Appraiser's Office

POSITION TITLE: Riley County Appraiser DATE REQUESTED 3/11/2024

FUND: Appraiser's Office Budget

Travel From: Manhattan Date: 08/18/2024

Travel To: Kearney, Nebraska Date: 8/22/2024

Purpose of Travel: To attend the 2024 (NCRAAO) North Central Regional Association of Assessing Officers Annual Conference held in Kearney, Nebraska. This conference is exclusive to 11 states that make up the North central region. Education sessions and an opportunity to network with representatives from states with similar economy and demographics.

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		
Lodging	4 nights stay at the conference hotel	670
Meals	only meals not covered by conference registration	200
Registration/Fees	Paid registration	0
Other		

Total Estimated Travel Costs: 870

Requested by:  Date: 3/6/24

Approved by: _____

Department Head:  Date: 3/6/24

Chair: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant



COUNTY APPRAISER'S OFFICE
Personnel

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

COMMISSION AGENDA REPORT

FROM: Appraiser's Office
MEETING: March 11, 2024
SUBJECT: Request to refill Open Commercial Appraiser I Position
PRESENTER: Anna Burson

BACKGROUND

The Commercial Appraiser I position became vacant February 26, 2024. This is an entry level position that is crucial to the work of the Riley County Appraiser's Office.

DISCUSSION

We are looking for an individual with 2 years office or professional experience to train in this entry level Commercial position. This position is crucial to the work we do in the Appraiser's Office and it is vital to fill the position as soon as possible.

FISCAL IMPACT

This position has been in place for several years and is in the Appraiser's Office budget.

RECOMMENDATION(S)

I recommend posting and filling the open Commercial Appraiser I position as soon as possible.

POSSIBLE MOTION(S)

Move to approve the request to post and fill the open Commercial Appraiser I position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024-03 Appraiser Comm Appraiser I PAF (DOCX)
- Appraiser I Commerical position description (PDF)

RILEY COUNTY POSITION ACTION FORM

Job Created By

Posted on Career Page



Anna Burson on 03/05/2024

County of Riley

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Position Template

Appraiser I - Commercial [Appraiser I]

Work Location

Office Building

Job ID

2288709

Salary

\$21.53- \$23.40/ Hour D.O.E.

Supervisor Position

No

Pay Grade

RANGE 7 [RANGE 7]

EEO Class

Paraprofessionals [5]

Workers Compensation

9410 [9410]

Cost Center 1

County General [1]

Cost Center 2

Appraiser [22]

Cost Center 3

--

1 Job Slot

APPRAIS-1

Supervisor:

Department Head:

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$ \$48,672 Budget for Benefits: \$19,225.44 Total proposed annual budget: \$67,897.44

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I-COMMERCIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Appraiser IV-Commercial	
Pay Range:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser I-Commercial discovers and lists property characteristic data of real property throughout Riley County for the purpose of ad valorem taxation with the specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discover, inventory, and list structures and other improvements associated with commercial and exempt property within Riley County.
- Assist in Ensuring new construction is listed and existing data is accurate.
- Assist in Identifying, photo cataloging, measuring, and sketching pertinent objective data working with a supervisor on subjective data i.e. (rank, physical condition, functional utility, and investment class).
- Conduct interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews maps for accuracy and discrepancies.
- Perform quality control on data entry.
- Communicate workload with supervisor to ensure statutory deadlines are met for all process including annual review and building permits.
- Assist supervisors with sales review and final review prior to finalization of the appraisal estimates and printing of change of value notices.
- Observe informal and payment under protest hearings.

SECONDARY FUNCTIONS:

- Provide information to customers by phone, email, or in person. Information includes property record card, cost sheets, income reports, aerial maps, and legal descriptions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

Within 2 years in position must successfully complete:

- ORION Commercial & Industrial Data Collection, ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law
- IAAO 101, IAAO 102, and USPAP

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years office experience preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read maps. Ability to multitask. Knowledge and ability to utilize Microsoft Office programs. Ability to enter data into a variety of systems accurately and completely. Ability to communicate tactfully and courteously with the public. Ability to use

Updated December 2022

Attachment: Appraiser I Commercial position description (14566 : Request to Refill Commercial Appraiser I Position)

basic math skills and take measurements accurately.

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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

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



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: March 11, 2024

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- 031124 Project Update (PDF)

Project Update

Public Works Department

3/11/2024

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Bid documents and bid date.

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Considered Historic by State Historic Preservation Office
- SHPO approval of documentation of bridge
- Reese Construction low bid – Start 12/4
- [Forms and falsework](#)

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Easements and [January 15 bid date](#).

Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child
- Cost share with City – trail and Browning Intersection. – MOU
- Review of design contract and develop MOU

Parks:

- [Cleaning up Landscape Beds.](#)
- [Preemergent spraying.](#)
- [Preparing sprinkler for start-up.](#)
- [Bid opening for mower is March 21.](#)

Operations:

- [Crack Sealing and shouldering of asphalt roads.](#)
- [Small structure inspections and repairs.](#)
- [Swede Creek Pre-Cast RCB is scheduled for March 25. 2-week project.](#)
- [Quotes for pre-cast box culverts due in PW by March 20. R&B and sales tax projects.](#)

- Bid opening for Chip for chip seal projects is March 14th.
- Bid opening for CMP's is March 14th.
- To date we have used a little over 60% of our rock budget on roads since the snow.
- Expended 65% of the rock budget for year.

Miscellaneous

- Open Positions: Purchasing Agent, Facility & Ground I & II and Seasonal, Custodial I
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Waiting on Terracon report. Site issues.
- RCPS Headquarters Station – BHS GMP \$9,587,108. Rezoning to Public Improvement District Urban Area Planning Board hearing is March 14th @ 6pm.
- 4th floor CPE Renovation. Icon Structures awarded the contract (\$457,500) and scheduled to begin work March 11th.
- Purple Wave: Go live March 28th. Bids close April 30.
- Working on new water contract for University Park.
- Marlatt Ave. Corridor project. Working on contract with Benesch and MOU with City.
- Transfer Station load out scales bid opening is March 14th.
- Bid opening for 2024 Asphalt Overlay project is March 24th.
- EMS HQ rezoning in front of the Manhattan Urban Area Planning Board March 14th @6pm.



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

STAFF REPORT

FROM: Russel Stukey
MEETING: March 11, 2024
SUBJECT: Fire EM staff update
PRESENTER: Russel Stukey

Enclosures:

- 2, 2024 Febuary staff time (1) (DOCX)



Monthly staff time report to BOCC, for the month of February 2024

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Working with Ka-Com and the counselor's office to negotiate an agreement with a potential tower space tenant.
- Worked with Ka-Comm to complete SUMS update to radio system
- Met with MFD and Blue Valley Public Safety about Siren Upgrade CIP project
-

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Participating in the comprehensive plan review
- Working with IT on the MCP CIP upgrade project
- Participated in monthly Riley Co. Emergency Services Director meeting
- Preparing for severe weather season and storm spotter training
- Participated in KEMA conference committee meeting
- Chaired department head meetings
- Attended KAC county day at the state capitol staffing the KEMA table
- Participated in the 911 addressing committee meeting
- Submitted policy manual comments to HR
-

Items awaiting legal review:

Drake tower lease addendum (this one is potentially costing the CIP fund lost income)

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend KEMA Board special meeting

Attend KEMA conference planning meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council (NERHSC):

Serve as a project manager for Everbridge and CRMCS


Riley County Emergency Management
Riley County Fire District #1

115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6331
 Fax: 785-537-6331
www.rileycountyks.gov

Serve as KEMA representative
 Emergency Management fund:
 Oversee invoice payment process
 911 fund:
 Pay invoices
 Track expenses and income
 Plans:
 Exercises:
 Facilitate TTX for KSU Vet Med students
 Attend planning meeting for Airport TTX
 Volunteer Management:
 Facilitate CERT meeting
 Facilitate WARN meeting
 Community Outreach:
 Training:
 Attend recovery webinar
 Attend ISP symposium
 Misc:
 Attend 911 working group meeting
 Attend 911 road naming committee meeting
 Facilitate LEPC meeting
 Facilitate bi-weekly staff meeting
 Submit StormReady renewal application
 Submit KCEM renewal application
 Receive KCEM recertification
 Participate in RCFD#1 Deputy Chief interviews
 Appear on KMAN infocus for severe weather awareness week
 Attend Randolph, Ogden city council meetings to update ID cards
 Provide Severe Weather Awareness Week info at BOCC meeting
 Receive KAC award for 24 years of service

EM Planner Baldwin Fisher

Planning:
 Work on County Disaster Recovery Plan
 Begin developing objectives for the Executive Leadership TTX

Exercises:
 Facilitate TTX for KSU Vet Med students
 Attend planning meeting for Airport TTX

Training:
 Attend recovery webinar



Attend monthly CERT training in Pott Co

Misc:

Attend monthly LEPC

Fire-Russel

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Attended south county Fire training
- Attended several BOCC meetings
- Reviewing RCFD #1 Policy Manual for updates
- Working through hiring process for DC of Administration
- Dealing with the State FM Office and Sikes Venue in Leonardville
- Received Pallet of drinking water from Anheuser-Busch bottling company and Flint Hills Beverage distributors
- Working with John Ellerman and KDOT staff regarding easement for US-24 Hwy near Station 112
- Answered questions from Geary County and Junction City Fire regarding EMS responsibilities of RCFD #1
- Responded to numerous emergency calls
- Updating responders on road construction information received from KDOT
- We have received a couple of donated refrigerators for fire stations, we still need about 5 more
- Distributed drinking water and other supplies to fire stations
- Working with PIO Leyva on public information packets for severe weather season and burn season
- We hosted a prescribed fire burn class on February 28th at Pottorf Hall
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1

Admin. Asst. M. Horstmeier

Continued to maintain the hiring process for Volunteer Firefighters and provided newly hired firefighters with their gear.

Continued to process the Volunteer Firefighter stipends for Payroll.



Continued to record, process, and complete the Accounts Payable and Purchase card invoices and receipts.

Assisted in completing any required incident reports as needed to help with Payroll and ER record keeping.

Updated Firefighter files as required with new documentation or certifications.

Continued to maintain and process 2024 Burn Permit documentation, as well as sent the updated burn permit list to dispatch for their records. Kept the Burn Map up to date.

Completed the February Prescribe Burn Report and sent it to the Kansas Forest Service for their records.

Sent out a notice for the Prescribe Burn/Controlled Burn Class hosted by RCFD#1, RCEM, Kansas Forest Service, and RC Extension to the list of burn permit holders.

Continued to maintain the Financial Reporting in order to stay in compliance with the LSSE Grant.

Wrote and distributed the disciplinary letters to the Volunteer Firefighters that did not make mandatory minimums. This year we did not have anyone that needed to be terminated.

Continued to work on the Assistance to Firefighter grant by gathering all necessary data and writing the narrative. The narrative needs to be finished, then sent off for consultation, and then it is ready to be submitted.

Helped provide budget information for the VFA grant to Russel and Doug for them to use.

Attended the WIBW interview with BC John Wienck for the Harold Bellman Award story.

Attended *Strengthening First Responder Resilience and Wellness in Turbulent Times* webinar hosted by Lexipol.

Attended KDEM Disaster Recovery Webinar Series on *Behavioral Health and Well Being of a First Responder*.

See below for Firefighter statistics for the month of February.

February FF Stats	Total Number
New Applications	9
Rejected/Withdrawn Candidates	3
Hired Candidates	2
Probationary Firefighters	18
Trained Firefighters	112
Total Active Members	130
Terminations	0
Resignations	0
Retirements	0



Riley County Emergency Management
 Riley County Fire District #1
 115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6331
 Fax: 785-537-6331
 www.rileycountyks.gov

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Monthly truck checks complete.
- Station 102 progress. Concrete is done. Building is on site ready to be built
- Working on County trainings for march.
- Preparing for Wildland season.
- Completed wildland response trailer.
- Waiting on County Council on University Park.
- Working with Chief Stukey on DCA position.
- Interviews for DCA position.
- Working with Admin Assistant to outfit new FFs.
- Radio updates to include Pott county and Geary county channels.

Deputy Chief of Administration

Open

Submitted by:
 Russel Stukey, EM

Attachment: 2, 2024 February staff time (1) (14551 : EM/FIRE Staff Update for February)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: March 11, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 03.11.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ October, 2023 and through March 6, 2024 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “T”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use.(10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24)) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) ***Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting.(2-29-24)***

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23)Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals . (1-19-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issue related to service. (10-25-23.)

Legislation: Discuss with BOCC potential annual legislative conference dates in December, 2023.(10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-

24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24)) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) ***Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24)***

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit

district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) **Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. Communicate again with department head and Deputy Counselor.(3-4-24)**

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) *Work on autopsy record storage issue. (2-2-24) Prepare resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24)*

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recent published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) **Communicate with Director on potential policy. (2-27-24)**

Riley County Emergency Management: *Work on project issue. (11-7-23; 11-8-23)* Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24)

Riley County Emergency Medical Services

Riley County Extension:

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024 training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Preparation for January 9, 2024 training presentation to District Leadership.(1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) **Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24)**

Riley County GIS: Assist with provision of “shapefile” requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health *Work on contract law issue. (10-12-23;10-13-23.)* Work on contract law issue. (10-19-23;10-23-23; 10-24-23.)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23.(10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue(“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”.(10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) *Work on personnel law issue for Division and Department. (11-10-23).* *Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23).* Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issue. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) ***Work on personnel policy manual issues. (2-22-23;2-23-24)*** ***Communicate with Division director given federal law changes in identified policies. (2-27-24)*** ***Review material provided. (2-27-24)***

Riley County Information Technology/GIS *Work with department on contract law issue. (10-24-23.)* Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) *Discuss legal issues involving federal act(s) and communication technology. (2-1-24)*

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24)

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting.10-12-13.) Work on pending litigation. (10-13-23) Work on

pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meeting with business and staff on different pending legal issue. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) *Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024 meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting.(3-6-24)*

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issue. (11-7-23) Communicate with department head on same issue. (11-8-23) ***Work on legal issue regarding filing. (2-29-24; 3-1-24;3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)***

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners’ Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards.(8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23)Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue

involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) ***Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office.*** (2-26-24) ***Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate.*** (2-27-24) ***Work on temporary relocation of office during 4th floor renovation project.*** (2-28-24) ***Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works.*** (3-1-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas: ***Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning.*** (2-21-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24)

Intergovernmental Luncheon:

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County’s insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) ***Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day.*** (1-2-24) ***Attend and participate committee meeting.*** (2-20-24)

Staff Road Renaming Committee:



MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: March 11, 2024

SUBJECT: Staff Report - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

March 11, 2024

1. Visitation and Tours:

Site Name	JAN 2024	FEB 2024
Museum	165	192
Goodnow House	31	52
Wolf House	49	22
Pioneer Log Cabin	0	0
Programs & Outreach	184	105
TOTAL	429	371

Volunteer Hours	JAN 2024	JAN 2024
General	38.5	53.0
RCHS Board of Directors	96	74.5
Community Service	0	6.5
TOTAL	134.5	134.0

2. Education and Outreach

February 13 - Fireside Chat - ***Love and Marriage on the Prairie***, 22 attended. This topic was also the focus of the February KMAN In-Focus radio show in January and is being turned into a temporary exhibit that will be installed in the County Courthouse.

Curator Highsmith and Director Hensler provided two off-site educational presentations in February - one to the Lions Club with 31 attendees (Eureka Lake/Electric Park) and one to the Welcome Club of Manhattan with 52 attendees (Kimble Castle).

Staff also provided specialized tours at the Museum and Goodnow House for the ESL group with Manhattan Area Technical College and for Dr. Knost and Rivera's Spanish Classes at KSU.

Sign-ups for 4th grade field trips at the Wolf House have begun. Currently, there are 487 student sign-ups and 34 of the 96 volunteer spots have been filled.

3. Collections:

Collections Numbers	JAN 2024	FEB 2024
Number of Collections Donated	5	10
Individual Items Donated	26	63
Backlogged Collections Processed	1	3
Backlogged Items Processed	37	83
Museum Acquisitions Processed	0	0

4. **Archives and Library** - Curator Glasglow managed six new incoming patron requests for the public and one from internal sources in the month of February. There was one appointment made to use the research library, and there was one walk-in patron. She continues to follow up with outstanding requests submitted previously.

Library and Archives Requests	JAN 2024	FEB 2024
Research (external)	12	6
Research (internal)	3	1
In-Person Appointments	2	1
Walk-In Appointments	1	1
TOTAL	18	9

5. **Building and Grounds** - The Museum staff are still actively cleaning out space in the Museum's workroom and temporary storage space. Approximately, 250 SF in temporary storage and 100 SF in the workroom have been cleaned out since the beginning of the year.

Issues with the track lighting systems in both of the exhibit galleries and the temporary and permanent storage areas continue. Staff have brought in portable lighting systems to assist.

6. **Staffing** - All three new As-Needed Museum Assistant positions have started and are doing well in their roles. Each serves as docent, guest services, and have been assigned individual assignments to support the curators.

The Museum is hosting two interns from KSU this semester. These are credit-based internships and not funded by County or Society funds. Kat Rieke comes from the Archaeology department and Alyson Youngers from the History department. They are both doing an excellent job and each have been assigned a semester project based upon their professional interests.

7. Upcoming Events

March 12 - Fireside Chat, ***The Banjo and its Masters***, with Derrick Doty at Flight Crew Coffee, 5:30-7pm

March 23 - RCHS Board of Directors Monthly Meeting, 3:30pm, RCHM Dallas Gallery

March 25 - RCHS Quarterly Meeting, ***Pre-Renovation Tour of the Wareham Opera House***, 5:30pm at 410 Poyntz Ave.

April 9 - Fireside Chat, Topic and presenter TBD at Flight Crew Coffee, 5:30-7pm

April 10 - RCHS Board of Directors Monthly Meeting, 3:30pm, RCHM Dallas Gallery

April 23 - RCHM Board of Trustees quarterly meeting, 4pm, RCHM Dallas Gallery

April 23 - RCHS Quarterly Meeting, ***The History of the First Congregational Church***, with Leo Schell, 6:30pm at 700 Poyntz Ave.

May 11 - ***Cemetery Restoration Workshop***, St. Joseph's Historic Church and Cemetery, 10am-2pm, Lower McDowell Creek Rd.,

Ongoing - Exhibit open at the Wolf House Museum, titled "*Forget Me Not: Funerals in Victorian Era Riley County*." The exhibit will remain until May 26 and is offered free and open to the public. The Wolf House is open on Saturdays and Sundays from 2-5pm or by appointment.

Enclosures:

County Officials' Meeting Agenda

Monday, March 11, 2024

**2:00 pm - 3:00 pm
BOCC CHAMBERS**

- Topic will be the 2025 budget and budget baseline.
- Little Apple Nutrition teas and smoothies will be provided.
- Please RSVP to Cindy Kabriel so she can estimate appropriately for the lunch order