



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

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

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

6. Year to date budget and expenditure reports

9:15 AM

David Adams, EMS/Ambulance Director

7. Request to Fill Open Positions

9:20 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session
9. Pending County Projects County Counselor

9:30 AM

Press Conference

9:35 AM

Katharine Hensler, Museum Director

10. Riley County Historical Museum Staff Report

9:50 AM John Ellermann, Public Works Director/County Engineer

11. Public Works Project Update

10:05 AM David Adams, EMS/Ambulance Director

12. Riley County Public Safety Headquarters update

12:00 PM County Officials Luncheon

13. County Official's Luncheon 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 14, 2023 (KF).

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



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)
2. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Evan McMillan, Assistant County Engineer

4. Bid opening for 2023 Asphalt Overlay Program

10:00 AM

Gary Fike, County Extension Director

5. Staff update

10:15 AM

Brian Peete, RCPD Director

6. RCPD update

10:30 AM

Julie Gibbs, Health Department Director

7. Out of State Travel Request

Adjournment

Announcement

Attachment: 03-16-23 tentative agenda (12820 : Tentative Agenda)

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

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 20, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren, Konza Prairie Community Health and Dental Center

1. Konza Prairie Community Health and Dental Center update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

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: 03-20-23 tentative agenda (12820 : 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 13, 2023

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2023 YTD Wage-Overtime Report Overview 2023-02 (PDF)
- 2023 YTD Wage-Overtime Report Detail Page 2023-02 (PDF)
- Financial Reports February 2023 (PDF)

2023 YTD Wages/Overtime Compared to Budget

% of Year Used

16.67%

Feb	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	Total YTD Wages & OT	2023 Total Budget	Budget Spent
Department							
1 Attorney	\$251,943.36	\$1,663,906.62	\$1,028.64	\$4,291.25	\$252,972.00	\$1,668,197.87	15.16%
2 Clerk	\$132,251.78	\$860,540.00	\$36.51	\$4,723.00	\$132,288.29	\$865,263.00	15.29%
3 Commissioners	\$24,788.52	\$161,125.00	\$0.00	\$0.00	\$24,788.52	\$161,125.00	15.38%
4 Administrative Services	\$79,403.63	\$539,658.00	\$0.00	\$1,616.00	\$79,403.63	\$541,274.00	14.67%
6 Register of Deeds	\$52,833.36	\$341,888.00	\$0.00	\$928.00	\$52,833.36	\$342,816.00	15.41%
7 Treasurer	\$142,880.43	\$944,071.00	\$0.00	\$5,941.00	\$142,880.43	\$950,012.00	15.04%
10 Emergency Mgt	\$30,990.02	\$176,699.00	\$0.00	\$0.00	\$30,990.02	\$176,699.00	17.54%
17 Museum	\$54,556.66	\$331,141.00	\$0.00	\$0.00	\$54,556.66	\$331,141.00	16.48%
19 Election	\$35,224.79	\$411,932.00	\$0.00	\$3,114.00	\$35,224.79	\$415,046.00	8.49%
20 EMS/Ambulance	\$321,405.58	\$2,111,572.00	\$133,116.53	\$1,293,562.00	\$454,522.11	\$3,405,134.00	13.35%
22 Appraiser	\$172,643.20	\$1,083,795.00	\$0.00	\$11,323.00	\$172,643.20	\$1,232,935.00	14.00%
24 Planning & Development	\$69,463.09	\$466,581.00	\$0.00	\$950.66	\$69,463.09	\$467,531.66	14.86%
29 Information Tech-GIS	\$89,633.92	\$697,157.00	\$0.00	\$7,081.15	\$89,633.92	\$704,238.15	12.73%
30 General Serv.-Separation	\$3,957.92	\$75,000.00	\$0.00	\$0.00	\$3,957.92	\$75,000.00	5.28%
40 Public Works	\$505,752.78	\$3,588,192.00	\$8,741.14	\$90,716.00	\$514,493.92	\$3,678,908.00	13.98%
41 Noxious Weed	\$61,394.65	\$415,646.14	\$0.00	\$7,770.88	\$61,394.65	\$423,417.02	14.50%
NON-GENERAL FUNDS							
Solid Waste payroll	\$28,745.58	\$200,506.38	\$622.69	\$12,788.03	\$29,368.27	\$213,294.41	13.77%
Fire District #1	\$42,222.78	\$333,259.00	\$7.39	\$553.00	\$42,230.17	\$333,812.00	12.65%
Subtotal-All County Funds	\$2,100,092.05	\$14,402,669.14	\$143,552.90	\$1,445,357.97	\$2,243,644.95	\$15,985,844.11	
Health Dept.-General Fund	\$67,875.31	\$423,806.43	\$0.00	\$1,579.79	\$67,875.31	\$425,386.22	15.96%
Health Dept.-Grant Funds	\$404,282.42	\$2,602,104.41	\$0.00	\$12,717.45	\$404,282.42	\$2,614,821.86	15.46%
Full Grant Funds							
Youth Court Svcs	\$8,429.96	\$0.00	\$0.00	\$0.00	\$8,429.96	\$0.00	0.00%
Juvenile Services	\$39,870.55	\$335,248.79	\$418.21	\$0.00	\$40,288.76	\$335,248.79	12.02%
Adult Services	\$48,063.92	\$311,345.38	\$1,044.71	\$0.00	\$49,108.63	\$311,345.38	15.77%
Subtotal Grant Funds	\$96,364.43	\$646,594.17	\$1,462.92	\$0.00	\$97,827.35	\$646,594.17	
Totals	\$2,668,614.21	\$18,075,174.15	\$145,015.82	\$1,459,655.21	\$2,813,630.03	\$19,672,646.36	

Attachment: 2023 YTD Wage-Overtime Report Overview 2023-02 (13254 : Year to date budget and expenditure reports)

Dept			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget
	Department										
1	Attorney	Regular Salaries	1001	\$126,050.08	\$125,893.28	\$251,943.36	\$0.00	\$0.00	\$0.00	\$251,943.36	\$1,636,816.62
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$27,090.00
		Overtime	1005	\$85.71	\$942.93	\$1,028.64	\$0.00	\$0.00	\$0.00	\$1,028.64	\$4,291.25
				\$126,135.79	\$126,836.21	\$252,972.00	\$0.00	\$0.00	\$0.00	\$252,972.00	\$1,668,197.87
2	Clerk	Regular Salaries	1001	\$66,167.14	\$66,084.64	\$132,251.78	\$0.00	\$0.00	\$0.00	\$132,251.78	\$845,370.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,170.00
		Overtime	1005	\$0.00	\$36.51	\$36.51	\$0.00	\$0.00	\$0.00	\$36.51	\$4,723.00
				\$66,167.14	\$66,121.15	\$132,288.29	\$0.00	\$0.00	\$0.00	\$132,288.29	\$865,263.00
3	Commissioners	Regular Salaries	1001	\$12,394.26	\$12,394.26	\$24,788.52	\$0.00	\$0.00	\$0.00	\$24,788.52	\$161,125.00
4	Administrative Svcs	Regular Salaries	1001	\$39,701.82	\$39,701.81	\$79,403.63	\$0.00	\$0.00	\$0.00	\$79,403.63	\$539,658.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,616.00
				\$39,701.82	\$39,701.81	\$79,403.63	\$0.00	\$0.00	\$0.00	\$79,403.63	\$541,274.00
6	Register of Deeds	Regular Salaries	1001	\$26,429.24	\$26,404.12	\$52,833.36	\$0.00	\$0.00	\$0.00	\$52,833.36	\$341,888.00
		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	\$928.00
				\$26,429.24	\$26,404.12	\$52,833.36	\$0.00	\$0.00	\$0.00	\$52,833.36	\$342,816.00
7	Treasurer	Regular Salaries	1001	\$69,588.36	\$73,292.07	\$142,880.43	\$0.00	\$0.00	\$0.00	\$142,880.43	\$944,071.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$44.34	\$44.34	\$0.00	\$0.00	\$0.00	\$44.34	\$5,941.00
				\$69,588.36	\$73,336.41	\$142,924.77	\$0.00	\$0.00	\$0.00	\$142,924.77	\$950,012.00
10	Emergency Mgt	Regular Salaries	1001	\$15,500.94	\$15,489.08	\$30,990.02	\$0.00	\$0.00	\$0.00	\$30,990.02	\$152,041.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,658.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$15,500.94	\$15,489.08	\$30,990.02	\$0.00	\$0.00	\$0.00	\$30,990.02	\$176,699.00
17	Museum	Regular Salaries	1001	\$26,918.15	\$27,638.51	\$54,556.66	\$0.00	\$0.00	\$0.00	\$54,556.66	\$323,791.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,350.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$26,918.15	\$27,638.51	\$54,556.66	\$0.00	\$0.00	\$0.00	\$54,556.66	\$331,141.00
19	Election	Regular Salaries	1001	\$17,334.34	\$17,890.45	\$35,224.79	\$0.00	\$0.00	\$0.00	\$35,224.79	\$213,206.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$198,726.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,114.00
				\$17,334.34	\$17,890.45	\$35,224.79	\$0.00	\$0.00	\$0.00	\$35,224.79	\$415,046.00
20	EMS/Ambulance	Regular Salaries	1001	\$173,508.66	\$147,896.92	\$321,405.58	\$0.00	\$0.00	\$0.00	\$321,405.58	\$2,075,167.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,405.00
		Overtime	1005	\$65,935.70	\$67,180.83	\$133,116.53	\$0.00	\$0.00	\$0.00	\$133,116.53	\$1,293,562.00

6.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-02 (13254 : Year to date budget and

Dept			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget
	Department										
			\$239,444.36	\$215,077.75	\$0.00	\$454,522.11	\$0.00	\$0.00	\$0.00	\$454,522.11	\$3,405,134.00
22	Appraiser	Regular Salaries	1001	\$86,407.07	\$86,236.13	\$172,643.20	\$0.00	\$0.00	\$0.00	\$172,643.20	\$1,206,442.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,170.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,323.00
				\$86,407.07	\$86,236.13	\$172,643.20	\$0.00	\$0.00	\$0.00	\$172,643.20	\$1,232,935.00
24	Planning & Development	Regular Salaries	1001	\$34,739.16	\$34,723.93	\$69,463.09	\$0.00	\$0.00	\$0.00	\$69,463.09	\$451,411.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$15,170.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.66
				\$34,739.16	\$34,723.93	\$69,463.09	\$0.00	\$0.00	\$0.00	\$69,463.09	\$467,531.66
29	Information Tech-GIS	Regular Salaries	1001	\$44,816.96	\$44,816.96	\$89,633.92	\$0.00	\$0.00	\$0.00	\$89,633.92	\$697,157.00
		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	\$7,081.15
				\$44,816.96	\$44,816.96	\$89,633.92	\$0.00	\$0.00	\$0.00	\$89,633.92	\$704,238.15
30	General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Separation Payout	1005	\$0.00	\$3,957.92	\$3,957.92	\$0.00	\$0.00	\$0.00	\$3,957.92	\$75,000.00
				\$0.00	\$3,957.92	\$3,957.92	\$0.00	\$0.00	\$0.00	\$3,957.92	\$75,000.00
40	Public Works	Regular Salaries	1001	\$254,945.30	\$250,807.48	\$505,752.78	\$0.00	\$0.00	\$0.00	\$505,752.78	\$3,477,827.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,365.00
		Overtime	1005	\$521.70	\$8,219.44	\$8,741.14	\$0.00	\$0.00	\$0.00	\$8,741.14	\$90,716.00
				\$255,467.00	\$259,026.92	\$514,493.92	\$0.00	\$0.00	\$0.00	\$514,493.92	\$3,678,908.00
41	Noxious Weed	Regular Salaries	1001	\$31,978.14	\$29,416.51	\$61,394.65	\$0.00	\$0.00	\$0.00	\$61,394.65	\$415,646.14
		Seasonal/ASND	1003	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$336.21	\$395.66	\$731.87	\$0.00	\$0.00	\$0.00	\$731.87	\$7,770.88
				\$32,314.35	\$29,812.17	\$62,126.52	\$0.00	\$0.00	\$0.00	\$62,126.52	\$423,417.02
150	Solid Waste Payroll	Regular Salaries	1001	\$15,142.61	\$13,602.97	\$28,745.58	\$0.00	\$0.00	\$0.00	\$28,745.58	\$128,990.33
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,516.05
		Overtime	1005	\$7.69	\$615.00	\$622.69	\$0.00	\$0.00	\$0.00	\$622.69	\$12,788.03
				\$15,150.30	\$14,217.97	\$29,368.27	\$0.00	\$0.00	\$0.00	\$29,368.27	\$213,294.41
183	Fire District #1	Regular Salaries	1001	\$19,164.20	\$19,139.58	\$38,303.78	\$0.00	\$0.00	\$0.00	\$38,303.78	\$274,896.00
		Seasonal/ASND	1003	\$1,291.00	\$2,628.00	\$3,919.00	\$0.00	\$0.00	\$0.00	\$3,919.00	\$58,363.00
		Overtime	1005	\$0.00	\$7.39	\$7.39	\$0.00	\$0.00	\$0.00	\$7.39	\$553.00
				\$20,455.20	\$21,774.97	\$42,230.17	\$0.00	\$0.00	\$0.00	\$42,230.17	\$333,812.00
400	Health Dept.-General	Regular Salaries	1001	\$33,468.86	\$34,406.45	\$67,875.31	\$0.00	\$0.00	\$0.00	\$67,875.31	\$369,385.00
		Seasonal/ASND	1003	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,421.43
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,579.79
				\$33,468.86	\$34,406.45	\$67,875.31	\$0.00	\$0.00	\$0.00	\$67,875.31	\$425,386.22

6.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-02 (13254 : Year to date budget and

Dept			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget
	Department										
410	Health Dept.-Grants	Regular Salaries	1001	\$201,918.56	\$202,363.86	\$404,282.42	\$0.00	\$0.00	\$0.00	\$404,282.42	\$2,557,401.41
		Part Time	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,703.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,717.45
				\$201,918.56	\$202,363.86	\$404,282.42	\$0.00	\$0.00	\$0.00	\$404,282.42	\$2,614,821.86
500	Community Corrections	Regular Salaries	1001	\$24,114.26	\$23,949.66	\$48,063.92	\$0.00	\$0.00	\$0.00	\$48,063.92	\$311,345.38
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$512.80	\$531.91	\$1,044.71	\$0.00	\$0.00	\$0.00	\$1,044.71	\$0.00
				\$24,627.06	\$24,481.57	\$49,108.63	\$0.00	\$0.00	\$0.00	\$49,108.63	\$311,345.38
501	Community Corrections	Regular Salaries	1001	\$18,766.83	\$18,583.72	\$37,350.55	\$0.00	\$0.00	\$0.00	\$37,350.55	\$287,602.99
	-Juvenile	Seasonal/ASND	1003	\$ 1,290.00	1230	\$2,520.00	\$0.00	\$0.00	\$0.00	\$2,520.00	\$47,645.80
		Overtime	1005	\$249.21	\$169.00	\$418.21	\$0.00	\$0.00	\$0.00	\$418.21	\$0.00
				\$20,306.04	\$19,982.72	\$40,288.76	\$0.00	\$0.00	\$0.00	\$40,288.76	\$335,248.79
502	Community Corrections	Regular Salaries	1001	\$4,308.36	\$4,121.60	\$8,429.96	\$0.00	\$0.00	\$0.00	\$8,429.96	
	-Youth Court	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$38.64	\$38.64	\$0.00	\$0.00	\$0.00	\$38.64	\$0.00
				\$4,308.36	\$4,160.24	\$8,468.60	\$0.00	\$0.00	\$0.00	\$8,468.60	\$0.00
	Totals			\$1,413,593.32	\$1,400,851.56	\$2,814,444.88	\$0.00	\$0.00	\$0.00	\$2,814,444.88	\$19,672,646.36
										\$2,814,444.88	\$19,672,646.36

6.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-02 (13254 : Year to date budget and

2023 YTD BUDGET ACTIVITY

% of Year 16.7%

	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	\$2,529,299	\$172,035	\$177,231		\$349,265	\$0	\$0	\$0	\$349,265	\$2,180,034	13.81%
	Clerk	\$1,322,992	\$88,541	\$90,255		\$178,796	\$0	\$0	\$0	\$178,796	\$1,144,196	13.51%
	County Commissioners	\$276,310	\$15,442	\$18,324		\$33,766	\$0	\$0	\$0	\$33,766	\$242,544	12.22%
	Admin. Svcs/Counselor	\$803,003	\$52,594	\$54,767		\$107,361	\$0	\$0	\$0	\$107,361	\$695,642	13.37%
	Register of Deeds	\$537,353	\$34,082	\$35,853		\$69,934	\$0	\$0	\$0	\$69,934	\$467,419	13.01%
	Treasurer	\$1,386,845	\$97,906	\$103,523		\$201,428	\$0	\$0	\$0	\$201,428	\$1,185,417	14.52%
	District Court	\$177,000	\$8,915	\$14,322		\$23,237	\$0	\$0	\$0	\$23,237	\$153,763	13.13%
1.00	Emergency Management	\$311,312	\$22,175	\$22,545		\$44,720	\$0	\$0	\$0	\$44,720	\$266,592	14.36%
	Coroner	\$117,000	\$4,167	\$10,445		\$14,611	\$0	\$0	\$0	\$14,611	\$102,389	12.49%
	Juvenile Detention	\$101,650	\$0	\$17,409		\$17,409	\$0	\$0	\$0	\$17,409	\$84,241	17.13%
	Fair	\$110,500	\$2,700	\$3,821		\$6,521	\$0	\$0	\$0	\$6,521	\$103,979	5.90%
1.00	Museum	\$466,472	\$34,667	\$35,935		\$70,602	\$0	\$0	\$0	\$70,602	\$395,870	15.14%
	Election	\$732,394	\$24,298	\$39,086		\$63,384	\$0	\$0	\$0	\$63,384	\$669,010	8.65%
	Ambulance	\$5,393,865	\$351,352	\$342,446		\$693,798	\$0	\$0	\$0	\$693,798	\$4,700,067	12.86%
	Appraiser	\$1,878,456	\$129,328	\$124,990		\$254,318	\$0	\$0	\$0	\$254,318	\$1,624,138	13.54%
	Planning & Development	\$707,392	\$46,705	\$48,752		\$95,456	\$0	\$0	\$0	\$95,456	\$611,936	13.49%
	Budget Appropriations	\$1,877,098	\$859,499	\$0		\$859,499	\$0	\$0	\$0	\$859,499	\$1,017,599	45.79%
	Insurance	\$811,218	\$320,657	-\$36,663		\$283,993	\$0	\$0	\$0	\$283,993	\$527,225	35.01%
	Information Systems	\$1,753,072	\$84,587	\$104,391		\$188,977	\$0	\$0	\$0	\$188,977	\$1,564,095	10.78%
	County General-General	\$10,369,446	\$88,470	\$128,434		\$216,904	\$0	\$0	\$0	\$216,904	\$10,152,542	2.09%
	Public Works	\$9,098,647	\$438,523	\$480,606		\$919,130	\$0	\$0	\$0	\$919,130	\$8,179,517	10.10%
	Noxious Weed	\$833,997	\$83,139	\$42,521		\$125,660	\$0	\$0	\$0	\$125,660	\$708,337	15.07%
	Juvenile Supervision	\$1,400	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$3,368,922	\$3,368,922	\$0		\$3,368,922	\$0	\$0	\$0	\$3,368,922	\$0	100.00%
	County General subtotal	\$44,965,643	\$6,328,701	\$1,858,993	\$0	\$8,187,693	\$0	\$0	\$0	\$8,187,693	\$36,777,950	18.21%
	Less Budget Stabilization	\$3,050,000										
	General Fund w/out Budget Stabilization	\$41,915,643										

Attachment: Financial Reports February 2023 (13254 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 16.7%

	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	\$5,321,818	\$463,195	\$401,249		\$864,443	\$0	\$0	\$0	\$864,443	\$4,457,375	16.24%
	Disaster Fund #3	\$7,112,736	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$7,112,736	0.00%
	EMS Grants #52	\$5,356	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$5,356	0.00%
	Register of Deeds Tech Fund #106	\$166,459	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$166,459	0.00%
	Clerk's Tech Fund #107	\$163,713	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$163,713	0.00%
	Treasurer's Tech Fund #108	\$88,985	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$88,985	0.00%
	War Memorial #112	\$11,370	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$11,370	0.00%
	County Auction #118	\$238,637	\$0	\$279		\$279	\$0	\$0	\$0	\$279	\$238,358	0.12%
	P.A.T.F #128	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Motor Vehicle Operations #130	\$381,700	\$4,322	-\$1,602		\$2,720	\$0	\$0	\$0	\$2,720	\$378,980	0.71%
	Special Alcohol Programs #132	\$7,883	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$7,883	0.00%
2.00	Community Corrections #144	\$1,180,778	\$88,061	\$91,906		\$179,967	\$0	\$0	\$0	\$179,967	\$1,000,811	15.24%
	Capital Improvements Fund #145	\$7,987,210	\$288,003	\$41,875		\$329,878	\$0	\$0	\$0	\$329,878	\$7,657,332	4.13%
	Economic Development #146	\$472,636	\$84,052	\$0		\$84,052	\$0	\$0	\$0	\$84,052	\$388,584	17.78%
	Emergency 911 #148	\$907,952	\$163,074	-\$11,255		\$151,820	\$0	\$0	\$0	\$151,820	\$756,132	16.72%
	Solid Waste #150	\$2,700,393	\$23,289	\$232,238		\$255,526	\$0	\$0	\$0	\$255,526	\$2,444,867	9.46%
	County Building #152	\$393,000	\$11,272	\$34,227		\$45,499	\$0	\$0	\$0	\$45,499	\$347,501	11.58%
	Road & Bridge Capital Projects #157	\$3,736,590	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$3,736,590	0.00%
	RCPD Operations #173	\$5,362,913	\$1,360,316	\$20,948		\$1,381,264	\$0	\$0	\$0	\$1,381,264	\$3,981,649	25.76%
	Landfill Closure #180	\$56,143	\$0	\$723		\$723	\$0	\$0	\$0	\$723	\$55,420	1.29%
	Bond & Interest # 181	\$545,592	\$0	\$33,644		\$33,644	\$0	\$0	\$0	\$33,644	\$511,948	6.17%
	Riley Co Fire Dist #1 #183	\$1,258,295	\$49,997	\$52,211		\$102,208	\$0	\$0	\$0	\$102,208	\$1,156,087	8.12%
	Riley Co Fire Dist Cap Out #184	\$412,666	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$412,666	0.00%
	Fire Station Projects #185	\$1,014,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$1,014,000	0.00%

Attachment: Financial Reports February 2023 (13254 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 16.7%

Attachment: Financial Reports February 2023 (13254 : Year to date budget and expenditure reports)

		JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$164,165	\$0	\$5,607	\$5,607	\$0	\$0	\$0	\$5,607	\$158,558	3.42%
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Exp of Univ Park/Lakeside Heights #235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Univ Park W/S Reserve #284	\$141,624	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$141,624	0.00%
	Hunters Island Water #238	\$31,335	\$13	\$951	\$964	\$0	\$0	\$0	\$964	\$30,371	3.08%
	Hunters Island Reserve #241	\$10,123	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,123	0.00%
	Carson Sewer Operations #239	\$64,083	\$0	\$119	\$119	\$0	\$0	\$0	\$119	\$63,964	0.19%
	Carson Sewer Reserve #237	\$71,533	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,533	0.00%
	Deep Creek Sewer #242	\$15,334	\$0	\$211	\$211	\$0	\$0	\$0	\$211	\$15,123	1.37%
	Deep Creek Reserve #243	\$26,056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,056	0.00%
	Moehlman Bottoms #244	\$18,462	\$0	\$137	\$137	\$0	\$0	\$0	\$137	\$18,325	0.74%
	Moehlman Bottoms Reserve #245	\$7,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,353	0.00%
	Terra Hts Sewer #252	\$47,229	\$0	\$1,123	\$1,123	\$0	\$0	\$0	\$1,123	\$46,106	2.38%
	Terra Hts Sinking #254	\$85,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,216	0.00%
	Konza Water Operations #256	\$109,703	\$0	\$1,895	\$1,895	\$0	\$0	\$0	\$1,895	\$107,808	1.73%
	Konza Water Reserve #257	\$164,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$164,327	0.00%
	Valleywood Cap Reserve #282	\$94,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94,740	0.00%
	Valleywood Operations #248	\$42,015	\$0	\$155	\$155	\$0	\$0	\$0	\$155	\$41,860	0.37%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,500	\$0	\$33	\$33	\$0	\$0	\$0	\$33	\$2,467	1.30%
	Lakeside Heights Sewer Capital #286	\$5,759	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,759	0.00%
		\$40,634,565	\$2,535,593	\$906,672	\$0	\$3,442,265	\$0	\$0	\$3,442,265	\$37,192,300	
	Total including General Fund	\$85,600,208	\$8,864,294	\$2,765,665	\$0	\$11,629,958	\$0	\$0	\$11,629,958	\$73,970,250	

2023 COUNTY GENERAL-GENERAL

% 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	\$87,883	\$0	\$3,958		\$3,958	\$0	\$0	\$0	\$3,958	\$83,925	4.50%
Contractual	2000	\$1,292,150	\$88,470	\$124,476		\$212,946	\$0	\$0	\$0	\$212,946	\$1,079,204	16.48%
Commodities	3000	\$2,500	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$2,500	0.00%
Misc-Budget Stabilization		\$3,050,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	4000	\$5,936,913	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$5,936,913	0.00%
Transfers Out	604	\$3,428,524	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$3,428,524	0.00%
Grand Total		\$13,797,970	\$88,470	\$128,434	\$0	\$216,904	\$0	\$0	\$0	\$216,904	\$13,581,066	1.57%
Other Expense Totals		Year-To-Date	Budget									
Indigent Attorney		\$92,460	\$400,550									
Incidentals:												
Postage		\$25										
Computer Software		\$0										
Mileage		\$352										
Copies		\$0										
Misc Fees		\$1,496										
Meals		\$0										
		\$1,873										
Base Panel fees		\$0										
Off Panel		\$92,460										

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	February		February DIFFERENCE	YEAR-TO-DATE THRU February		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Attorney	\$142,938	\$177,231	\$34,293	\$291,538	\$349,265	\$57,727	\$2,529,299
Clerk	\$77,192	\$90,255	\$13,063	\$148,337	\$178,796	\$30,459	\$1,322,992
County Commissioners	\$13,708	\$18,324	\$4,616	\$27,423	\$33,766	\$6,343	\$276,310
Admin. Svcs/Counselor	\$45,759	\$54,767	\$9,008	\$89,378	\$107,361	\$17,983	\$803,003
Register of Deeds	\$29,862	\$35,853	\$5,991	\$58,367	\$69,934	\$11,567	\$537,353
Treasurer	\$65,777	\$103,523	\$37,746	\$131,377	\$201,428	\$70,051	\$1,386,845
District Court	\$17,376	\$14,322	-\$3,054	\$24,735	\$23,237	-\$1,498	\$177,000
Emergency Management	\$21,014	\$22,545	\$1,531	\$38,402	\$44,720	\$6,318	\$311,312
Coroner	\$6,702	\$10,445	\$3,743	\$10,452	\$14,611	\$4,159	\$117,000
Juvenile Detention	\$0	\$17,409	\$17,409	\$22,074	\$17,409	-\$4,665	\$101,650
Fair	\$3,494	\$3,821	\$327	\$6,195	\$6,521	\$326	\$110,500
Museum	\$22,435	\$35,935	\$13,500	\$44,498	\$70,602	\$26,104	\$466,472
Election	\$33,491	\$39,086	\$5,595	\$57,413	\$63,384	\$5,971	\$732,394
Ambulance	\$274,294	\$342,446	\$68,152	\$549,431	\$693,798	\$144,367	\$5,393,865
Appraiser	\$114,843	\$124,990	\$10,147	\$235,826	\$254,318	\$18,492	\$1,878,456
Planning & Development	\$43,759	\$48,752	\$4,993	\$86,170	\$95,456	\$9,286	\$707,392
Budget Appropriations	\$0	\$0	\$0	\$817,851	\$859,499	\$41,648	\$1,877,098
Insurance	-\$30,000	-\$36,663	-\$6,663	\$289,548	\$283,993	-\$5,555	\$811,218
Information Systems/GIS	\$65,452	\$104,391	\$38,939	\$130,120	\$188,977	\$58,857	\$1,753,072
County General-General	\$75,551	\$128,434	\$52,883	\$111,874	\$216,904	\$105,030	\$6,612,038
Public Works	\$441,708	\$480,606	\$38,898	\$822,020	\$919,130	\$97,110	\$9,098,647
Noxious Weed	\$52,799	\$42,521	-\$10,278	\$122,113	\$125,660	\$3,547	\$833,997
General Fund	\$1,518,154	\$1,858,993	\$340,839	\$4,115,142	\$4,818,771	\$703,629	\$37,837,913

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	February		February DIFFERENCE	YEAR-TO-DATE THRU February		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Health Department	\$392,271	\$401,249	\$8,978	\$727,070	\$864,443	\$137,373	\$5,321,818
Disaster Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$7,112,736
EMS Grants Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$5,356
Register of Deeds Tech Fund	\$2,331	\$0	-\$2,331	\$2,331	\$0	-\$2,331	\$166,459
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$163,713
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$88,985
War Memorial	\$0	\$0	\$0	\$0	\$0	\$0	\$11,370
County Auction	\$8	\$279	\$271	\$8	\$279	\$271	\$318,637
P.A.T.F	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations	\$25,100	-\$1,602	-\$26,702	\$49,523	\$2,720	-\$46,803	\$381,700
Special Alcohol Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$7,883
Community Corrections	\$75,345	\$91,906	\$16,561	\$149,891	\$179,967	\$30,076	\$1,180,778
Capital Improvements Fund	\$11,801	\$41,875	\$30,074	\$275,958	\$329,878	\$53,920	\$7,987,210
Economic Development	\$0	\$0	\$0	\$82,394	\$84,052	\$1,658	\$472,636
Radio Infrastructure Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency 911	\$7,064	-\$11,255	-\$18,319	\$148,039	\$151,820	\$3,781	\$907,952
Solid Waste	\$190,136	\$232,238	\$42,102	\$217,201	\$255,526	\$38,325	\$2,700,393
County Building	\$13,541	\$34,227	\$20,686	\$27,459	\$45,499	\$18,040	\$393,000
Road & Bridge Capital Projects	\$4,513	\$0	-\$4,513	\$4,513	\$0	-\$4,513	\$3,736,590
RCPD Operations	\$23,321	\$20,948	-\$2,373	\$1,187,370	\$1,381,264	\$193,894	\$5,362,913
Landfill Closure	\$617	\$723	\$106	\$617	\$723	\$106	\$56,143
Bond & Interest	\$37,909	\$33,644	-\$4,265	\$37,909	\$33,644	-\$4,265	\$545,592
Riley Co Fire Dist #1	\$65,572	\$52,211	-\$13,361	\$97,550	\$102,208	\$4,658	\$1,258,295
Riley Co Fire Dist Cap Ou	\$15,000	\$0	-\$15,000	\$86,006	\$0	-\$86,006	\$412,666

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	February		February DIFFERENCE	YEAR-TO-DATE THRU February		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Fire Station Projects	\$150	\$0	-\$150	\$150	\$0	-\$150	\$1,014,000
University Park W&S	\$8,916	\$5,607	-\$3,309	\$9,138	\$5,607	-\$3,531	\$164,165
Fairmont Heights Cap Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University Park Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exp of Univ Park/Lakeside Heights	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$141,624
Hunters Island Water	\$1,302	\$951	-\$351	\$1,317	\$964	-\$353	\$31,335
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$10,123
Carson Sewer Operations	\$1,810	\$119	-\$1,691	\$1,843	\$119	-\$1,724	\$64,083
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$71,533
Deep Creek Sewer	\$726	\$211	-\$515	\$731	\$211	-\$520	\$15,334
Deep Creek Reserve	\$9,146	\$0	-\$9,146	\$9,146	\$0	-\$9,146	\$26,056
Moehlman Bottoms	\$540	\$137	-\$403	\$547	\$137	-\$410	\$18,462
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$7,353
Terra Hts Sewer	\$528	\$1,123	\$595	\$539	\$1,123	\$584	\$47,229
Terra Hts Sinking	\$0	\$0	\$0	\$0	\$0	\$0	\$85,216
Konza Water Operations	\$2,832	\$1,895	-\$937	\$2,907	\$1,895	-\$1,012	\$109,703
Konza Water Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$164,327
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$94,740
Valleywood Operations	\$109	\$155	\$46	\$205	\$155	-\$50	\$42,015
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$36	\$33	-\$3	\$37	\$33	-\$4	\$2,500
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$5,759
Total Including General Fund	\$2,408,778	\$2,765,665	\$356,887	\$7,235,541	\$8,261,036	\$1,025,495	\$78,552,478

RCPD EXPENSES PAID BY RILEY COUNTY 2023 YTD EXPENSES																			
	BUDGET	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	OCT	NOV	DEC	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$17,456	\$16,162		\$33,618				\$0				\$0				\$0	\$33,618	\$131,382
Laboratory	\$0	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$1,200	\$3,886		\$5,086				\$0				\$0				\$0	\$5,086	\$94,915
Land Rental/Lease	\$0	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$0
Office Supplies	\$500	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$500
Office Space Rental	\$10,500	\$900	\$900		\$1,800				\$0				\$0				\$0	\$1,800	\$8,700
Juvenile Transport	\$6,000	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$6,000
Water, Electric	\$15,000	\$32	\$0		\$32				\$0				\$0				\$0	\$32	\$14,968
Storm Drainage	\$2,000	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0		\$0				\$0				\$0				\$0	\$0	\$0
Budget Appropriation	\$5,362,913	\$1,340,728	\$0		\$1,340,728				\$0				\$0				\$0	\$1,340,728	\$4,022,185
TOTAL	\$5,672,913	\$1,360,316	\$20,948	\$0	\$1,381,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,381,264	\$4,291,649

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2023

	2016	2017	2018	2019	2020	2021	2022	2023	Total
Dental	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$191,373	\$206,854	\$33,618	\$1,125,393
Laboratory	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$3,323	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$210	\$473	\$0	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$15	\$391	\$0	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$71,043	\$60,486	\$5,086	\$582,966
Land Rental/Lease	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$251	\$0	\$125	\$0	\$0	\$0	\$0	\$501
Office Space Rental	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$10,500	\$10,500	\$1,800	\$73,575
Juvenile Transport	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$152	\$237	\$0	\$29,332
Water, Electric	\$0	\$0	\$0	\$0	\$252	\$444	\$352	\$32	\$1,080
Storm Drainage	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$0	\$0	\$400,000	\$8,091	\$693,906	\$91,239	\$21,447	\$0	\$1,214,683
Budget Appropriation	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$4,391,746	\$4,597,175	\$1,340,728	\$29,837,005
Total	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$4,756,498	\$4,897,050	\$1,381,264	\$32,880,520

Attachment: Financial Reports February 2023 (13254 : Year to date budget and expenditure reports)

Prepared by: Darell Edie
 Budget and Finance Officer

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2023 \$31,000 POOL

	JAN	FEB	MAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0			\$0	\$0	\$0	\$0	\$0
Physician	\$10,989			\$10,989	\$0	\$0	\$0	\$10,989
Laboratory	\$0			\$0	\$0	\$0	\$0	\$0
Hospital	\$0			\$0	\$0	\$0	\$0	\$0
Prescriptions	\$309			\$309	\$0	\$0	\$0	\$309
Supplies	\$0			\$0	\$0	\$0	\$0	\$0
TOTAL	\$11,298	\$0	\$0	\$11,298	\$0	\$0	\$0	\$11,298
Savings from Medicaid Rate	\$0			\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$19,702	\$19,702	\$19,702	\$19,702	\$19,702	\$19,702	\$19,702	\$19,702

Quarterly ADP: (Contract)								
County Inmate (72 base census)	102	109		211				
Non-County Inmate (0 base census)	0	0						
Billing Adjustments for prior years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



EMS/AMBULANCE
Personnel

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: March 13, 2023

SUBJECT: Request to Fill Open Positions

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

Riley County EMS utilizes PRN-or as needed- EMT, Advanced EMT, and Paramedic employees to assist with staffing and to build a roster of employees who may be interested in working full time once a position becomes available

DISCUSSION

Currently we are budgeted for 10 PRN positions and have 6 on our roster. We would like to add at least 4 persons in order to bolster our ability to cover time off and to hopefully find employees who are interested in full time employment once St. 5 becomes operational.

FISCAL IMPACT

These are budgeted positions.

RECOMMENDATION(S)

It is staffs recommendation to approve the positions as requested.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023-03 EMS AEMT PT PAF (DOCX)
- 2023-03 EMS EMT PT PAF (DOCX)
- 2023-03 EMS Paramedic PT PAF (DOCX)
- EMS AEMT Position Description (PDF)
- EMS -EMT Position Description (PDF)
- 2023-03 EMS Paramedic PT PAF (DOCX)

RILEY COUNTY POSITION ACTION FORM

Job Created By



Marla Johnson on 03/06/2023

Posted on Career Page

County of Riley

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

1582100

Pay Grade

AEMT [AEMT]

Cost Center 1

--

1 Job Slot

ADVANCE-1

Position Template

Advanced Emergency Medical Technician - FT & PT [EMT]

Salary

Position starting pay \$17.67 per hour

EEO Class

Technicians [3]

Cost Center 2

--

Work Location

Health Department/EMS

Supervisor Position

No

Workers Compensation

--

Cost Center 3

--

Supervisor:

Department Head:

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 288

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$5,394.29

Budget for Benefits: NA

Total proposed annual budget: \$5,394.29

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY POSITION ACTION FORM

Job Created By



Marla Johnson on 03/06/2023

Posted on Career Page

County of Riley

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

1582048

Pay Grade

EMT [EMT]

Cost Center 1

County General [1]

1 Job Slot

EMT-1

Position Template

EMT [EMSEMT]

Salary

Position starting pay \$16.38 per hour

EEO Class

Technicians [3]

Cost Center 2

EMS/Ambulance [20]

Work Location

Health Department/EMS

Supervisor Position

No

Workers Compensation

--

Cost Center 3

--

Supervisor:

Department Head:

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 288

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$5,000.48

Budget for Benefits: NA

Total proposed annual budget: \$5,000.48

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY POSITION ACTION FORM

Job Created By



Marla Johnson on 03/06/2023

Posted on Career Page

County of Riley

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Paramedic [EMSPRN]	Work Location Health Department/EMS
Job ID 1581927	Salary Position starting pay \$19.98 per hour	Supervisor Position No
Pay Grade Paramedic [Paramedic]	EEO Class Technicians [3]	Workers Compensation --
Cost Center 1 County General [1]	Cost Center 2 EMS/Ambulance [20]	Cost Center 3 --
1 Job Slot PARAMED-1		

Supervisor:

Department Head:

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 288

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$6,099.49

Budget for Benefits: NA

Total proposed annual budget: \$6,099.49

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Emergency Medical Technician (EMT) – Full Time and Part Time		
Department:	EMS/Ambulance Services		
Reports To:	EMS/Ambulance Station Captain		
Pay Grade:	EMT	Status:	Full Time/Part Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The EMT will provide direct patient care within their scope of practice independently and in support of their partner in pre-hospital and inter-facility transfer settings. The EMT will participate in maintenance of facilities, equipment and ambulances. EMT's must work independently prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMS works 12/24/36 hour shift structures.

ESSENTIAL FUNCTIONS:

- Proficiently performs skills within the scope of practice of an EMT in a compassionate caring manner
- Proficiently performs BLS skills: basic airway management, statutorily allowed medication administration, three and 12-lead EKG placement. This list is not all inclusive.
- Ability to lead, anticipate and react to partners needs in support of patient care.
- Ability to work independently, multi-task and manage a multi-casualty scene.
- Maintains professional image and promotes harmonious relationships among EMS, health care and other public service personnel and encourages communication at all levels.
- Accurate and timely documentation of the electronic medical record
- Shows initiative participating in routine shift duties (daily, weekly and monthly activities)
- Is available for event standby time per guidelines.

SECONDARY FUNCTIONS:

- Maintains positive and professional relationship with local emergency service providers, hospital staff, physicians, and other community shareholders.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required. Successful completion of EMT training program required.

Certificate(s)/License(s):

- Department specific CPR credentialing within 180 days of hire.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.
- Satisfactory Motor Vehicle Record and insurability also required.
- Certified by the Kansas Board of Emergency Medical Services (KSBEMS) as an Emergency Medical Technician (EMT) obtained prior to hire date or job transfer date.

Skills:

Updated Jan 2023

Attachment: EMS AEMT Position Description (13256 : Request To Fill Open Positions- PRN)

Ability to appraise emergency medical services and make appropriate decisions that could affect the population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Must demonstrate compassion and professionalism and have the ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Physical Demand/Effort: The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. Frequently required to lift over 50 pounds. Frequently performs activities that require stooping, bending and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously.

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

While performing the duties of this job, the employee is exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting, to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

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

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

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Emergency Medical Technician (EMT) – Full Time and Part Time		
Department:	EMS/Ambulance Services		
Reports To:	EMS/Ambulance Station Captain		
Pay Grade:	EMT	Status:	Full Time/Part Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The EMT will provide direct patient care within their scope of practice independently and in support of their partner in pre-hospital and inter-facility transfer settings. The EMT will participate in maintenance of facilities, equipment and ambulances. EMT's must work independently prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMT's work 12/24/36 hour shift structures.

ESSENTIAL FUNCTIONS:

- Proficiently performs skills within the scope of practice of an EMT in a compassionate caring manner
- Proficiently performs BLS skills: basic airway management, statutorily allowed medication administration, three and 12-lead EKG placement. This list is not all inclusive.
- Ability to lead, anticipate and react to partners needs in support of patient care
- Ability to work independently, multi-task and manage a multi-casualty scene
- Maintains professional image and promotes harmonious relationships among EMS, health care and other public service personnel and encourages communication at all levels
- Accurate and timely documentation of the electronic medical record
- Shows initiative participating in routine shift duties (daily, weekly and monthly activities)
- Is available for event standby time per guidelines.

SECONDARY FUNCTIONS:

- Maintains positive and professional relationship with local emergency service providers, hospital staff, physicians, and other community shareholders.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required. Successful completion of EMT training program required.

Certificate(s)/License(s):

- Department specific CPR credentialing within 180 days of hire.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.
- Certified by the Kansas Board of Emergency Medical Services (KSBEMS) as an Emergency Medical Technician (EMT) obtained prior to hire date or job transfer date.

Skills:

Ability to appraise emergency medical services and making appropriate decisions that could affect the

Updated Jan 2023

Attachment: EMS -EMT Position Description (13256 : Request To Fill Open Positions- PRN)

population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Must demonstrate compassion and professionalism and have the ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Physical Demand/Effort: The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. Frequently required to lift over 50 pounds. Frequently performs activities that require stooping, bending and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously.

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

While performing the duties of this job, the employee is exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting, to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

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

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

RILEY COUNTY POSITION ACTION FORM

7.f

Job Created By

Posted on Career Page



Marla Johnson on 03/06/2023

County of Riley

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Position Template

Paramedic [EMSPRN]

Work Location

Health Department/EMS

Job ID

1581927

Salary

Position starting pay \$19.98 per hour

Supervisor Position

No

Pay Grade

Paramedic [Paramedic]

EEO Class

Technicians [3]

Workers Compensation

--

Cost Center 1

County General [1]

Cost Center 2

EMS/Ambulance [20]

Cost Center 3

--

1 Job Slot

PARAMED-1

Supervisor:

Department Head:

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 288

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$6,099.49

Budget for Benefits: NA

Total proposed annual budget: \$6,099.49

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01

Packet Pg. 30

Attachment: 2023-03 EMS Paramedic PT PAF (13256 : Request To Fill Open Positions- PRN)



**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 13, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission 3.13.2023 (DOCX)

**PENDING COUNTY PROJECTS ▪ October, 2022 and through March 8, 2023 Submitted by
Clancy Holeman, Riley County Counselor**

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments 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. 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) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Initial meeting of CPE staff working group on CPE building security. (8-3-22) Consult with Craig on tax foreclosure issue. (8-5-22) Draw letters of support for TVT and WTC applications for state/federal funding. (8- 11-22) Zoom with staff working group on CPE security issues. (8-19-22) Participate in Executive Session appeal of disciplinary action. (8-22-22) Attend BOCC public meetings: (8-18-22; 8-22-22;8-26-22) Attend KAC legislative policy committee meeting. (8-31-22) Attend BOCC public meetings (9-1-22; 9-5-22; 9-8-22; 9-12-22) Work on contract issue. (9-13-22;9-14-22) Attend BOCC public meetings. (9-16-22;9-20-22) Work on contract issue (9-15- 22;9-16-22; 9-19-22;9-20-22; 9-21-22) Assist with January 1, 2023 .20% countywide retailers’ sales tax approved by voters November, 2021. (9-19-22) Work on fence view request. (9-14-22;9-20-22) Work on multiple separate contract issues: (9-15-22; 9-16-22;9-19-22;9-20-22;9-21-22) Work on personnel matter for executive session. (10- 13-22) Work on resolution of support for riverbank development by private group. (10-13-22) Attend BOCC meetings. (10-21-22; 10-24-22) Work on personnel matter for upcoming executive session. (10-24-22;10-25-22; 10-26-22) Attend BOCC meetings. (10-27-22; 10-31-22) Amend and upload resolution of support for Riverfront MHK. (10-27-22)/ Work with title company to finalize assembly of seller documents for closing on Leonardville site for ambulance station. (10-28-22) Work staff of Clerk’s office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22;11-1-22;11-2-22) Attend District Court Case Management conference in Riley Count District Court on pending appeal of County’s approval of update to Prairiewood’s preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) Work on information for annual audit. (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC

during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on “Prairiewood” neighboring landowner appeal to Riley County District Court of BOCC’s method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court’s decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review’s placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to “case management order” provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal’s certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant’s attorney’s office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22;12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of “RAISE” federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) **Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual**

township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tattarrax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023, meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in Overland Park, October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

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: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

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. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-

24-21) Received District Court Clerk's extension of time to file answer to County's petition for judicial review, at Defendants' request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant's attorney's request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22) Respondent's brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22) Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court's ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) *Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court.* (2-28-23; 3-3-23;3-5-23)

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22)

Indigent Legal Services: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) 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)

Intergovernmental Luncheon Meeting: Attend and describe Riley County state legislative platform for 2023. (11-28-2022)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22) Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23; 2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary. (2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB

2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of “nuisance” real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) *Zoom with Treasurer and County Clerk on SB 248.* (3-1-23) *Work on SB 248 & 252 analysis for relay to KAC and legislative delegation.* (3-2-23;3-3-23; 3-7-23; 3-8-23)

Leonardville North County EMS Station: Call and leave message for City of Leonardville's attorney. (9-14-22) Assist EMS with project. (9-19-22)

Legislation

Work at county staff level on SB 248; SB 252. (3-1-23;3-2-23;3-3-23)

National Opioid Litigation Settlement:

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 Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) 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)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22)

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:

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: Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal

issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) *Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23)*

Riley County Attorney: *Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23)*

Riley County Clerk: Assist staff with licensing issue and 2022 legislative amendments. (8-22-22; 8-23-22; 8-24-22;8- 25-22; 8-26-22) Assist on KORA issues. (8-25-22;8-26-22;8-28-22;8-29-22;8-30-22) Participate in zoom with Clerk and staff on KORA issues. (8-31-22) Work on KORA issues. (9-1-22; 9-2-22;9-5-22;9-6-22;9-7-22) (9-8-22;9-9-22) Advise staff on abandoned vehicle in RCOB lot. (9-9-22) Assist with KORA issue. (9-16-22) Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22) Discuss with Dept. Head scheduling zoom on Drug Court possible documents. Schedule zoom for 7-20-22. (7-18-22) Communicate with Department head and reschedule zoom at her request. (7- 19-22) Zoom discussion with Department Head on possible drug court documents. (7-22-22) Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Advise EM Director on road access issue raised by Evergy. Contact landowner. Relay to EM Director: landowner grants access conditional permission for Evergy to EM Director (gate must be closed by Evergy upon entering and leaving site. (Cattle on site.) (8-2-22) Work on radio tower access site and possible existing easement across adjoining property line. Assisted by Craig and Vaughn Colbert. (8-3-22) Respond to opportunity to tour CPE with RCPD on CPE security issues. (8-5-22) Advise EM and RCPW finished reviewing easement issue and advise on contacting landowners. (8-5-22) Tour CPE building with RCPD to review possible building security issues. (8-8-22) Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-

22) Call back resident and inform Tyler of 911 has been told should hear back “soon” from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident’s report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23)

Riley County Emergency Medical Services: Assist staff working group with ambulance project. (6-24-22) Assist with plan to purchase lot and place Ambulance Station in Leonardville. (8- 28-22) Call from Department head. He attended Leonardville City Commission meeting with Chairman recently. City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what’s necessary. Consultation with Craig. (12-8-22) *Discuss with Department Head arrangement for site visit on 12-21-22.* (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled.. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23)

Riley County Extension:

Riley County Fire District No. 1:

Riley County GIS:

Riley County Health Department: Work with Department Head and RCHD on employment issue. (8-1-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1- 22; 8-2-22) Advise Department head after reviewing proposed grant agreement. (8-5-22) Assist staff with KSU internship process. (9-2-22) Work with department staff member on question about insurance coverage for staff. I ask County’s insurance broker for information. (12-12-22) Follow up on question I previously asked county’s insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department’s staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Work with Department Head and RCHD on employment issue. (8-1-22) Advise HR and EM on discovery matter in pending litigation involving third party plaintiff (not Riley County). Communicate with outside law firm about their request. (8-2-22) Review organizational chart for department. (8-5-22) Participate in staff discussion regarding possible location for employee training day in October. (8-12-22) Participate in scheduling of staff working group discussion on existing personnel guidance. (8-12-22) Two Zooms with staff on pending Disciplinary Action Review. (8-19-22) Conversation with two department heads and HR on employment issue. (8-23-22) Late join of scheduled zoom by staff planning employee recognition/training day. (8-23-22) Work with HR and Department Head on employment law issue.

(9-14-22) Work on employment law issue. (9-20-22) Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) ***Assist with contract matter involving a different department. (2-21-23)***

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22)

Riley County Planning & Development: Sign approval of 2 plats previously approved by BOCC and other county officials. (8-2-22) Work on Department contract issue. (8-7-22; 8-8-22) Answer P&D staff question about benefit district issue. (8-12-22) Respond to Director on pending contractual issue this office is assisting Department with. (8-12-22) Assist staff by review of pending different matter. Provide advice. (8-12-22) Approve plat. (8-12-22) Discuss contract issue with Department Head. (8-12-22) Discuss software project with Department Head. (8-23-22) Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22; 11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) *Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23)*

Riley County Public Information Officer:

Riley County Public Works: Prepare CAR for Department on pending KDHE request for evaluation of 2 sites in Fairmont Park. Work with Department Head on appropriate signature block. (8-2-22) Discuss with Assistant County Engineer status of compliance plan emailed to EPA by consultant. (8-3-22) EPA advises did not receive Compliance plan emailed to them by our consultant Monday, August 1, 2022. Assist Department with documenting timely provision of Compliance Plan August 1, 2022, by email from our consultant. Phone call exchange with consultant. Forward EPA attorney consultant email of Compliance Plan and email documentation to consultant of receipt. (8-3-22) Advise RCPW and EM I've finished reviewing easement issue and advice on contacting landowners. (8-5-22) Work on EPA issue involving benefit district. (8-5-22; 8-8-22; 8-9-22) Work on University Park Benefit District EPA issues. (8-14-22; 8-15-22; 8-16-22; 8-17-22; 8-18-22) Work on access agreements for KDHE in Fairmont Park. (8-15-22; 8-17-22; 8-29-22; 8-30-22) Discussion with Department Head on upcoming construction project. (8-1-22) Work on same upcoming construction project. (8-2-22) Assist with contract issue on one project. (9-19-22) Assist with contract different project. (9-19-22) Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as "Construction Management at Risk" for 11-17-22 public meeting. (11-15-22) Work on

litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) ***Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23)***

Riley County Register of Deeds: Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23)

Riley County Treasurer: Meet with Department Head on National Opioid Settlement payment process. (7-8-22) Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) 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)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”)

Prepare 2023 proposed lease on “Aggieville Substation” for consideration by BOCC at upcoming public meeting. (11-22-22) Approved by BOCC. (11-28-22)

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: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22;12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning

and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23)

Continuing Legal Education:

County Counselor Association of Kansas: Attend semiannual CLE program during KAC annual meeting. (10-18-22) *Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023)*

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) *Attend and participate in committee meeting. (3-1-23)*

Intergovernmental Luncheon: *Attend meeting. (2-27-23)*

Kansas Association of Counties: Attend annual meeting. (10-17-22 to 10-19-22).

Staff Budget and Planning Committee: Attend meeting. (10-25-22) 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)

Staff Riley County Employee Day Planning Committee: Tour with members of staff committee proposed venue for event. (9-14-22) *Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23)*

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler

MEETING: March 13, 2023

SUBJECT: Riley County Historical Museum Staff Report

PRESENTER: Katharine Hensler, RCHM Director

Riley County Historical Museum - Staff Report

March 13, 2023

1. Visitation and Tours - In the month of February, there were 128 visitors to the Museum and 30 to the Goodnow House, 53 at the Wolf House Museum, and while the Pioneer Log Cabin is technically closed for the season, we had 2 walk-in visitors that occurred during a maintenance project. The Pioneer Log Cabin will reopen for tours on Sunday, April 2 from 2-5pm.

Volunteer hours for the month totaled 45.15 hours and were generated by 5 volunteers. We also had 3 community service workers in February who assisted with outdoor cleanup of the site.

2. Education and Outreach - On February 20, Curator Highsmith, Director Hensler, and Douglass Center Director and RCHS Board Member Dave Baker participated in the KMAN In-Focus program and spoke about the recently listed Yuma Street Historic District. It was a very well done interview and a number of compliments came in after the program aired. A huge thank you to Mr. Baker. This month's segment topic will be on local women's history and the program will air on Monday, March 20.

Curator Highsmith provided two presentations for Stoneybrook residents on February 16 and 28 about the Yuma Street Historic District and Sadie, Isaac Goodnow's Wandering Cow. The respective attendance for these programs was 20 and 15. Ms. Highsmith will be providing another Stoneybrook presentation on March 28.

Director Hensler provided a presentation to the Polly Ogden DAR Chapter on March 4 about notable Riley County Women, and she will be presenting another program on March 16 through UFM on the history of the Riley County Historical Society since 1914. Enrollment is still open through UFM for this course.

Curator Highsmith has been working with USD383 on the upcoming field trip season. This year, the Museum is offering the equivalent of pre-COVID field trip opportunities. At this time, 12 out of 18 spots offered have been filled. The deadline for signups is Friday, March 17. Field trips will take place at the Wolf House Museum and are offered at no cost and it is generally the 4th grade classes that participate. The RCHS also offers a grant for each class to cover their transportation costs. Once sign-ups close, Highsmith will begin coordinating with and training volunteers. Field trips will occur from April 18-27.

Museum staff hosted a Volunteer Meet and Greet on Saturday, February 18 at the Manhattan Public Library. Over 30 new and returning volunteers showed up. It was a casual event where we provided a short presentation about the Museum and the programs where we need volunteer support, and the forum provided a social atmosphere where staff and volunteers could interact and get to know each other better. Eight new volunteers signed up at this event. We look forward to working with them all at field trips, special events, tours, through preservation projects, and at upcoming workdays this year. Our staff thanks everyone who came out and each of those who volunteer their time toward our mission.

The RCHS will be holding their quarterly meeting as a “Lunch and Learn” on Wednesday, March 22. Speaker Derrick Doty will be presenting on the history of the Pioneer Log Cabin, the RCHS’ first museum. The program is free, but lunch will be served by Prairie Star Restaurant at Meadowlark for \$15/person. RSVPs are required for lunch and must be made by EOB on Thursday, March 16. Thank you to the RCHS Programs Committee for setting up the program and meal and thank you to Mr. Doty for providing us with the presentation.

A new exhibit will be installed in the Museum’s temporary gallery replacing the Women’s Suffrage exhibit that has been up since 2020. The new exhibit, which will document and interpret the County’s early medical field and practices will open on July 1, 2023. At the same time, Curators will be enhancing and updating the permanent exhibit, “Land and the People,” through the addition of new imagery, the addition of artifacts, new interpretive text, and layout. The final two weeks in June will be the time frame in which we will be switching out exhibits, so there will be a slight disruption and lack of public access to those specific spaces. However, the Museum, all other exhibits, the research library, and the Goodnow House will all remain open and accessible to guests as normal.

Additionally, a new exhibit is being planned for the Wolf House Museum which will be installed in the formal parlor area. This exhibit, which will open in mid-September will concern Victorian funerary traditions and practices. We hope to host a members’ opening reception with this exhibit opening.

2. Collections - In the month of February, there were 8 donations consisting of 94 items. 25 items were accessioned from backlog.

Curator Munger continues to reconcile the collection housed at the Wolf House Museum. She and Curator Highsmith will begin working on the same process at the Pioneer Log Cabin to

prepare for our 2023 open season. In addition to conducting the inventory reconciliation, they will also be creating interpretive labels for the exhibits which will allow for a more thorough educational experience for visitors. This is something that both visitors and the Log Cabin Host have requested. We are happy to be able to provide this enhancement this year.

Curator Munger has submitted an article for the March/April 2023 RCHS newsletter "Curator's Corner," which will share some insight on some recently donated artifacts to the Museum's collection.

4. Archives and Library - Curator Glasglow managed 15 new incoming patron requests in the month of February. The requests vary from genealogical research to digitization of a photography collection, to conducting research on an historic property, to locating County records. She continues to follow up with outstanding requests submitted previously.

Curator Glasgow is also sitting on the planning committee for the upcoming History and Genealogy Fair that will take place on August 19, 2023. This event is a partnership between the RCHS, the RCHM, and the Riley County Genealogical Society (RCGS). Curator Highsmith and Director Hensler also serve as active members of this committee which meets once a month.

5. Building and Grounds - RCHS Contract Historic Sites Manager, Allana Parker continues to produce a comprehensive preservation plan for all of the properties. Ms. Parker and Director Hensler meet via Teams on a weekly basis to discuss details, plans, changes, challenges to the project.

The Wolf Photography Studio repairs are a priority at this time. Director Hensler has requested any updates from the contractors to the original estimates that were presented last fall. John Wood with WoodWorks Restoration has submitted an updated estimate and is available to begin work as early as the end of March. Mr. Wood would be working on the windows, doors, and their frames and he estimates that the proposed work would be complete in July under this timeline. Precision Painting and Carpentry is working on their updated proposal and have projected that their available start date would be late July or early August. Director Hensler has been in communication with the City of Manhattan's Risk Assessment office to handle any permits required.

The Pioneer Log Cabin will reopen for the 2023 season on Sunday, April 2. The site will be open for free tours every Sunday from 2-5pm (April-October). This year, the RCHS had hired a second site host, Tony Connors, to assist with tours and scheduling at this facility.

6. Special Projects - None to report
7. Other - April 21 is this year's Grow Green event hosted by the Greater Manhattan Community Foundation. The RCHS has an endowed fund through GMCF so they will be participating this year again. On this day, the GMCF will provide a 50% match on all donations. Donations can be made in advance by email and on the day of electronically and in-person.

Museum curatorial staff visited both the Chapman Center (2/14) and the KSU Costume and Textiles Museum (3/7) to become familiar with their resources, services, and their collections management practices. Staff will continue to visit and collaborate with outside institutions to form partnerships, but also to learn from other professional museums and cultural institutions in the region.

The RCHS approved their annual operating budget for 2023 on February 8. The major changes this year related to the removal of all non-operational income/expense from the operational budget. Taking the operational budget down from \$239,715 in 2022 to \$128,610 in 2023. Non-operational costs are managed under a special projects budget now. The RCHS Board of Directors approved a \$20,000 grant to Riley County to supplement the Museum's As-Needed Museum Assistant positions. This is a reoccurring grant that has taken place annually since at least 2016.

Enclosures:



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 13, 2023

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- 031323 Project Update (PDF)

Project Update

Public Works Department

3/13/2023

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds
- Looking for grants. [Public Meeting 3/9/2023](#)

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
- Office check

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by [State Historic Preservation Office](#)
- Working easements and MOU with Corps of Engineer

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

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

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Easements

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- [Easement complete](#)

Tabor Valley Bridge

- Approximately 1 mile North of Zeandale Rd.
- Schwab-Eaton

- Girders installed, abutment backing and backfilled. Begin placing decking.

Parks:

- Planted grass in front of PW office where power company removed trees.
- Trimmed shrubs at PW complex.
- Cleaned up flower beds around Plaza.

Operations:

- Asphalt Overlay Project Bids open March 16th.
- Sealing asphalt bids open March 27th.
- Tabor Valley Bridge work.
- Gravel road maintenance. Hauling gravel where needed.
- Tree Trimming and ditch cleaning along road right-of-way various locations.
-

Miscellaneous

- The dump trucks that are on order. One build date is end of February 2023, one in March 2023, and the last one is end of April of 2023. It is taking a month to build them. Then they go to the body builder for the dump bed and plow & spreader.
- RCPS Headquarters Station –Meeting with Archimages and BHS about next phase of building design. Working on CM@R agreement with BHS.
- North County Station – Schultz Construction was low bid @ \$799,000.
- University Park Treatment Plant-SMH working on lagoon design. Flow meter installed(approx. 1 month of data) to help with sizing of the lagoon.
- Open Positions: Purchasing Agent, Traffic Control Technician (offer), Facility & Grounds Technician
- Court House courtroom carpet project schedule for week of March 15, during spring break.
- Flooring and painting project for Treasurers office is scheduled for the first two weeks of April.
- Working with Clancy to get a Transfer Station contract with Hamm and new rates once contract is approved.

County Officials' Luncheon Agenda

Monday, March 13, 2023

12:00 pm - 1:00 pm
BOCC CHAMBERS

See Rich's email dated March 6, 2023:

- Topic will be the 2024 Budget.
- Chairwoman Kathryn Focke would like updates from each department on departmental activities.
- AJ's Pizza will be provided.
- Please RSVP to Cindy Kabriel so she can estimate appropriately for the lunch order. (ckabriel@rileycountyks.gov)