



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Mar 16, 2023 9:00 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Dani Hallgren, Konza Prairie Community Health and Dental Center

6. Konza Prairie Community Health and Dental Center update

9:15 AM

Anna Burson, Appraiser

7. Requesting to post and refill the Personal Property Appraiser III Position as a Personal Property Appraiser III or Personal Property Appraiser II depending on qualifications.

9:30 AM

Press Conference

9:35 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:55 AM **Craig Cox, Deputy County Counselor**
10. Animal Control within Riley County

10:40 AM **Richard Britt**
11. Flooding and Floodway

12:00 PM **Law Enforcement Agency Meeting**
12. Law Board Meeting Agenda

Adjournment

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 23, 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

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Vivienne Leyva, PIO

6. PIO update

10:20 AM

Bob Isaac, Planner

7. Public hearing for Schurle Ranch, Unit Three Final Plat and update to the Final Development Plan associated with Planning Unit Development zoning designation and correct from Unit Two to Three

Attachment: 03-23-23 tentative agenda (12822 : Tentative Agenda)

- 10:35 AM Ron Fehr, Manhattan City Manager**
8. City of Manhattan General Update
- 11:05 AM Amy Manges, Register of Deeds**
9. Request to fill position
- 4:00 PM Joint City/County/County Meeting (at City Offices)**
- 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: 03-23-23 tentative agenda (12822 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 27, 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

Press Conference Topics

Review Tentative Agenda

9:00 AM

Alvin Perez, Operations and Fleet Manager

1. Bid opening for asphalt seal oil

9:05 AM

Russel Stukey, Emergency Management Director

2. Bid opening for Two Rural Fire Stations

9:30 AM

Press Conference

9:40 AM

Amanda Webb, Planning/Special Projects Director

3. Comp Plan update work session

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

10:30 AM

David Adams, EMS/Ambulance Director

5. Staff update

12:00 PM

Intergovernmental Luncheon

Adjournment

Attachment: 03-27-23 tentative agenda (12822 : Tentative Agenda)

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



COUNTY APPRAISER'S OFFICE
Personnel

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

COMMISSION AGENDA REPORT

FROM: Anna Burson Riley County Appraiser

MEETING: March 20, 2023

SUBJECT: Requesting to post and refill the Personal Property Appraiser III Position as a Personal Property Appraiser III or Personal Property Appraiser II depending on qualifications.

PRESENTER: Anna Burson

BACKGROUND

The Personal Property Appraiser III/AG position became vacant following the transition of our current Personal Property Appraiser III/AG to our open Residential Appraiser III position. This was strategic and part of restructuring to transition AG back over to the Residential side of the office and out of the Personal Property umbrella.

DISCUSSION

The Personal Property Appraiser III, II, and I position descriptions were updated to appropriately reflect the duties, responsibilities, and training necessary for our Personal Property positions. We are seeking an individual with prior experience in Personal Property and requesting to post this position and fill this position as a Personal Property Appraiser III or II depending on qualifications. This position is crucial to Riley County as they oversee and ensure statutory deadlines for personal property are met including the twice annual Personal Property Tax roll certification to the Clerk. If the qualifications for the III are not met we would look to fill the position as a II and train.

FISCAL IMPACT

There is no negative fiscal impact, as this position is already in the Appraiser's Office budget.

RECOMMENDATION(S)

My recommendation it to post and refill the position at the earliest opportunity.

POSSIBLE MOTION(S)

Move to approve the request to post and refill the Personal Property Appraiser III Position as a Personal Property Appraiser III or II Depending on Qualifications.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Appraiser III Personal Property position description (PDF)
- Appraiser II Personal Property Position Description (PDF)
- 2023-03 Appraiser II or III-Personal Property PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER III – PERSONAL PROPERTY	
Department:	Appraiser	Division: Personal
Reports To:	Appraisal Analyst	
Pay Grade:	11	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The purpose of the Appraiser III Personal Property position is to ensure the personal property division is listing and valuing personal property in Riley County adhering to state statues and following guidelines set forth by the State of Kansas property valuation division and Riley County Appraiser. The Appraiser III- Personal Property certifies values to the Riley County Clerk twice annually and supervises the personal property Appraisers.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values all personal property located in Riley County.
- Supervises the personal property team ensuring staff are complying with the most up to date guides, policies, and procedures.
- Ensures personal property statutory deadlines are met throughout the appraisal cycle.
- Conducts quality control of personal property records.
- Certifies personal property values for Riley County as required.
- Initiates pro-ration and abatement paperwork for personal property division.
- Performs benchmark surveys of personal property types and sets benchmark values to be used in personal property valuation.
- Conducts informal, payment under protest, small claims division, and Board of Tax appeal hearings defending our value and process.
- Monitors division workload throughout the appraisal calendar year to ensure statutory deadlines are met.
- Continuously advances knowledge, skills, and abilities in personal property appraisal.

SECONDARY FUNCTIONS:

- Answers taxpayer inquiries and investigates delinquencies.
- Performs desk and field audits of personal property files.
- Provides information to customers by phone or in person. Information includes appraised values, cost sheets, aerial maps, and legal descriptions.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. Successful completion of Intro to Personal Property, Personal Property/ Motor vehicle MSRP class code basics workshop, Personal Property Motor vehicle workshop, ORION Introduction and Overview of Basic Functionality, ORION Residential/ AG Data Collection, Oil & Gas Introduction, USPAP, Kansas Property Tax Law

Preferred: IAAO 101, Oil & Gas Advanced, IAAO Personal Property 500.

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

Experience: Minimum 3 years' personal property experience combined with a deep understanding of personal property policy and process is required. Proficiency with Orion and Komtek systems preferred.

Updated March 2023

Attachment: Appraiser III Personal Property position description (13268 : Request to Refill Personal Property Appraiser III Position)

Appropriate combination of education and experience may be considered in lieu of the above requirements.

Skills: Must be proficient in the duties of the Appraiser I and II -Personal Property. Must be able to interpret and explain appraised values, cost sheets, aerial maps and legal descriptions. Ability to work with modern office practices, data entry procedures and equipment. Ability to communicate using business English, spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned tasks readily and to adhere to prescribed routines. Ability to communicate clearly and concisely, both written and oral. Must demonstrate clear understanding of State Statutes, Kansas Tax law, and PVD policies and procedures.

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

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

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

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

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:	APPRAISER II – PERSONAL PROPERTY	
Department:	Appraiser	Division: Personal
Reports To:	Appraiser III- Personal Property	
Pay Grade:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The purpose of the Personal Property Appraiser II position is to discover, list, and value all personal property located in Riley County adhering to state statutes and following guidelines set forth by the property valuation division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Accurately discovers, inventories, lists, and values personal property in Riley County.
- Ensures accurate and complete records of personal property in the personal property tax roll.
- Answers inquiries from the public and directs property owners to the appropriate appraiser for additional information when necessary.
- Assists other departments with questions relating to personal property.
- Performs desk and field audits of personal property files.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain an explanation of the value.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met.
- Continuously advances knowledge, skills and abilities in personal property appraisal.

SECONDARY FUNCTIONS:

- Assists with ensuring manuals and guides are up to date.
- Assists with pro-ration and abatement paperwork.
- Assists with quality control of personal property records.
- Assists with reporting and verifying issues with Komtek as they arise.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent. Successful completion of Intro to Personal Property, Personal Property/ Motor vehicle MSRP class code basics workshop, ORION Introduction and Overview of Basic Functionality, USPAP, Orion Residential/ AG Improvement Data Collection, Oil & Gas Introduction

Preferred: Kansas Property Tax Law, Personal Property Motor vehicle workshop (successful completion required within two years of hire if not already completed)

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

Experience: Minimum of two years of personal property appraisal experience required. Working knowledge and use of Komtek and Orion systems preferred.

Appropriate combination of education and experience may be considered in lieu of the above requirements.

Skills: Must be proficient in the duties of the Appraiser I -Personal Property. Ability to work with modern office practices, data entry procedures and equipment. Ability to communicate using business English,

spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned tasks readily and to adhere to prescribed routines. Ability to communicate clearly and concisely, both written and oral.

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

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

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

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions; both in office work environment and outside weather conditions during field work. The noise level in the work environment is usually normal.

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.c

Submitted by Anna Burson on 03/16/2023 at 03:22 PM

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

1602676

Pay Grade

RANGE 7 [RANGE 7]

Cost Center 1

County General [1]

1 Job Slot

PERSONA-1

Position Template

Appraiser II Personal Property [APPRIIAG]

Salary

\$20.50-\$26.39 DOQ

EEO Class

Administrative Support Workers [5]

Cost Center 2

Appraiser [22]

Work Location

Office Building

Supervisor Position

No

Workers Compensation

9410 [9410]

Cost Center 3

--

Supervisor: Allen Todd

Department Head: Anna Burson

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☒ New or updated position description

☐ New request for budget (details attached)

Salary: \$54,891.20

Budget for Benefits: \$21,682.02

Total proposed annual budget: \$76,573.22

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01

Packet Pg. 13

Attachment: 2023-03 Appraiser II or III-Personal Property PAF (13268 : Request to Refill Personal Property



**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 20, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 03.20.2023 (DOCX)

**PENDING COUNTY PROJECTS ▪ October, 2022 and through March 15, 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 Tatarrax 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) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23)

“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) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23)

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) Review different pending exemption request material, at request of Department Head. (3-13-23)*

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 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: Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: 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: 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 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: 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: 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) *Analyze potential Memorandum of*

Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23)

Riley County Public Information Officer:

Riley County Public Works: 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) Provide counsel for transfer station operator County’s position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won’t work for operator of transfer station. Proposes following week days and times. I commit will check on “county side” of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers’ annual meeting. (3-15-23)

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: 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:

Attachment: FINAL Commission List 03.20.2023 (13269 : Clancy's Commission List)

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) *Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23)*

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)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Update

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
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COMMISSION AGENDA REPORT

FROM: Craig Cox, Deputy County Counselor
MEETING: March 20, 2023
SUBJECT: Animal Control within Riley County
PRESENTER: Craig Cox

BACKGROUND

The current animal control resolution was adopted by the Riley County Board of County Commissioners on March 3, 1988. In the March 9, 2023 Commission Meeting, I presented the draft of the updated Animal Control resolution.

DISCUSSION

Today I am going to discuss Article II, "License and Tag; Rabies Vaccination" and Article IV, Section 5, "Dangerous or Potentially Dangerous Dog Registration and Handling Requirements."

FISCAL IMPACT

Unknown

RECOMMENDATION(S)

To continue discussing the draft resolution working toward adopting the updated version.

POSSIBLE MOTION(S)

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

Enclosures:

- Riley County Animal Control Resolution (Updated 01.27.2023) - Article II (DOC)
- Riley County Animal Control Resolution (Updated 01.27.2023) - Article IV Section 5 (DOC)

RESOLUTION NO. _____

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

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

ARTICLE II. LICENSE AND TAG; RABIES VACCINATION**Section 1. License Required.**

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

Section 2. License Fees.

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

Section 3. Tags.

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

Section 4. Anti-Rabies Vaccination Required.

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

RESOLUTION NO. _____

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

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

ARTICLE IV. DANGEROUS OR POTENTIALLY DANGEROUS DOG**Section 5. Dangerous Dog and Potentially Dangerous dog Registration and Handling Requirements.**

- (a) The County Clerk or his/her designee shall issue a certificate of registration to the owner of a potentially dangerous dog if the owner satisfactorily establishes that:
 - (1) The owner of the potentially dangerous dog is 18 years of age or older;
 - (2) A valid license and tag has been issued for the potentially dangerous dog pursuant to Article II, Sections 1 and 3;
 - (3) The potentially dangerous dog has a current rabies vaccination pursuant to Article II, Section 4.
 - (4) The owner has a proper enclosure to prevent the entry of any person or animal and the escape of said potentially dangerous dog pursuant to Article IV, Section 1(c) as verified by animal control;
 - (5) The owner of a potentially dangerous dog shall display the following sign on the premises where the dog is kept: a clearly visible written warning sign using the words "Beware of Dog". The sign shall be visible from the road right-of-way or 50 feet, whichever is less. In addition, the sign shall be posted on the proper enclosure of such dog. Animal Control shall have the discretion to require placement of additional signs. Animal Control shall verify the use, placement, and visibility of the signs.
 - (6) The owner has paid an annual fee to the County Clerk in an amount of \$50.00, in addition to regular dog licensing fees, to register the potentially dangerous dog;
 - (7) The potentially dangerous dog has been spayed or neutered;
 - (8) The potentially dangerous dog has been implanted with a microchip containing owner identification information. The microchip information must be registered pursuant to Article IV, Section 5(c) below; and
 - (9) The potentially dangerous dog owner shall enter into and successfully complete a responsible dog owner class approved by the Court.
- (b) The County Clerk or his/her designee shall issue a certificate of registration to the owner of a dangerous dog if the owner, in addition to satisfying the requirements for registration of a potentially dangerous dog pursuant to Article IV, Section 5 (a) of this resolution, satisfactorily establishes that:
 - (1) The owner has paid an annual fee to the County Clerk in the amount of \$100.00, in addition to regular dog licenses fees, to register the dangerous dog;

- (2) The owner of the dangerous dog has written permission of the property owner or homeowner's association where the dangerous dog will be kept if applicable;
 - (3) The owner will maintain the dangerous dog exclusively on the owner's property except for medical treatment or examination; and
 - (4) The owner of the dangerous dog shall display the following two signs on the premises where the dog is kept: (1) a clearly visible written warning sign using the words "Beware of Dog", and (2) a conspicuous warning sign displaying the word "warning" at the top of the sign in white capital letters on a red background, the picture of a "vicious dog" inside a red circle on a white background in the middle portion of the sign, and the words "dangerous dog" in black capital letters on a white background at the bottom of the sign. The signs shall be visible from the road right-of-way or 50 feet, whichever is less. In addition, the two signs shall be posted on the proper enclosure of such dog. Animal Control shall have the discretion to require placement of additional signs. Animal control shall verify the use, placement, and visibility of the signs.
 - (5) The owner shall be required to purchase and the dangerous dog shall wear at all times a red/yellow "candy striped" dangerous dog collar.
 - (6) Any owner of a dangerous dog shall maintain liability insurance in the single-incident amount of \$100,000.00 for serious injury or death of any person, or for damage to property which may result from actions of the dangerous dog, or from actions or inactions of the owner related to the dangerous dog. The owner shall provide a certificate of liability insurance that indicates the required insurance level and is valid for the intended registration period.
- (c) An owner of a dangerous or potentially dangerous dog shall submit a completed application for a dangerous or potentially dangerous dog certificate of registration to the County Clerk or his/her designee within five (5) business days of the date of the dangerous or potentially dangerous dog adjudication. The application for a dangerous or potentially dangerous dog certificate of registration shall be submitted on forms provided by the County Clerk's office and to be considered a completed application it shall be accompanied by all documents and other information required by Article IV, Sections 5(a) or (b) or both. Upon issuance, the dangerous or potentially dangerous dog certificate of registration shall be effective for one (1) year from the date of issuance or for the duration of the liability insurance, whichever is shorter, and shall be reapplied for prior to its expiration. Such dangerous or potentially dangerous dog certificate of registration shall not be transferable between owners and shall expire whenever changes occur that would make the owner ineligible to obtain a certificate of registration. No dangerous or potentially dangerous dog shall be considered to be unlicensed under the terms of this section if the owner has timely filed a completed application, until such application has been denied.
- (d) After notice to owner and opportunity for a hearing, the Court may order the immediate impoundment or euthanasia of a dangerous dog if the owner fails to abide by the conditions for registration or confinement or handling of a dangerous dog. If the dog is impounded, the owner shall have fourteen (14) days to come into compliance. The dog shall remain impounded until the owner has complied with Section 5 of this Article and paid all impoundment and redemption fees. If the owner does not come into compliance during the fourteen (14) day impoundment period, the dog shall be euthanized at the owner's expense

and the Court shall order the dog's owner to pay all impoundment, redemption, and euthanasia fees.

- (e) If any dog previously adjudicated to be a potentially dangerous dog has not exhibited any of the behaviors specified in Article IV, Section 1(b) within the thirty-six (36) months since the date of the potentially dangerous dog adjudication, then that dog is eligible for a reclassification review to consider setting aside the potentially dangerous dog adjudication and lifting the requirements of this section. The owner shall file a request for reclassification review and shall have the burden to prove any reclassification of a dog by clear and convincing evidence. However, that same dog may be declared a dangerous dog if it subsequently exhibits any of the specified behaviors in Section 1(a) or (b) of this Article.
- (f) Any dog adjudicated to be a dangerous dog is not eligible for the reclassification review in Section 5(e) of this Article.
- (g) Within two (2) business days of issuing a license and tag pursuant to Article II, Sections (1) and (3) and certificate of registration pursuant to Article IV, Sections 5 (a) or (b), for a dangerous or potentially dangerous dog, the County Clerk shall report the license, tag, and registration certificate information to Animal Control.
- (h) Within two (2) business days Animal Control shall notify the County Clerk: (1) about the death of a dangerous or potentially dangerous dog; (2) if a potentially dangerous dog has been sold or given away, and the name, address and telephone number of the new owner; (3) if a dangerous dog has been given to the animal shelter, and the status of the dog's disposal or euthanasia.



OUTSIDE AGENCY
Presentation

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

COMMISSION AGENDA REPORT

FROM: Richard Britt
MEETING: March 20, 2023
SUBJECT: Flooding and Floodway
PRESENTER: Richard Britt

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:

- answer to motion to appear and show case (PDF)
- flooding and floodway pictures (PDF)

IN THE DISTRICT COURT OF RILEY COUNTY, KANSAS

**Board of County Commissioners
Of Riley County, Kansas,**

Plaintiff,

v.

**Richard E. Britt, Jr.
a/k/a R.E. Britt, Jr. and
Angela Britt**

Defendant.

**Case No. RL2021-CV-000061
Division: II**

**ANSWER TO MOTION AND ORDER TO SHOW CAUSE AND TEMPORARY
INJUNCTION AND COUNTER PETITION**

Comes now, the Defendants, Richard and Angela Britt, by and through counsel Brenda M. Jordan, and hereby provide the following as answer to the Petition, and Motion and Order to Show Cause:

1. Defendants hold Plaintiff to strict proof on all matters set forth in the Petition and Motion not otherwise acknowledged.
2. Defendants currently own and control real property as set forth in Plaintiff's petition paragraph 4; the same having been purchased on or about January 2021.
 - a. Petitioner's failed to notify Defendant's of any floodway or floodplain issues, as contemplated in County Zoning Regulations, Section 9, Part 1, paragraph 9.14(E).
3. Defendants operate an agricultural business in and around Riley County, to include the property in question. Any and all delays as to the property in question is detrimentally harmful to the production of crops; has a significant financial impact on Defendants and is not subject to correction at a later time for the 2021 crop season.
4. Defendants deny that they are developing encroachments on the real property and that any actions are in violation of Riley County Flood plain Regulations.
5. Defendants deny that they 'have continuously since or or before April 3, 2021 to build encroachments' on the property.

6. Defendants deny statements to the contrary; and hereby assert that upon being contacted by Steve Higgins about this matter, they have not ‘continuously’ violated any flood plain regulations; nor that they will continue to do so unless enjoined by the Court. To the contrary, Defendants have attempted to coordinate with the representatives of the County to address the issue(s), including outdated data.
7. Defendants stopped the activity when contacted on or about April 3, 2021, upon the land identified as believed to be an issue by the Plaintiffs’ representatives. There is an adjoining piece of property that the Defendants were advised they could continue to perform their agricultural functions upon, by representatives of the Plaintiff. That portion of ground, as noted on exhibit 1 via the green hash marks and the western section of the land in red hashed marks. Exhibit 1 having been provided by Plaintiff’s counsel.
8. Defendants received a letter, dated April 9, 2021, from Steve Higgins, exhibit 1, asserting that they were in violation of Mr. Higgins discussion by ‘moving more soil, removing trees and running a waterline across the Wildcat Creek. Defendants had not, and have not, moved any more dirt, nor removed trees, and are not ‘running a waterline across Wildcat Creek, they naturally wanted to make inquiry of the matter.
9. They received nothing further, until the instant matters were served upon them. However, Defendants have pursued resolution of this matter, to include discussions with the Plaintiff’s representatives, inquiry of the alleged ‘no-rise certification’. They have been advised that the same will run anywhere from \$5,000 to \$10,000.
10. Defendants hereby assert they are acting in compliance with the regulations by reclaiming the property back to the **original elevation as existed in 2015** when the Current floodplain levels were established.
 - a. The County Zoning regulations section 9, became effective 2015;
 - b. The regulations establish the base flood plain as that in existence from the 2015 FEMA LiDR data.
 - c. That natural occurrences have impacted the land, to include but not limited to flooding of the property, which has caused run off, disturbance in dirt, along with natural transition due to passage of time. As with most of the Riley County area, the flooding in 2019 severely impacted the levels of this property washed out soil form the land, and ultimately the functionality of the same. All of these occurrences have impacted the levels of the soil at the property in question, thereby taking it

below the 2015 base levels. Observation of the washout is apparent, not only when on the land, but also from Riley County GIS aerial views. See Exhibits 2(aerial view 2014), Exhibit 3 (aerial view 2016), exhibit 4 and 4a (aerial view 2018) and exhibit 5 and 5 a (aerial view 2020).

- d. The base elevation levels have not been updated since 2015; and as such, the application of old data is contrary to the purposes of the County Zoning regulations, Section 9, part 1, paragraph 9.14.
- e. Plaintiff's, and the Floodplain Administrator, do not appear to apply the ordinances evenly in that similar actions to those complained of in the instant action are, and have been allowed, without necessity of permits.

WHEREUPON, the Defendants hereby pray the Court deny the request for holdings in contempt, deny the continuation of any temporary injunction as to the 3.6 acres , or any portion thereof, outlined on exhibit 2 with red dashed lines.

WHEREUPON, Defendants pray the court enter an order directing that the Plaintiff's update the LiDR data to comply with the requirements of the goals and purposes of the Zoning regulations with correct and accurate data as set forth in Paragraph 9.14 and for such other relief as the Court deems appropriate.

Respectfully submitted:

/s/ Brenda M. Jordan

Brenda M. Jordan, #16585

Brenda Jordan Law Office LLC

404 Humboldt Street, Ste B

Manhattan, KS 66502

bjordanlaw@twinvalley.net

785 532 9119

877 286 1065 fax

VERIFICATION

STATE OF KANSAS)

) ss:

COUNTY OF RILEY)

Come now RICHARD BRITT and ANGELA BRITT, both of lawful age, being first duly sworn upon oath states: that he is a Defendant in the above entitled action; that he has read the foregoing Answer to Petition and Motion to Show Cause and is familiar with the contents thereof, and that the statements contained therein are true and correct to the best of his knowledge and belief.

Richard Britt

Angela Britt

SUBSCRIBED AND SWORN to before me, a Notary Public, this _____ day of May, 2021.

Notary Public

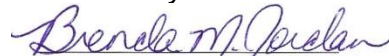
My appointment expires:

CERTIFICATE OF SERVICE

I hereby certify that on May 21, 2021, I electronically filed the foregoing with the clerk of the court by using the Eflex filing system which will send a notice of electronic filing to each counsel of record in this case.

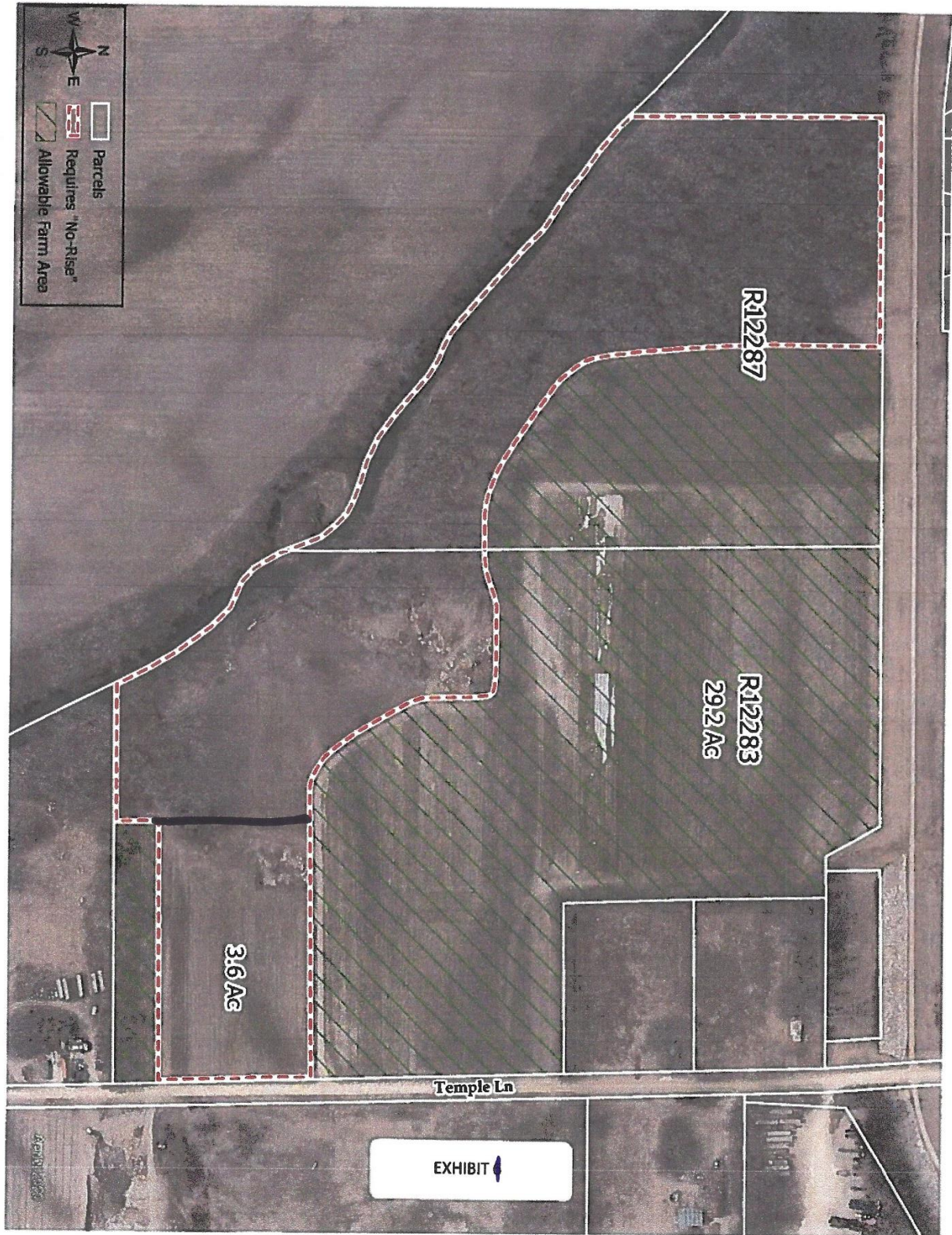
I further certify that I mailed the foregoing document and the notice of electronic filing by first-class mail to the following non-Eflex participants: none

Submitted by:


Bar #16585

Brenda M. Jordan, #16585
Attorney for Defendants
404 Humboldt Street, Ste B
Manhattan, KS 66502
785 532 9119
bjordanlaw@twinvalley.net

Attachment: answer to motion to appear and show case (13271 : flooding and floodway)



Attachment: answer to motion to appear and show case (13271 : flooding and floodway)



Exhibit 3

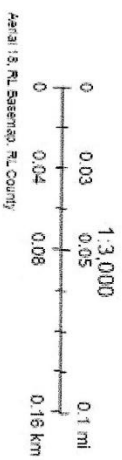
2014



Temple Lane 2018



May 21, 2021



5/21/2021

_ags_999bd134-ba3b-11eb-b026-005056858c1d.jpg (1056x816)

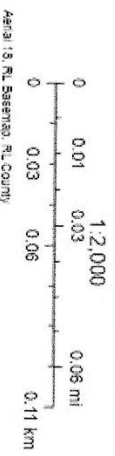
Exhibit 4c

Attachment: answer to motion to appear and show cause (13271) : flooding and floodway

Temple Lane 2018 close up



May 21, 2021



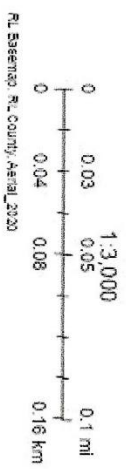
https://gis2.rileycountyks.gov/arcgis/rest/directories/arcgisoutput/Utilities/PrintingTools_GPServer/_ags_999bd134-ba3b-11eb-b026-005056858c1d.jpg

Attachment: answer to motion to appear and show case 13271 : flooding and floodway

Temple Lane 2020

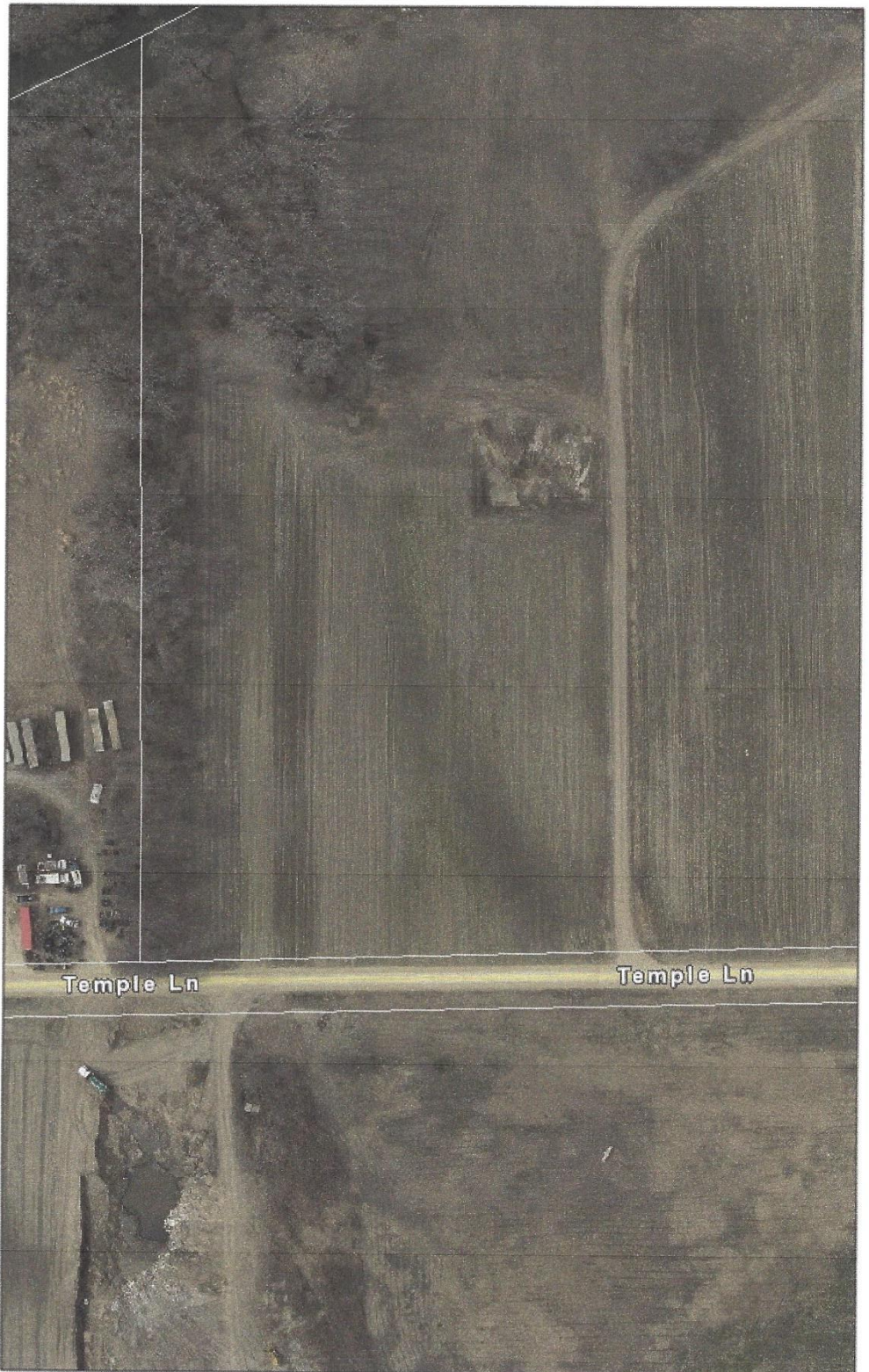


May 21, 2021

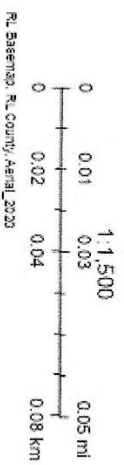


https://gis2.rileycountyks.gov/arcgis/rest/directories/arcgisoutput/Utilities/PrintingTools_GPServer/_ags_f154b2da-ba3a-11eb-9b54-005056858c1d.jpg

Temple Lane 2020 close up



May 21, 2021



RL Base77030, RL County, Aerial_2020





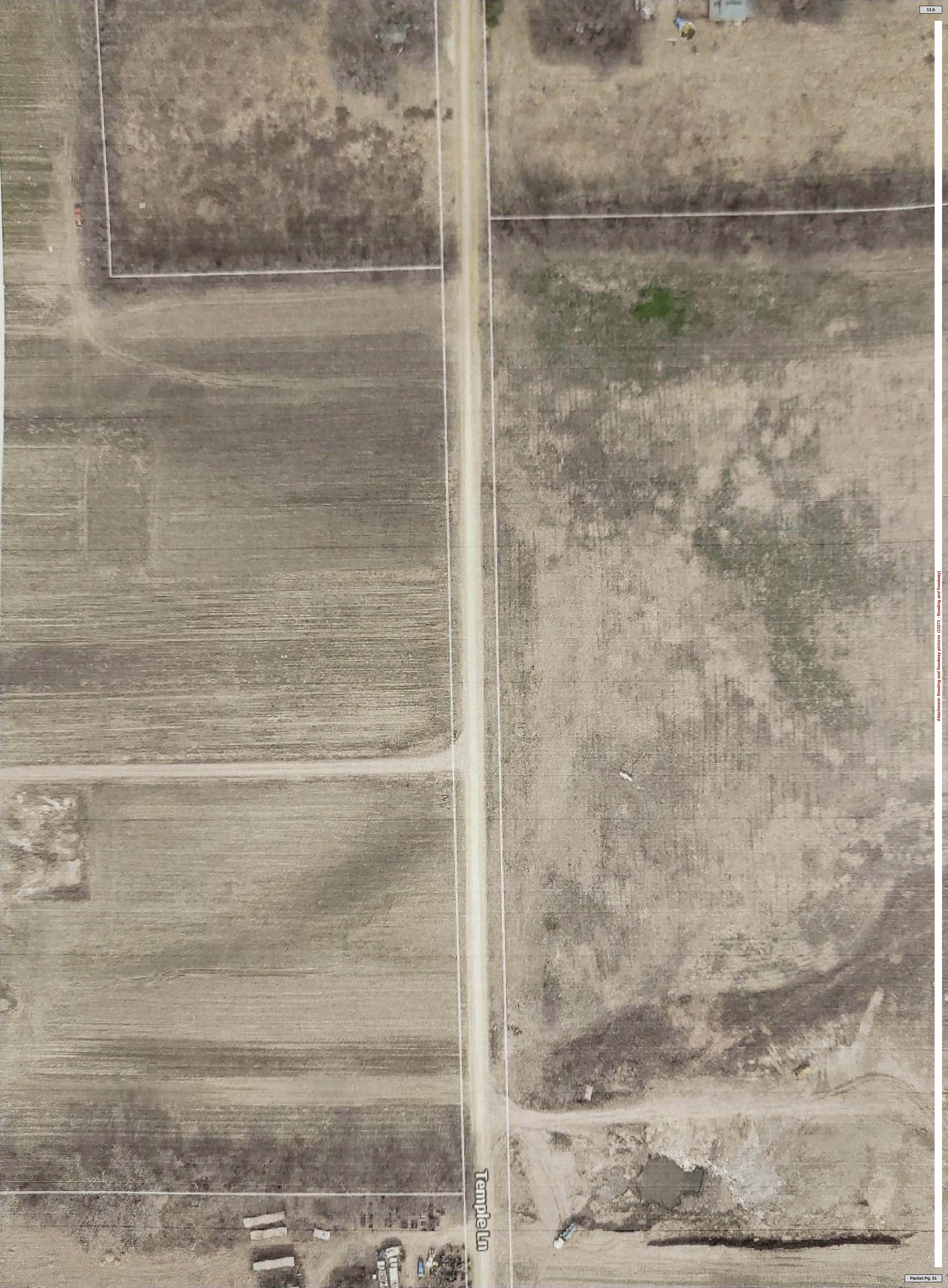














**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
March 20, 2023 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by the Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

- | | | |
|-------------|----|--|
| Pages 4-8 | A. | Approval of February 21, 2023 Law Board Meeting Minutes |
| Pages 9-22 | B. | Approve 2022 & 2023 Expenditures/Credits |
| Pages 23-25 | C. | 2023 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Page 26 | D. | Juvenile Transport Reimbursement |
| Pages 27-30 | E. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 31 | F. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| | G. | Reports- <i>(Review)</i> |
| | 1. | Monthly |
| Pages 32-47 | a) | Monthly Crime Report |
| | 2. | Annual |
| Pages 48-55 | a) | Annual IA/AA Report (26.2.5)- Director Peete |
| Pages 56-66 | b) | Annual Report of Asset Seizure & Forfeitures- Captain Freidline |

IV. GENERAL AGENDA

- | | | |
|-------------|----|--|
| | H. | Additions or Deletions |
| | I. | Public Comment |
| | J. | Fraternal Order of Police Lodge #17 Comments |
| | K. | Board Member Comments |
| Page 67 | L. | National Public Safety Telecommunications Week Proclamation- Chairperson Matta |
| | M. | Promotion Announcement- Director Peete & Assistant Director Moldrup |
| | 1. | Police Sergeant Jacob Wilson |
| | 2. | Police Lieutenant Daniel Bortnick |
| | N. | Community Advisory Board Update- CAB Chairperson Dennis Cook- <i>(Discussion)</i> |
| Pages 68-71 | O. | Fake Patty's Day Analysis 2023- Captain Steere- <i>(Discussion)</i> |
| Pages 72-76 | P. | Audit Engagement Letter, James Gordon & Associates CPA, P.A.- Captain Jager – <i>(Vote Required)</i> |
| Pages 77-78 | Q. | Information Technology Reserve Fund Expenditure- Captain Hajek- <i>(Vote Required)</i> |
| | R. | Executive Session- <i>(Vote Required)</i> |
| | 1. | Non-Elected Personnel Matters |
| | 2. | Attorney Client Privilege |
| | S. | Adjournment |

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the City of Manhattan's website at <http://cityofmhk.com/tv>, and also on the RCPD website at <http://rileycountypolice.org/law-board>. A recording will be made available on the RCPD and City websites after the meeting.



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Riley County Law Enforcement Agency Law Board Meeting

**Monday, March 20, 2023
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

Contact Director Peete with any questions
(785) 537-2112 ext. 2468

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

February 28, 2023		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	February	2 Months	16.67%	Actual	10 Months	83.33%
01	Salaries-Full Time	15,637,969.00	1,236,118.28	2,625,741.91	16.79%	2,260,392.18	13,012,227.09	83.21%
02	Salaries-Part Time	125,000.00	5,697.94	13,599.38	10.88%	19,449.91	111,400.62	89.12%
03	Salaries-Overtime	471,762.00	48,073.17	118,985.57	25.22%	105,442.45	352,776.43	74.78%
TOTAL SALARIES		16,234,731.00	1,289,889.39	2,758,326.86	16.99%	2,385,284.54	13,476,404.14	83.01%
36	Kansas Police & Fire	2,155,361.00	240,269.65	429,036.48	19.91%	297,555.62	1,726,324.52	80.09%
37	KPERS	646,542.00	67,628.14	124,131.89	19.20%	83,214.79	522,410.11	80.80%
38	Social Security	654,574.00	48,494.31	106,950.77	16.34%	92,920.42	547,623.23	83.66%
39	Health Insurance	1,537,150.00	120,000.00	240,000.00	15.61%	240,000.00	1,297,150.00	84.39%
40	Workers Compensation Insurance	380,000.00	39,209.93	70,730.92	18.61%	19,344.06	309,269.08	81.39%
41	Unemployment Compensation	16,234.00	1,226.09	2,623.68	16.16%	2,275.27	13,610.32	83.84%
TOTAL EMPLOYEE BENEFITS		5,389,861.00	516,828.12	973,473.74	18.06%	735,310.16	4,416,387.26	81.94%
TOTAL PERSONNEL COSTS		21,624,592.00	1,806,717.51	3,731,800.60	17.26%	3,120,594.70	17,892,791.40	82.74%
04	Utilities	205,000.00	21,488.41	21,488.41	10.48%	17,890.29	183,511.59	89.52%
05	Insurance	320,000.00	0.00	131,004.00	40.94%	431,517.00	188,996.00	59.06%
06	Legal & Accounting	85,000.00	8,350.44	9,750.44	11.47%	10,019.59	75,249.56	88.53%
07	Training & Travel	108,000.00	6,484.59	6,484.59	6.00%	8,320.81	101,515.41	94.00%
08	Postage	7,400.00	1,188.41	1,188.41	16.06%	0.00	6,211.59	83.94%
09	Printing	7,500.00	99.82	99.82	1.33%	714.02	7,400.18	98.67%
10	Rentals-Maint Agreements	60,000.00	4,319.10	4,885.99	8.14%	5,896.76	55,114.01	91.86%
11	Building & Grounds	30,000.00	1,106.41	2,806.41	9.35%	2,796.60	27,193.59	90.65%
12	Equipment Repair & Maintenance	85,000.00	2,499.63	2,599.63	3.06%	16,299.54	82,400.37	96.94%
13	Vehicle Maintenance	90,000.00	4,615.40	5,055.40	5.62%	47,831.71	84,944.60	94.38%
14	Telephone Service	62,000.00	908.26	908.26	1.46%	5,902.95	61,091.74	98.54%
16	Medical Fees	15,000.00	978.00	978.00	6.52%	3,164.15	14,022.00	93.48%
19	Contractual Services-Computers	690,000.00	23,344.62	38,572.12	5.59%	18,646.33	651,427.88	94.41%
20	Other Contractual Services	314,000.00	54,163.59	59,912.59	19.08%	62,251.84	254,087.41	80.92%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	129,546.68	285,734.07	13.74%	631,251.59	1,793,165.93	86.26%
17	Prisoner Food & Care	195,000.00	33,054.74	36,055.64	18.49%	43,577.68	158,944.36	81.51%
21	Community Services	17,500.00	745.00	745.00	4.26%	1,500.00	16,755.00	95.74%
22	Books, Subscriptions, Memberships	10,000.00	1,404.72	1,546.72	15.47%	823.95	8,453.28	84.53%
23	Uniforms & Accessories	40,000.00	2,791.78	2,791.78	6.98%	781.84	37,208.22	93.02%
25	Maintenance Supplies	29,500.00	586.45	586.45	1.99%	1,311.77	28,913.55	98.01%
26	Fuel & Lubrication	163,000.00	2,980.19	3,130.98	1.92%	17,629.35	159,869.02	98.08%
27	Vehicle Tires	17,000.00	0.00	0.00	0.00%	0.00	17,000.00	100.00%
28	Office Supplies	24,000.00	1,339.09	1,339.09	5.58%	1,524.79	22,660.91	94.42%
29	Replenishment Supplies	45,000.00	1,964.47	2,073.91	4.61%	11,289.64	42,926.09	95.39%
TOTAL COMMODITIES		541,000.00	44,866.44	48,269.57	8.92%	78,439.02	492,730.43	91.08%
30	Communications Equipment	10,000.00	0.00	0.00	0.00%	17,369.94	10,000.00	100.00%
31	Guns & Crime Equipment	60,000.00	15,441.55	15,441.55	25.74%	25,578.97	44,558.45	74.26%
32	Furniture	15,000.00	162.46	162.46	1.08%	0.00	14,837.54	98.92%
33	Office Equipment	452,000.00	0.00	0.00	0.00%	17,077.64	452,000.00	100.00%
34	Vehicles and Equipment	270,000.00	0.00	0.00	0.00%	0.00	270,000.00	100.00%
TOTAL CAPITAL OUTLAY		807,000.00	15,604.01	15,604.01	1.93%	60,026.55	791,395.99	98.07%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	190,017.13	349,607.65	10.20%	769,717.16	3,077,292.35	89.80%
TOTAL EXPENDITURES		25,051,492.00	1,996,734.64	4,081,408.25	16.29%	3,890,311.86	20,970,083.75	83.71%

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

	December 31, 2022 as of February 28, 2023	Budget Authorization	Current Actual after end of year	Actual-YTD Year	% to date 100%	Last YTD Actual	Remaining	% Balance
01 Salaries-Full Time		13,980,077.00	0.00	13,039,960.34	93.28%	12,787,711.85	940,116.66	6.72%
02 Salaries-Part Time		125,000.00	0.00	68,768.31	55.01%	99,883.42	56,231.69	44.99%
03 Salaries-Overtime		471,762.00	0.00	657,706.61	139.41%	574,030.70	-185,944.61	-39.41%
TOTAL SALARIES		14,576,839.00	0.00	13,766,435.26	94.44%	13,461,625.97	810,403.74	5.56%
36 Kansas Police & Fire		1,932,211.00	0.00	1,792,200.54	92.75%	1,756,178.36	140,010.46	7.25%
37 KPERS		611,788.00	0.00	527,749.63	86.26%	503,009.36	84,038.37	13.74%
38 Social Security		590,623.00	0.00	539,001.24	91.26%	517,479.42	51,621.76	8.74%
39 Health Insurance		1,537,150.00	0.00	1,500,000.00	97.58%	1,540,000.00	37,150.00	2.42%
40 Workers Compensation Insurance		380,000.00	17,584.97	149,906.04	39.45%	258,737.48	230,093.96	60.55%
41 Unemployment Compensation		14,577.00	0.00	13,183.22	90.44%	12,896.48	1,393.78	9.56%
TOTAL EMPLOYEE BENEFITS		5,066,349.00	17,584.97	4,522,040.67	89.26%	4,588,301.10	544,308.33	10.74%
TOTAL PERSONNEL COSTS		19,643,188.00	17,584.97	18,288,475.93	93.10%	18,049,927.07	1,354,712.07	6.90%
04 Utilities		205,000.00	27,080.52	281,364.67	137.25%	201,709.54	-76,364.67	-37.25%
05 Insurance		320,000.00	67,530.00	567,777.00	177.43%	480,280.96	-247,777.00	-77.43%
06 Legal & Accounting		85,000.00	6,018.49	84,491.89	99.40%	99,050.14	508.11	0.60%
07 Training & Travel		108,000.00	5,924.55	163,643.81	151.52%	123,829.00	-55,643.81	-51.52%
08 Postage		7,400.00	26.22	5,545.85	74.94%	5,688.28	1,854.15	25.06%
09 Printing		7,500.00	3,919.26	10,825.48	144.34%	6,558.91	-3,325.48	-44.34%
10 Rentals-Maint Agreements		60,000.00	5,130.90	55,470.65	92.45%	46,800.66	4,529.35	7.55%
11 Building & Grounds		30,000.00	1,921.14	35,723.52	119.08%	74,521.68	-5,723.52	-19.08%
12 Equipment Repair & Maintenance		85,000.00	14,111.33	75,705.83	89.07%	75,319.03	9,294.17	10.93%
13 Vehicle Maintenance		90,000.00	25,119.62	182,746.38	203.05%	137,840.89	-92,746.38	-103.05%
14 Telephone Service		62,000.00	13,643.96	95,881.74	154.65%	90,140.17	-33,881.74	-54.65%
16 Medical Fees		15,000.00	6,142.00	41,319.15	275.46%	64,535.41	-26,319.15	-175.46%
19 Contractual Services-Computers		690,000.00	26,968.26	763,513.38	110.65%	648,392.29	-73,513.38	-10.65%
20 Other Contractual Services		314,000.00	33,930.03	663,518.14	211.31%	660,584.39	-349,518.14	-111.31%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	237,466.28	3,027,527.49	145.63%	2,715,251.35	-948,627.49	-45.63%
17 Prisoner Food & Care		195,000.00	44,799.85	380,525.36	195.14%	253,390.20	-185,525.36	-95.14%
21 Community Services		17,500.00	249.65	19,953.68	114.02%	20,843.65	-2,453.68	-14.02%
22 Books, Subscriptions, Memberships		10,000.00	2,733.67	18,972.08	189.72%	16,918.76	-8,972.08	-89.72%
23 Uniforms & Accessories		40,000.00	23,129.18	126,248.06	315.62%	67,609.47	-86,248.06	-215.62%
25 Maintenance Supplies		29,500.00	2,195.60	21,211.75	71.90%	19,842.46	8,288.25	28.10%
26 Fuel & Lubrication		163,000.00	16,073.94	300,116.30	184.12%	220,100.62	-137,116.30	-84.12%
27 Vehicle Tires		17,000.00	4,049.52	19,664.94	115.68%	16,493.23	-2,664.94	-15.68%
28 Office Supplies		24,000.00	3,400.79	48,983.02	204.10%	28,327.74	-24,983.02	-104.10%
29 Replenishment Supplies		45,000.00	8,667.77	65,851.94	146.34%	143,850.46	-20,851.94	-46.34%
TOTAL COMMODITIES		541,000.00	105,299.97	1,001,527.13	185.13%	787,376.59	-460,527.13	-85.13%
30 Communications Equipment		10,000.00	100,334.00	119,010.42	1190.10%	37,594.26	-109,010.42	-1090.10%
31 Guns & Crime Equipment		60,000.00	47,147.92	132,035.88	220.06%	159,745.36	-72,035.88	-120.06%
32 Furniture		15,000.00	3,854.52	11,787.54	78.58%	5,873.27	3,212.46	21.42%
33 Office Equipment		452,000.00	0.00	64,018.21	14.16%	261,937.99	387,981.79	85.84%
34 Vehicles and Equipment		270,000.00	74,880.61	448,004.58	165.93%	510,019.94	-178,004.58	-65.93%
35 Reserves & Contingencies		0.00	0.00	35,065.00	#DIV/0!	69,338.00	-35,065.00	#DIV/0!
TOTAL CAPITAL OUTLAY		807,000.00	226,217.05	809,921.63	100.36%	1,044,508.82	-2,921.63	-0.36%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	568,983.30	4,838,976.25	141.21%	4,547,136.76	-1,412,076.25	-41.21%
TOTAL EXPENDITURES		23,070,088.00	586,568.27	23,127,452.18	100.25%	22,597,063.83	-57,364.18	-0.25%

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
February 21, 2023 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson Member Wynn Butler
Member Patricia Hudgins Member Kaleb James
Member Betty Mattingly-Ebert

Absent:

Staff Present: Director Brian Peete Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Scott Hajek
Captain Brad Jager Captain Greg Steere
Captain Derek Woods

Recorder: Executive Offices Manager Nichole Glessner, Riley County Police Department
(RCPD or Department)

- I. Establish Quorum:** By Chairperson Matta at 12:00 p.m.
- II. Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.
- III. Consent Agenda:**
- A. Approval of January 17, 2023 Law Board Meeting Minutes
 - B. Approve 2022 & 2023 Expenditures/Credits
 - C. 2023 Adjusted Financial Journal Entries
 - D. Juvenile Transport Reimbursement
 - E. RCPD Related County Expenditures (*Review*)
 - F. Riley County Jail Average Daily Inmate Population- (*Review*)
 - G. Seizure Expenditure- (*Review*)
 - H. Reports: Synopsis- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report
 - 2. Quarterly
 - a) 4th Quarter Uniform Crime Report (82.1.4)
 - b) 4th Quarter Traffic Accident & Enforcement Analysis (61.1.1 A&C)
 - c) 4th Quarter Seizure & Forfeiture Report (84.1.8)
 - 3. Semiannual
 - a) Semiannual Alcohol Enforcement Report

Captain Hajek clarified that the 4th Quarter Uniform Crime Report is also the December report which contains end-of-year data. Page 49 of the packet indicates that two murders occurred in 2022, when in fact, there was only one. Captain Hajek explained that the event in question occurred during February 2022 in Aggieville and an arrest was made that evening. The case was subsequently turned over to the Kansas Bureau of Investigation (KBI) to investigate because it was also an RCPD officer involved shooting. During the investigation, the KBI identified two additional suspects. In November and December 2022, the two suspects were arrested on warrants for the event. For one of the arrests, the officer inadvertently added a different charge of homicide into the computer. In reality, the suspect was arrested on a warrant that generated from the incident.

Captain Freidline addressed the Monthly Crime Report for January 2023. She explained that in the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories: violent crimes and property crimes. Part I violent crime is composed of murder, rape, robbery, aggravated assault and battery. Part I property crime includes burglary, larceny-theft, motor vehicle theft and arson.

Captain Freidline reported that Part I violent crime decreased or remained the same for RCPD in 2022. Part I property crime decreased slightly with the exception of arson which experienced an increase. She concluded that overall it was a decent year with respect to crime and added that the RCPD uses a lot of crime fighting strategies to try to slow or deter crime and keep the community safe. In her opinion, the initiatives continue to have positive results.

Secretary Wilkerson moved to approve the Consent Agenda as presented. Member Hudgins seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 7-0.

IV. General Agenda:

I. Additions or Deletions: Secretary Wilkerson moved to add the topic of Animal Control Officers as discussion item L. a) on the General Agenda. Member Butler seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 7-0.

J. Public Comment: None.

K. Fraternal Order of Police Lodge #17 Comments: Derek McKee, Treasurer, Fraternal Order of Police (FOP) Lodge #17, briefed the Law Board on RCPD's participation in the 2023 Special Olympics Polar Plunge that was held February 12, 2023. He reported that RCPD staff and members of the FOP raised over \$2,500 for local athletes.

L. Board Member Comments: Member Hudgins thanked staff for the informative and well-illustrated reports that were included in the law board packets.

Chairperson Matta and Vice Chairperson Ford stated how pleased they were that the RCPD Employee Appreciation Reception will be back on schedule to be held on an annual basis to recognize employees for their accomplishments.

L. a) Animal Control Officers: At the January 31, 2023 City Commission Meeting, Interim Parks and Recreation Department Director Wyatt Thompson discussed the challenges facing the T. Russel Reitz Animal Shelter, specifically with respect to animal control officers. Chairperson Matta explained that during the discussion, it was stated that it takes coordination between the RCPD and animal control officers when requests for a response are made. It was explained that the animal control officers cannot always do the things that the RCPD wants them to because they are not employees of the police department.

Chairperson Matta explained that in many other communities animal control services fall under the police department. He proposed finding an economical way to transfer the employment of animal control officers, currently employees of the City's Parks and Recreation Department, to the RCPD. The T. Russel Reitz Animal Shelter would remain separate from the police department. Chairperson Matta added that there has been a lot of discussion about how to integrate animal control services with the RCPD and how much it would cost. He believes that the Law Board and RCPD needs to look at how it is done today. The City has budgeted for three animal control officers, but only two positions are currently filled. Chairperson Matta suggested the City give the entire budget of three animal control officers to the RCPD, along with any equipment that is used for the position.

Member Butler agreed with the recommendation to transfer the employment of animal control officers to the RCPD. He cautioned that presently, animal control officers only respond to calls inside the city limits. Additional discussions need to be held regarding responding to calls outside the city limits. He explained that if the current operation were to move to the RCPD "as is," it would be limited to just the city limits. Additional work with both counties, perhaps in the form of a Memorandum of Understanding (MOU) will be needed in order for it to work smoothly. He noted that the budget for the City was not based on doing any services in the county.

Vice Chairperson Ford pointed out the fiscal impact the transfer would have because the city of Manhattan is in two separate counties (Riley and Pottawatomie County).

Member Hudgins echoed the comments made by Vice Chairperson Ford. She expressed her apprehension with separating the animal control officers from the Animal Shelter. She commented that it is worth looking into; however, there are a lot of steps and strategic planning that needs to be done before the RCPD can take on an operation such as this.

Member James stated his belief that the "multiple county" issue could be alleviated.

Secretary Wilkerson said that the Law Board explored this issue several years ago, but he could not recall the details of those discussions. He shared that he would not be comfortable immediately moving animal control officers under the RCPD without having additional discussions.

Chairperson Matta explained that in preparation of upcoming RCPD budget discussions, he simply wished to begin the conversation today and work towards addressing some of the issues that have been raised.

Member Mattingly-Ebert did not want to discount the possibility of transferring the animal control officers to RCPD. However, she believed that additional information would be needed prior to making a decision. She agreed with the comments made by Member Hudgins and added that separating the animal control officers from the shelter could cause more issues than solve.

Director Peete explained that he wanted to remain receptive to the needs of the City and find ways for the RCPD to say yes; however, it will be an intricate process. He would like to make sure that they mitigate any unintended consequences. As part of that process, they need to examine the number of animal control officers that are needed as well as address salary/benefits, supervision, equipment, office space and IT requirements.

Assistant Director Moldrup shared his thoughts on the proposal and its inevitable increase to the budget. From a cursory overview, he believes the transfer of animal control to the RCPD would be a bad idea for a number of reasons. He commented that presently, animal control is not being adequately done because there is not enough coverage. It would be unreasonable to say that it would not impact the budget if the RCPD were to absorb animal control with only three animal control officers, respond to the county and other municipalities, and pay for salaries/benefits.

Assistant Director Moldrup explained that RCPD officers do not have more authority to take action on animal control-related calls than the current animal control officers. Animal control officers are civilians and would remain civilians under the management of the RCPD. If the RCPD were to take property against someone's will, they would have to have a search warrant or collect it as evidence. To ensure that the RCPD can provide a professional service, these issues need to be worked out prior to taking on animal control.

Chairperson Matta suggested RCPD Command Staff reach out to City Attorney Katie Jackson regarding how she believes the authority of the animal control officers would be different under the management of the RCPD compared to the City.

Member Mattingly-Ebert asked if anyone has spoken with animal control to obtain their feedback on moving to the RCPD and being split from the Animal Shelter.

Director Peete responded that he received a tour of the Animal Shelter and at that time, they expressed support of the concept.

A consensus was reached among the Law Board to move forward with discussions as RCPD begins its budgeting process.

M. Strategic Goals: Director Peete petitioned the Law Board for a list of priorities they believe should be included in the Department's strategic plan. He noted that the strategic plan will be presented to the Law Board and public in conjunction with the 2024 budget.

Member Butler asked that the Department explore various ways to leverage technology to provide better service to the community and save manpower. Examples include utilizing cameras in school zones and in Aggieville to monitor situations and aid with solving crimes. He also would like a long-term plan to move the police substation, currently on Moro Street, to the new parking garage in Aggieville.

Chairperson Matta shared potential areas of focus for the RCPD which include downtown lighting, opioid/fentanyl use, school safety, mental health and homelessness. In addition, he would like the RCPD to

continue to monitor community and public safety needs as the Aggieville redevelopment project progresses.

Member James said that his top priority is to keep the budget under control. Secondly, he would like to view the Director's needs assessment. He explained that he did not want the Law Board to prioritize their needs over that of the Department's. Once he has had the opportunity to view the Director's needs assessment he would be more comfortable talking about his priorities and those of the Law Board.

Member Mattingly-Ebert concurred with the statements voiced by Member James.

Secretary Wilkerson explained that his priority is public safety. He would like to make sure there is enough police presence throughout Manhattan and Riley County so they can respond quickly when there is an incident or shooting.

Director Peete thanked the Law Board for their input.

N. Executive Session: At 12:46 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:51 p.m. to discuss non-elected personnel matters. Member Hudgins seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 7-0.

At 12:51 p.m. the open meeting reconvened.

Secretary Wilkerson moved to recess into Executive Session until 12:57 p.m. to discuss attorney client privilege with legal counsel present. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 7-0.

At 12:58 p.m. the open meeting reconvened.

O. Adjournment: Member Hudgins moved to adjourn the meeting. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Mattingly-Ebert, Wilkerson and Matta voting in favor, and no one voting against. The motion passed 7-0. The February 21, 2023 Law Board Meeting adjourned at 12:59 p.m.

RILEY COUNTY POLICE DEPARTMENT			2022 EXPENDITURES	MARCH 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
15001	Alterations Unlimited	20	Uniform Alterations	764.50	
		20	Uniform Alterations	445.50	1,210.00
15002	Godfrey's	23	Uniform	126.89	126.89
15003	Grant Petroleum, Inc	26	fuel	14,568.66	14,568.66
15004	Riley County General Fund	14	SW Bel Plexar	232.19	232.19
				Subtotal:	16,137.74
15201	City of Manhattan, Utilities	04	LEC Water	3,521.26	
		04	LEC Water Fee	2.25	3,523.51
15202	Underground Vaults	20	Shredding	50.00	50.00
15203	Lexis Nexis Risk Solutions	20	User	137.31	
		20	Analyst	8,019.51	8,156.82
15204	Terminix	11	Pest Control	173.23	
		11	Pest Control	69.00	
		11	Pest Control	69.00	311.23
				Subtotal:	12,041.56
				Total:	28,179.30

Chair, Riley County Law Enforcement Agency

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2001	ADP LLC	20	Payroll	5,063.20	5,063.20
2002	Arthur-Green Attorneys at Law	06	Legal Retainer	2,750.00	2,750.00
2003	Iron Insurance Partners	05	Business Auto Policy	122,546.00	
		05	Law Enforcement Liability Policy	145,904.00	
		05	Employment Practices Policy	36,625.00	
		05	Employee Benefit Liability Policy	343.00	
		05	Public Officials Liability Policy	14,001.00	
		05	Crime Policy	1,161.00	
		05	Inland Marine Policy	3,004.00	
		05	Commercial Property Policy	13,711.00	337,295.00
2004	Civic Plus	19	RCPD Website	15,224.45	15,224.45
2005	Clark, Mize, & Linville	06	WC Legal Fees	28.00	28.00
2006	ClayPro LLC	23	Uniforms	96.00	96.00
2007	Dry Clean City Inc	20	uniform cleaning	306.90	306.90
2008	EMC Risk Services LLC	40	February WC Loss Fund	20,063.24	20,063.24
2009	Empac	06	EAP Services	1,350.00	1,350.00
2010	Empower Flex	06	Admin Services	1,200.35	1,200.35
2011	Evco Wholesale Food Corp	17	inmate food	3,371.68	
		17	inmate food	2,780.23	
		17	inmate food	2,281.84	
		17	inmate food	3,089.94	11,523.69
2012	Flint Hills Neuropsychology	16	Employee Testing	290.00	290.00
2013	4 My Benefits, Inc	20	1094/1095 Setup/Filing	612.00	612.00
2014	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	1,500.00

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2015	Godfrey's	23	Uniforms	4,863.42	
		23	Uniforms	209.97	5,073.39
2016	Grant Petroleum, Inc	26	fuel	18,813.37	18,813.37
2017	Gary Grubbs	20	Pre-Employment Testing	1,050.00	1,050.00
2018	Hiland Dairy	17	inmate food	185.05	
		17	inmate food	251.71	
		17	inmate food	225.86	
		17	inmate food	170.09	
		17	inmate food	185.05	
		17	inmate food	210.90	
		17	inmate food	225.86	
		17	inmate food	251.71	
		17	inmate food	140.74	1,846.97
2019	Imaging Office Systems, Inc	10	Printer Maintenance	1,050.00	1,050.00
2020	Ka-Comm, Inc	12	Equipment Repair	513.60	
		12	Equipment Repair	4.50	
		12	Equipment Repair	513.75	
		12	Equipment Repair	600.00	
		12	Equipment Repair	35.00	
		12	Equipment Repair	168.00	
		20	Service Contract	100.00	
		12	Equipment Repair	25.00	
		12	Equipment Repair	663.50	2,623.35
2021	Kansas Crime Stoppers Association	20	Dues	45.00	45.00
2022	Kansas Bureau of Investigation	20	Pre-Employment Testing	4,449.00	4,449.00
2023	Kansas Gas Service	04	LEC Utilities	7,895.77	
		04	Garage Utilities	43.73	
		04	Aggieville Utilities	318.01	8,257.51
2024	Konza Lab Inc	16	Employee Testing	500.00	
		16	Pre-Employment Testing	40.00	540.00
2025	Language Line Services	20	Interpretation Services	577.49	577.49

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2026	Loomly	19	Subscription	300.00	300.00
2027	Manhattan Wrecker Service Inc	20	towing	250.00	
		20	towing	50.00	
		20	towing	50.00	
		20	towing	55.00	
		20	towing	55.00	
		20	towing	50.00	510.00
2028	Mathis Rehab Center LLC	16	Pre-Employment Testing	125.00	125.00
2029	Midwest Commercial Laundry Eq Inc	17	washer repair	603.18	603.18
2030	Sound Uniforms	23	Uniforms	40.50	40.50
2031	Pawnee Mental Health Services	20	Contract	8,539.70	8,539.70
2032	Petty Cash	29	Replenishment Supplies	65.26	65.26
2033	Phillips 66 Fleet Service	26	fuel	15.97	15.97
2034	Pro Copy Inc	10	Meter Charge	21.32	
		10	Meter Charge	516.50	
		10	Meter Charge	253.52	
		10	Meter Charge	80.60	
		10	Meter Charge	305.13	1,177.07
2035	Pur-O-Zone	25	Maintenance Supplies	451.28	451.28
2036	Quaker State Express Lube	26	oil change	42.00	
		26	oil change	42.00	
		26	oil change	37.00	
		26	oil change	35.00	
		26	oil change	42.00	
		26	oil change	37.00	
		26	oil change	42.00	
		26	oil change	39.00	
		26	oil change	39.00	
		26	oil change	32.00	387.00
2037	RAZ Automotive	27	Tires	40.89	40.89

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2038	Riley County General Fund	14	SW Bell Plexar	235.12	
		14	SW Bell Plexar	232.02	467.14
2039	Riley County Public Works	26	Fuel	480.29	
		26	Fuel	513.73	
		26	Fuel	612.14	
		26	Fuel	433.04	
		26	Fuel	125.67	2,164.87
2040	RCPD Health Plan	39	health insurance	120,000.00	120,000.00
2041	R.K. Black	19	DocuwareSupport Contract	6,909.86	6,909.86
2042	Robbins Motor Co.	13	Vehicle Maintenance	1,494.95	
		13	Vehicle Maintenance	1,116.97	
		13	Vehicle Maintenance	267.27	
		13	Vehicle Maintenance	175.00	3,054.19
2043	Hali Rowland	20	PIO Projects/Social Media	3,480.00	3,480.00
2044	Security Transport Services Inc	20	Extradition	4,376.13	
		20	Extradition	4,295.61	8,671.74
2045	Smith Plumbing	11	Plumbing Supplies	315.31	
		11	Plumbing Supplies	122.72	438.03
2046	Waxie Sanitary Supply	29	Replenishment Supplies	77.21	
		29	Replenishment Supplies	483.37	560.58
2047	Sysco Kansas City, Inc	17	inmate food	1,314.58	
		17	inmate food	1,051.43	
		17	inmate food	1,185.39	
		17	inmate food	1,301.02	4,852.42
2048	Axon Enterprises Inc	20	Taser/Evidence.com Contract	199,998.75	199,998.75
2049	TekNix Solutions	29	Replenishment Supplies	9.00	9.00
2050	Konza Sign	13	Vehicle Maintenance	154.98	154.98
2051	3SI Security Systems	31	Contract	720.00	720.00

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2052	Tommy's Express Car Wash	13	Vehicle Maintenance	345.00	
		13	Vehicle Maintenance	360.00	
		13	Vehicle Maintenance	135.00	
		13	Vehicle Maintenance	200.00	1,040.00
2053	US Foodservice	17	inmate food	-49.47	
		17	inmate food	-33.98	
		17	inmate food	-28.25	
		17	inmate food	42.60	
		17	inmate food	42.60	
		17	inmate food	-75.98	
		17	inmate food	-47.88	
		17	inmate food	1,543.90	
		17	inmate food	1,134.42	
		17	inmate food	2,168.91	
		17	inmate food	27.23	
		17	inmate food	1,141.65	
		17	inmate food	18.49	
		17	inmate food	-85.77	5,798.47
2054	Via Christi Hospital Manhattan Inc	16	Employee Testing	327.00	
		16	Employee Testing	376.00	
		16	Employee Testing	472.00	
		16	Employee Testing	376.00	
		16	Employee Testing	472.00	
		16	Employee Testing	387.00	2,410.00
2055	Keith A Vogts	12	Equipment Repair	684.71	684.71
2056	Wage Works Inc	06	Cobra Admin Fees	168.49	168.49
2057	Washburn Institute of Technology	07	Critical Issues in LE Recruiting	25.00	
		07	Officer Well-Being Recruiting	25.00	50.00
2058	Evergy	04	Garage Utilities	58.06	
		04	LEC Utilities	10,783.01	
		04	Aggieville Utilities	65.66	10,906.73
2059	Katie Whisman Consulting	20	Consulting Fees	4,000.00	4,000.00
2060	Xerox Corporation	10	March Lease	835.39	
		10	March Lease	682.28	1,517.67
2061	Xerox Financial Services	10	Meter Lease	266.00	
		10	Meter Lease	349.12	
		10	Meter Lease	566.89	1,182.01
Subtotals:				833,124.40	

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2201	ACCO Brands	28	Office Supplies	54.00	54.00
2202	Adobe Systems Inc	19	Adobe license	16.36	16.36
2203	Affordable Wipers	29	Replenishment Supplies	779.00	779.00
2204	Allegiant Technology	14	AT&T IP Flex Plan	1,332.70	
		19	Xima Care Renewal	3,362.05	4,694.75
2205	Nationwide	06	Notary	50.00	
		06	Notary	50.00	
		06	Notary	50.00	
		06	Notary	50.00	200.00
2206	Amazon.com	28	Computer Supplies	64.39	
		20	uniforms	49.78	
		28	Computer Supplies	26.99	
		28	Office Supplies	654.19	
		17	inmate personal supplies	132.81	
		28	Office Supplies	42.99	
		28	Computer Supplies	42.46	
		32	Office Furniture	119.99	
		23	Uniforms	102.81	
		32	Office Furniture	175.89	
		28	Computer Supplies	364.98	
		32	Office Furniture	198.99	
		32	Office Furniture	195.88	
		22	Anti-Harassment Training	331.46	
		32	Office Furniture	364.99	
		28	Office Supplies	42.99	
		28	Office Supplies	43.98	
		13	Vehicle Maintenance	9.99	
		25	Maintenance Supplies	15.19	
		28	Computer Supplies	138.48	
		32	Office Furniture	194.98	
		28	Office Supplies	29.99	
		28	Computer Supplies	97.64	3,441.84
2207	Apple iTunes Store	19	iCloud Storage	9.99	9.99
2208	Arrowhead Forensic Products, Inc	29	Replenishment Supplies	649.87	
		29	Replenishment Supplies	139.24	789.11

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2209	AT&T	14	Jan Phone bill	445.76	445.76
2210	Bluestem Electric Co-op Inc	04	Range Electric	468.67	468.67
2211	Briggs	13	Vehicle Maintenance	103.29	
		13	Vehicle Maintenance	367.95	
		13	Vehicle Maintenance	103.29	
		13	Vehicle Maintenance	399.60	
		13	Vehicle Maintenance	767.40	
		13	Vehicle Maintenance	384.86	
		13	Vehicle Maintenance	1,671.74	
		13	Vehicle Maintenance	846.35	4,644.48
2212	Burnett Automotive	13	Vehicle Maintenance	470.93	
		27	Tires	801.25	
		27	Tires	160.00	1,432.18
2213	City of Manhattan, Utilities	04	Aggieville Water	80.25	
		04	Aggieville Water Fee	2.25	82.50
2214	CALEA	28	Office Supplies	113.00	113.00
2215	Cox Communications, Inc	19	Internet Aggieville	94.48	
		17	Inmate Cable	210.95	
		19	Internet - JTTF	79.39	
		19	Internet/TV LEC	2,310.96	2,695.78
2216	Underground Vaults	20	Shred Service	100.00	100.00
2217	Facebook	20	Recruitment Ads	250.00	
		20	Recruitment Ads	171.76	421.76
2218	Ferguson Enterprises LLC #215	11	Plumbing Supplies	78.04	78.04
2219	Gall's Inc.	23	Uniforms	87.90	
		23	Uniforms	311.77	
		23	Uniforms	294.00	
		23	Uniforms	157.90	
		23	Uniforms	363.00	1,214.57

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2220	Government Finance Officers Association	22	Dept Membership	595.00	595.00
2221	Hertz - LAG Rentals LLC	20	Car Rental	650.01	650.01
2222	Home Depot	25	Maintenance Supplies	67.91	
		25	Maintenance Supplies	42.83	
		25	Maintenance Supplies	28.97	
		25	Maintenance Supplies	19.81	
		25	Maintenance Supplies	21.97	
		25	Maintenance Supplies	11.62	
		25	Maintenance Supplies	105.47	
		25	Maintenance Supplies	22.25	
		25	Maintenance Supplies	55.44	376.27
2223	Howie's Trash Service	20	LEC Trash	692.40	
		20	Range Trash	126.35	818.75
2224	One Eleven	19	CAB website	35.00	35.00
2225	Insight Public Sector Inc	28	Office Supplies	3,063.72	
		33	1 Probook/Doc	1,407.39	
		19	Microsoft "True-Up" Renewal	907.18	
		28	Office Supplies	427.12	5,805.41
2226	Int'l Assn of Chiefs of Police	07	PIO Mid-year conference	125.00	125.00
2227	Kansas Department of Agriculture	19	Kansas Food License	250.00	250.00
2228	KNOA	07	KNOA Conference	500.00	500.00
2229	Kansas Turnpike Authority	07	Tolls	42.35	
		07	Tolls	36.75	79.10
2230	Language Line Services	20	Interpretation Service	397.16	397.16
2231	Lexis Nexis Risk Solutions	20	Lexis Nexis User Fee	141.43	
		20	lexis Nexis - Analyst	8,260.09	8,401.52
2232	Life Assist	29	Replenishment Supplies	871.40	871.40

RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2233	Ludlum Measurements, Inc	31	Radiation Monitor - Repair	296.00	296.00
2234	MadisoSeating	32	Office Furniture	599.00	599.00
2235	Manh Area Chamber of Commerce	07	Business After Hours	10.00	
		07	Military Relations Lunch	40.00	
		07	Military Relations Lunch	20.00	
		07	Military Relations Lunch	20.00	
		07	Military Relations Lunch	20.00	
		07	Military Relations Lunch	20.00	
		07	Good Morning Manhattan	25.00	
		07	Women in Business Lunch	30.00	
		07	Women in Business Lunch	30.00	
		07	Women in Business Lunch	30.00	
		07	Women in Business Lunch	30.00	275.00
2236	Manhattan-Odgen USD #383	07	Intergovernmental Luncheon	28.00	28.00
2237	Menards	25	Maintenance Supplies	27.97	
		25	Maintenance Supplies	12.98	
		12	Equipment Repair	15.95	
		13	Vehicle Maintenance	188.60	
		25	Maintenance Supplies	1.60	
		25	Maintenance Supplies	33.91	281.01
2238	Office Plus	28	Office Supplies	-38.04	
		28	Office Supplies	93.90	
		28	Office Supplies	37.16	93.02
2239	1000Bulbs.com	25	Maintenance Supplies	268.06	268.06
2240	O'Reilly Auto Parts	13	Vehicle Maintenance	232.91	232.91

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RILEY COUNTY POLICE DEPARTMENT
V # VENDOR NAME

		ACCT	2023 EXPENDITURES DESCRIPTION	FEBRUARY 2023 AMOUNT	
2241	P-Card Misc Vendors	20	Membership Fees	40.00	
		07	KCJIS Conf	304.44	
		07	Sex Offenses Training	1,166.10	
		07	CAB luncheon	60.00	
		07	Initial EMD/EFD Cert.	1,460.00	
		07	IAED Conference	1,041.23	
		20	Extradition	662.02	
		20	Background Investigator Seminar	850.00	
		07	ABA Monthly Meeting	15.10	
		07	Spillman Conference	1,606.80	
		07	HRMN Meetings	140.00	
		07	Nat'l Fire Arson Invest Trng	150.00	
		07	Court Safety & Security Conf	391.98	
		07	Issues Facing Law Enfor.	11.23	
		07	Police Liability & KS Law Trng	51.73	
		07	Supvisor Leadership Institute	795.00	
		07	Less Lethal Instructor Course	1,637.54	
		07	Community Engagement Trng	327.80	
		07	Community Engagement Trng	327.80	
		07	AJA Conf	770.00	
		07	Homicide Training	4,652.42	16,461.19
2242	Petsmart	20	Dry Dog Food	85.99	85.99
2243	Reconyx	20	Device and image charges	110.00	110.00
2244	Reeves Wiedeman Co Inc	25	Maintenance Supplies	128.00	128.00
2245	reMarkable	33	Remarkable Subscription	2.99	2.99
2246	Riley County Treasurer Motor Vehicles	13	Vehicle Maintenance	66.11	66.11
2247	Rock Auto	13	Vehicle Maintenance	91.41	91.41
2248	Rockywoods Fabrics	23	Uniforms	23.10	23.10
2249	Seat Belt Extender Pros	13	Vehicle Maintenance	101.95	101.95
2250	SHRM	07	SHRM Certification Material	1,273.79	1,273.79

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
2251	Staples Advantage	28	Office Supplies	45.99	
		29	Replenishment Supplies	62.42	
		28	Office Supplies	71.33	
		29	Replenishment Supplies	56.43	
		29	Replenishment Supplies	33.98	270.15
2252	T38 Fax	14	Fax	16.69	16.69
2253	Terminix	11	Pest Control	69.00	69.00
2254	T-Mobile US Inc	14	Car Phones	8.00	8.00
2255	TransUnion Risk Solutions Inc	20	Access	310.40	310.40
2256	Twin Valley Telephone, Inc	14	Phone - Randolph Substation	45.54	
		14	Phone - Riley Substation	51.67	
		14	Internet - Riley Substation	79.99	
		14	Internet - Riley Substation	79.99	
		14	Phone - Riley Substation	49.28	
		14	Phone - Randolph Substation	45.52	351.99
2257	Twitter, Inc	20	Twitter Blue	84.00	
		20	Twitter Ads	10.00	
		20	Twitter Ads	70.00	
		20	Twitter Ads	10.00	174.00
2258	ULINE	32	Office Furniture	450.59	450.59
2259	UPS	08	Shipping	9.10	
		08	Delivery Service	127.10	
		08	Shipping	18.00	154.20
2260	USA Clean	12	Equipment Repair	86.78	86.78
2261	Verizon Wireless	14	phone service	5,175.05	5,175.05
2262	Wal-Mart	29	Replenishment Supplies	35.96	
		33	2 USBs	44.88	
		28	Office Supplies	31.96	
		29	Replenishment Supplies	48.56	
		29	Replenishment Supplies	107.34	268.70

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RILEY COUNTY POLICE DEPARTMENT		2023 EXPENDITURES		FEBRUARY 2023	
V #	VENDOR NAME	ACCT	DESCRIPTION	<u>AMOUNT</u>	
2263	Washburn Univ-Career Svcs	07	Critical Issues Training	75.00	75.00
2264	Waters True Value	25	Maintenance Supplies	6.88	6.88
2265	Wichita State Univ, MCJI	22	Membership	75.00	75.00
2266	WTC	19	Internet - Aggieville sub station	161.85	
		19	Downtown Internet	161.85	
		19	Internet - LEC	594.70	
		19	March Internet - Downtown	79.73	
		19	Mar Internet - Aggieville	79.73	
		19	Mar Internet - LEC	594.70	1,672.56
2267	Zoom	19	Annual subscription	163.61	163.61
2268	Zoro	32	Office Furniture	387.84	387.84
				Subtotals:	70,720.38
				Total:	903,844.78

Chair, Riley County Law Enforcement Agency

**Riley County Police Department
Net Changes from 2/1/2023 to 2/28/2023
Credits Report**

Account Number	Description	February	YTD
600100-00	Manhattan	1,666,672.00	3,333,344.00
600200-00	Riley County	1,340,728.00	1,340,728.00
610110-00	Copy Fees-Discovery, etc.	280.00	280.00
610112-00	Copy Fees-Records	439.95	1,286.53
610113-00	Fingerprint Fees-Records	613.44	1,640.85
Budget:		3,008,733.39	4,677,279.38
620900-01	Misc Reimbursements-salaries	765.00	6,718.44
620900-14	Misc Reimbursements-phone	248.22	441.04
620900-19	Misc Reimbursements-Computer svc	4,910.00	4,910.00
620900-32	Misc Reimbursements-Furniture	0.00	1,188.00
620900-34-130	Misc Reimbursements-vehicles	0.00	14,871.60
632500-03	JTTF Grant-OT	192.54	192.54
632600-03	HIDTA Grant-OT	3,342.55	3,342.55
632700-03	STEP Grant-OT	3,132.73	3,132.73
632800-01-414	VOCA 2023 Grant Reimb	23,336.00	23,336.00
Budget Credits:		35,927.04	58,132.90
640900-00	Misc Non-Budget Credit Reimb	53.80	448.30
640902-00	Prior year Restitution	1,065.66	1,065.66
Non-Budget Credits:		1,119.46	1,513.96
Totals:		3,045,779.89	4,736,926.24

**Riley County Police Department
Journal Entries**

From Account # [7] To [744100-41-454]
From Period [2023-02] To [2023-02]

Acct #/ Ref	Description	Date	Year	Prd	Code	Debits	Credits
700101-01-454	Salaries-Full Time VOCA Grant 2023 Match						
Salary Feb	M Mosher	2/28/2023	2023	02	GL-JE	1,189.00	
	Total: Salaries-Full Time VOCA Grant 2023 Match					1,189.00	0.00
700120-01	Regular Salaries-----INVEST'N						
Salary Feb	M Mosher	2/28/2023	2023	02	GL-JE		5,947.00
	Total: Regular Salaries-----INVEST'N					0.00	5,947.00
700122-01-414	VOCA Grant Salaries 2023						
Salary Feb	M Mosher	2/28/2023	2023	02	GL-JE	4,758.00	
	Total: VOCA Grant Salaries 2023					4,758.00	0.00

Adjust VAC Salary entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by:

743700-37	KPERS						
Feb KPERS	M Mosher	2/28/2023	2023	02	GL-JE		589.00
	Total: KPERS					0.00	589.00
743700-37-414	KPERS - VOCA Grant 2023						
Feb KPERS	M Mosher	2/28/2023	2023	02	GL-JE	471.00	
	Total: KPERS - VOCA Grant 2023					471.00	0.00
743700-37-454	KPERS - VOCA Grant Match 2023						
Feb KPERS	M Mosher	2/28/2023	2023	02	GL-JE	118.00	
	Total: KPERS - VOCA Grant Match 2023					118.00	0.00

Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by:

743800-38	Social Security						
Feb SS	M Mosher	2/28/2023	2023	02	GL-JE		369.00
	Total: Social Security					0.00	369.00
743800-38-414	Social Security - VOCA Grant 2023						
Feb SS	M Mosher	2/28/2023	2023	02	GL-JE	295.00	
	Total: Social Security - VOCA Grant 2023					295.00	0.00
743800-38-454	Social Security - VOCA Grant Match 2023						
Feb SS	M Mosher	2/28/2023	2023	02	GL-JE	74.00	
	Total: Social Security - VOCA Grant Match 2023					74.00	0.00

Adjust VAC SS entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by:

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

**Riley County Police Department
Journal Entries**

From Account # [7] To [744100-41-454]
From Period [2023-02] To [2023-02]

Acct #/ Ref	Description	Date	Year	Prd	Code	Debits	Credits
Feb Medicare	M Mosher	2/28/2023	2023	02	GL-JE		86.00
	Total: Medicare Tax					0.00	86.00
743810-38-414	Medicare Tax- VOCA Grant 2023						
Feb Medicare	M Mosher	2/28/2023	2023	02	GL-JE	69.00	
	Total: Medicare Tax- VOCA Grant 2023					69.00	0.00
743810-38-454	Medicare Tax- VOCA Grant Match 2023						
Feb Medicare	M Mosher	2/28/2023	2023	02	GL-JE	17.00	
	Total: Medicare Tax- VOCA Grant Match 2023					17.00	0.00

Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by:

743900-39	Health Insurance						
Feb Health Insurar	M Mosher	2/28/2023	2023	02	GL-JE		594.00
	Total: Health Insurance					0.00	594.00
743900-39-414	Health Insurance - VOCA Grant 2023						
Feb Health Insurar	M Mosher	2/28/2023	2023	02	GL-JE	475.00	
	Total: Health Insurance - VOCA Grant 2023					475.00	0.00
743900-39-454	Health Insurance - VOCA Grant Match 2023						
Feb Health Insurar	M Mosher	2/28/2023	2023	02	GL-JE	119.00	
	Total: Health Insurance - VOCA Grant Match 2023					119.00	0.00

Adjust VAC Health Ins entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by:

744000-40	Workers Comp Insured deductibles						
Feb WC	M Mosher	2/28/2023	2023	02	GL-JE		140.00
	Total: Workers Comp Insured deductibles					0.00	140.00
744000-40-414	Workers Comp - VOCA Grant 2023						
Feb WC	M Mosher	2/28/2023	2023	02	GL-JE	112.00	
	Total: Workers Comp - VOCA Grant 2023					112.00	0.00
744000-40-454	Workers Comp - VOCA Grant Match 2023						
Feb WC	M Mosher	2/28/2023	2023	02	GL-JE	28.00	
	Total: Workers Comp - VOCA Grant Match 2023					28.00	0.00

Adjust VAC WC entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer R. Schneider* Approved by:

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

**Riley County Police Department
Journal Entries**

From Account # [7] To [744100-41-454]

From Period [2023-02] To [2023-02]

Acct #/ Ref	Description	Date	Year	Prd	Code	Debits	Credits
744100-41	Unemployment Compensation						
Feb Unemploymer	M Mosher	2/28/2023	2023	02	GL-JE		6.00
	Total: Unemployment Compensation					0.00	6.00
744100-41-414	Unemployment Compensation - VOCA Grant 2023						
Feb Unemploymer	M Mosher	2/28/2023	2023	02	GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2023					5.00	0.00
744100-41-454	Unemployment Compensation - VOCA Grant Match 2023						
Feb Unemploymer	M Mosher	2/28/2023	2023	02	GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2023					1.00	0.00

Adjust VAC Unemployment Comp entires per VOCA Grant Reporting Requirements:

Completed by: Jennifer R. Schneider Approved by: _____

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

Assigned Tracking # **23-046****RILEY COUNTY POLICE DEPARTMENT****Memorandum**

Original to: _____

Action: _____

Copy to: _____

*Comments:**BRP 3-7-2023***To: Director Peete****Thru: Assistant Director Moldrup***KMM 3.6.23***From: Captain Derek Woods****Ref: Juvenile Transportation Report for February 2023****Date: March 1, 2023**

Total Number of Juveniles Transported: 0

Total Mileage for Transports 76 X \$.58.5 (Cents per mile) \$0

Total Pay Amount for 2 Transport Officers Hours: \$0

Total: \$0

.

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/02/23 Page. 154
Time. 8.44.12

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department. 0</u> Not Designated								
180		Distr - Real Current	R	4,878,478.00	.00	2,747,760.14	56.32	2,130,717.86
182		Distr - Oil & Gas Curr.	R	.00	.00	519.68		.00
184		Distr - P.P. Current	R	.00	.00	29,823.92		.00
190		Distr - 16/20M Trucks Cur	R	3,025.00	.00	1,758.19	58.12	1,266.81
193		Distr - Watercraft Cur	R	1,450.00	.00	1,498.31	103.33	48.31-
181		Distr - Real Delq.	R	.00	.00	19,432.16		.00
185		Distr - P.P. Delq.	R	.00	.00	179.50		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	1.01		.00
194		Distr - Watercraft Del	R	.00	.00	18.41		.00
102		Distr - Motor Vehicle Tax	R	383,909.00	.00	75,099.16	19.56	308,809.84
103		Vehicle Rental Excise Tax	R	3,994.00	.00	3,835.74	96.04	158.26
113		Distr - RV Tax	R	3,562.00	.00	788.64	22.14	2,773.36
130		Distr - Commercial Veh	R	15,173.00	.00	899.87	5.93	14,273.13
191		Distr - TIF Adjustment	R	.00	.00	61,154.56-		.00
Department Revenue.. # 0				5,289,591.00	.00	2,820,460.17 *		2,457,950.95
<u>Department.171</u> RCPD Operations								
<u>Department.416</u> HD-KCCTF								
Total Revenue Fund.... 173				5,289,591.00	.00	2,820,460.17 **	53.32	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,289,591.00	.00	2,820,460.17 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance
<u>Department. 0</u> Not Designated								
<u>Department.171</u> RCPD Operations								
2220		Building Space Rental	10,500.00	900.00	1,800.00	17.14	8,700.00	.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00
2480		Repair/Maint Build/Gr	90,000.00	3,885.80	5,085.50	5.65	84,914.50	.00
2650		Physician Fees	165,000.00	16,162.45	33,618.49	20.37	131,381.51	.00
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00
2830		Water	5,000.00	.00	32.00	.64	4,968.00	.00
2840		Sewage Charges	2,000.00	.00	.00		2,000.00	.00

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Budget Section.

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/02/23 Page. 155
Time. 8.44.12

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)									
2900		Budget Appropriations	5,062,913.00	.00	1,340,728.00	26.48	3,722,185.00	.00	3,722,185.00
		Total Contractual Expenses	5,361,413.00	20,948.25	1,381,263.99	25.76	3,980,149.01	.00	3,980,149.01
3010		Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060		Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3990		Other Supplies & Mate	500.00	.00	.00		500.00	.00	500.00
		Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
		Department Expense # 171	5,362,913.00	20,948.25	1,381,263.99	25.76	3,981,649.01	.00	3,981,649.01 *
		Expense & Transfers# 171	5,362,913.00	20,948.25	1,381,263.99				
Department.416 HD-KCCTF									
Total Expenditures Fund	173		5,362,913.00	20,948.25	1,381,263.99	25.76	3,981,649.01	.00	3,981,649.01 **

SUMMARY for - Fund 173 RCPD Levy/Op	
Beginning Year Balance.....	241,235.15
YTD Revenue.....	2,820,460.17
YTD Reported Expenses.....	1,381,263.99-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	9,001.17-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,671,430.16 ***

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/02/23 Page. 150
Time. 8.44.12

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	30,998.45-		.00
402		Investment Interest	R	.00	.00	1,647.58		.00
		Department Revenue.. #142		.00	.00	1,647.58 *		.00
		Department Dsbmnts.. #142		.00	.00	30,998.45-*		
		Total Revenue Fund.... 168		.00	.00	1,647.58 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	1,647.58 **		
		Total Disbursements... 168		.00	.00	30,998.45-**		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund	168		.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	159,315.25
YTD Revenue.....	1,647.58
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	30,998.45-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	129,964.38 ***

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/02/23 Page. 151
Time. 8.44.12

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	682.99-	682.99-		.00
402		Investment Interest	R	.00	.00	1,817.76		.00
		Department Revenue.. #142		.00	.00	1,817.76 *		.00
		Department Dsbmnts.. #142		.00	682.99-	682.99-*		
		Total Revenue Fund.... 169		.00	.00	1,817.76 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	1,817.76 **		
		Total Disbursements... 169		.00	682.99-	682.99-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund	169		.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	175,548.83
YTD Revenue.....	1,817.76
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	682.99-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	176,683.60 ***

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 3-7-2023
Thru:	Assistant Director Moldrup	KMM 3.1.23
From:	Cpt. Derek Woods	
Position:	Commander	Division: Jail
Report Title:	Monthly Inmate Population Report	
Rpt Freq./Year:	February 2023	
Policy #:		
Date:	February 28, 2023	

Presented below is a summary of Average Daily Population (ADP) for the Riley County Jail. This report is being submitted monthly at the request of the Law Board.

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
JAN	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3
FEB	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5
MAR	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	
APR	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	
MAY	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	
JUN	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	
JUL	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	
AUG	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	
SEPT	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	
OCT	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	
NOV	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	
DEC	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	
YADP	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	105.9

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)



Monthly Report

February 2023

Alyssa Ward, Crime Analyst
Criminal Intelligence Unit
Riley County Police Department

To **reduce crime** and
improve the quality
of life for
the **citizens we serve**

For the purposes of this report, data is extracted from the RMS using specific parameters. The results may differ slightly from other reports, such as Uniform Crime Reports (UCR), which measure the same variables but have slightly different search parameters, filters, and/or methods. The following summarizes the most common attributes of this report that result in differences in reporting:

- The data in the report reflects what was available at the time of extraction. It is common for numbers to change over time for various reasons. Most commonly:
 - Final data entry by records can be delayed due to the RTO status of a case.
 - Clerical errors can be discovered, leading to corrections being made at a later date.
- Some categories in this report use a hierarchy rule. This means that the offense with the highest offense code number in an incident is the only offense counted. Other reports may apply the hierarchy rule to certain offenses. For instance, UCR counts every occurrence of Part I violent crimes in an incident (murder, rape, robbery, aggravated battery). Each slide should notate the method used.
- This report includes the property crime of arson which is excluded from other reporting.
- Crimes are extracted based on the date and time they were reported. Other reports may use the earliest and/or latest date and time the crime February have occurred.

Monthly and yearly projections are calculated using different methods. Projections will have a higher degree of error when the time period used to project is small (i.e. projecting an entire year based off the first two weeks of that year).

Part I Crime

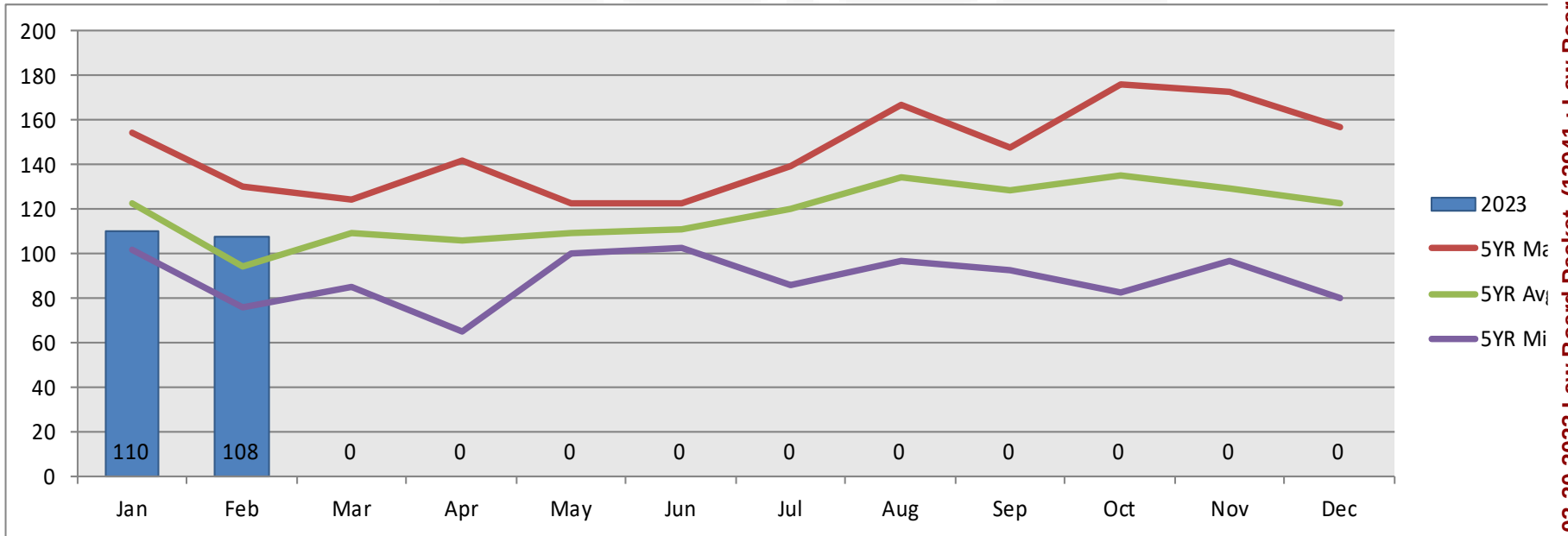
Offense Codes: 0100-0810

All Data As Of: 2/28/23 12:00 AM

12.a

- Part I crime in February 2023 was 14.2% above the 5 year average. Compared to February 2022 there was a 1.9% increase.
- In February, the Part I property crime total was above the 5 year average and the violent crime total was below the average.

	Feb	Year to Date	Yearly Total
2018	84	192	1475
2019	77	231	1583
2020	130	260	1494
2021	76	197	1421
2022	106	208	1150
2023	108	218	
% Change	+1.9%	+4.8%	+23.2%
Yearly Total Projection:			1416



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	108	84	124	113	100	123	123	134	128	176	105	155
2019	154	77	124	142	123	114	138	167	148	143	116	135
2020	130	130	85	65	113	108	139	125	148	151	173	125
2021	121	76	120	111	104	106	114	149	127	123	157	115
2022	102	106	95	100	108	103	86	97	93	83	97	80
2023	110	108	0	0	0	0	0	0	0	0	0	0

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

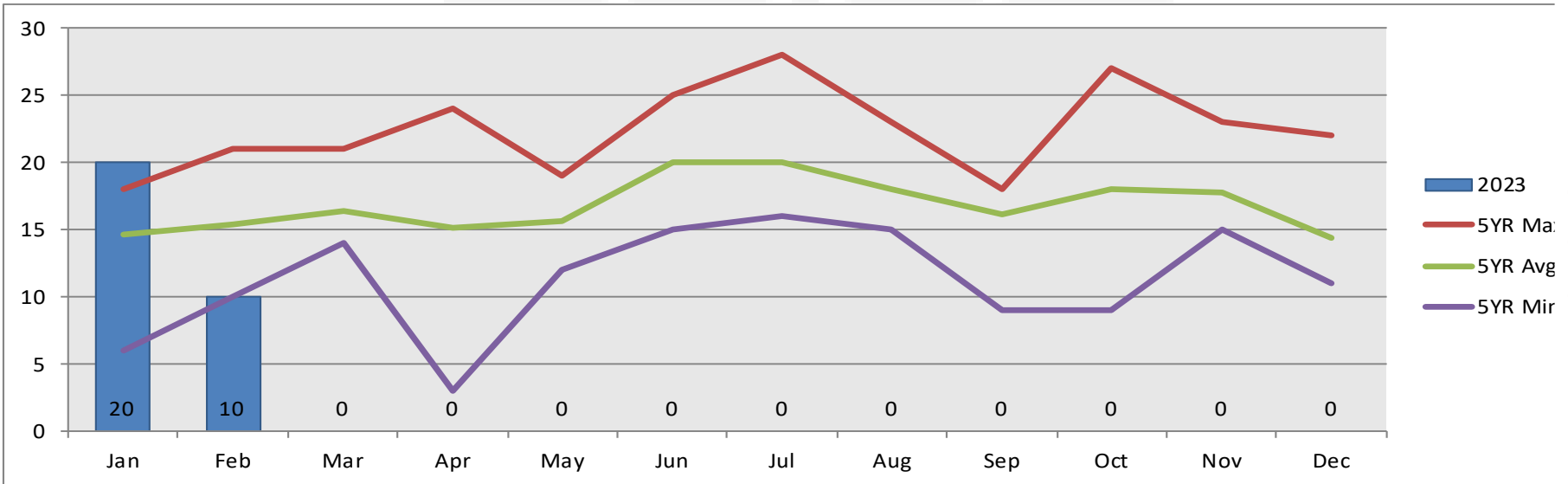
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 2/28/23 12:00 AM

- February 2023 was 35.1% below the 5 year average in Part I violent crime.
- There were 9 aggravated assaults / batteries, 1 rape, 0 robberies, and 0 homicides reported during February 2023.

	Feb	Year to Date	Year to Date % Change
2018	19	34	218
2019	10	26	217
2020	21	39	196
2021	16	34	199
2022	11	17	178
2023	10	30	
% Change	-9.1%	+76.5%	+13.7%
Yearly Total Projection:			202



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	15	19	17	12	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	18	19	20	16	15	9	15	23	14
2022	6	11	21	19	18	15	19	15	18	9	15	12
2023	20	10	0	0	0	0	0	0	0	0	0	0

Includes Part 1 violent crimes that were the primary offense only.

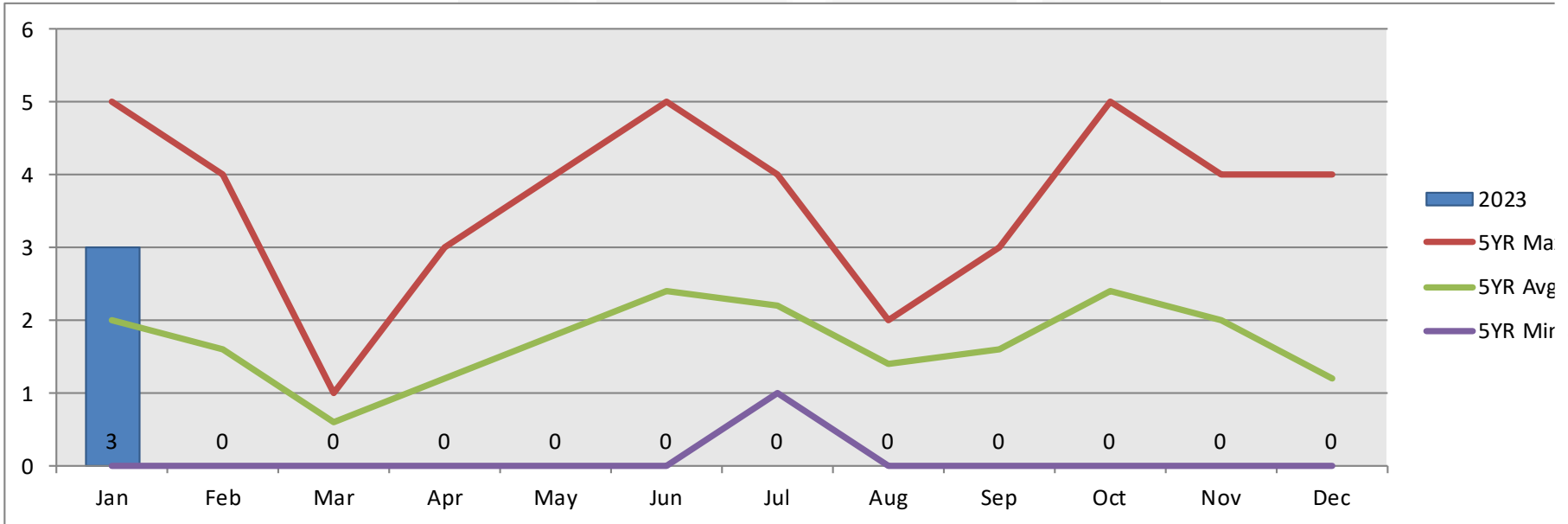
Robbery

Offense Codes: 0310

All Data As Of: 2/28/23 12:00 AM

➤ There were no robberies reported in February 2023.

	Feb	Year to Date	Year
2018	4	5	30
2019	2	7	26
2020	1	3	17
2021	1	3	18
2022	0	0	11
2023	0	3	
% Change	N/A	N/A	+75.0%
Yearly Total Projection:			19



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	1	4	1	1	4	2	4	2	2	5	3	1
2019	5	2	0	0	0	5	1	0	2	3	4	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	0	0	0	0	0	0	0	0	0	0

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Aggravated Assault and Battery

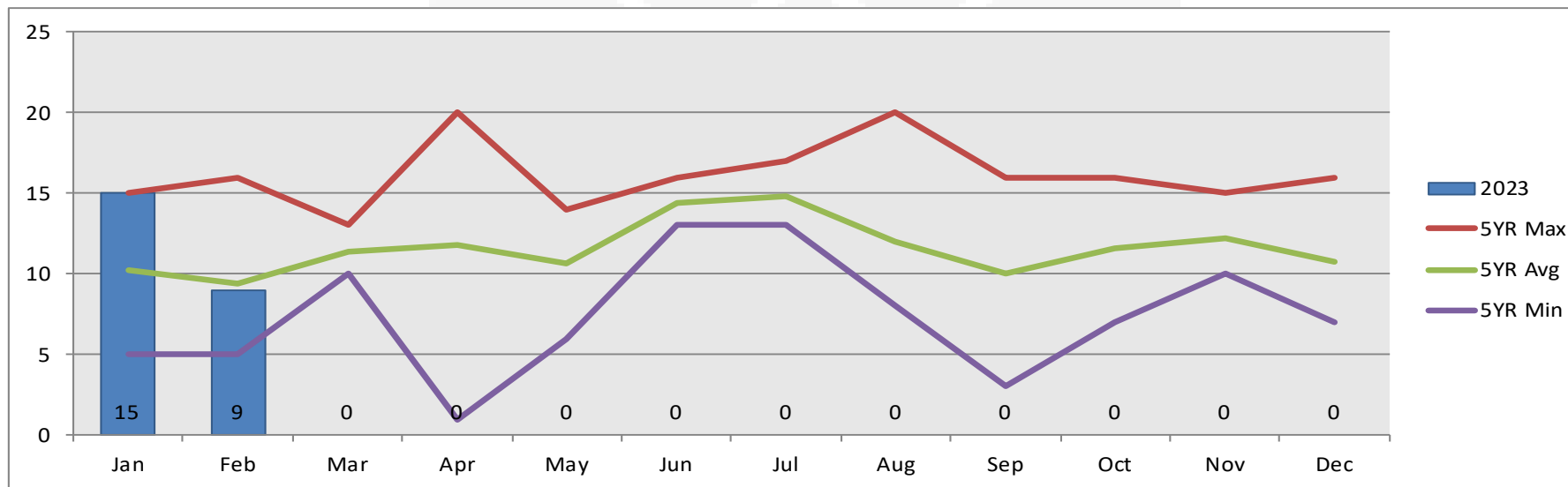
Offense Codes: 0410-0440

All Data As Of: 2/28/23 12:00 AM

12.a

- There were 3 aggravated batteries, 4 aggravated assaults, and 2 aggravated assaults - LEO reported during the month of February. This is 4.3% below the five year average.
- One of the incidents were domestic incidents.
- As of 03/08/2023, there were arrests in 4 of the incidents.

	Feb	Year to Date	Yearly Total
2018	8	17	126
2019	5	13	155
2020	16	31	145
2021	12	26	145
2022	6	11	125
2023	9	24	
% Change	+50.0%	+118.2%	+37.2%
Yearly Total Projection:			171



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	14	15	20	11	11	13	16
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	8	9	7	11	11
2023	15	9	0	0	0	0	0	0	0	0	0	0

Includes aggravated assaults and battery crimes that were the primary offense only.

Part I Property Crime

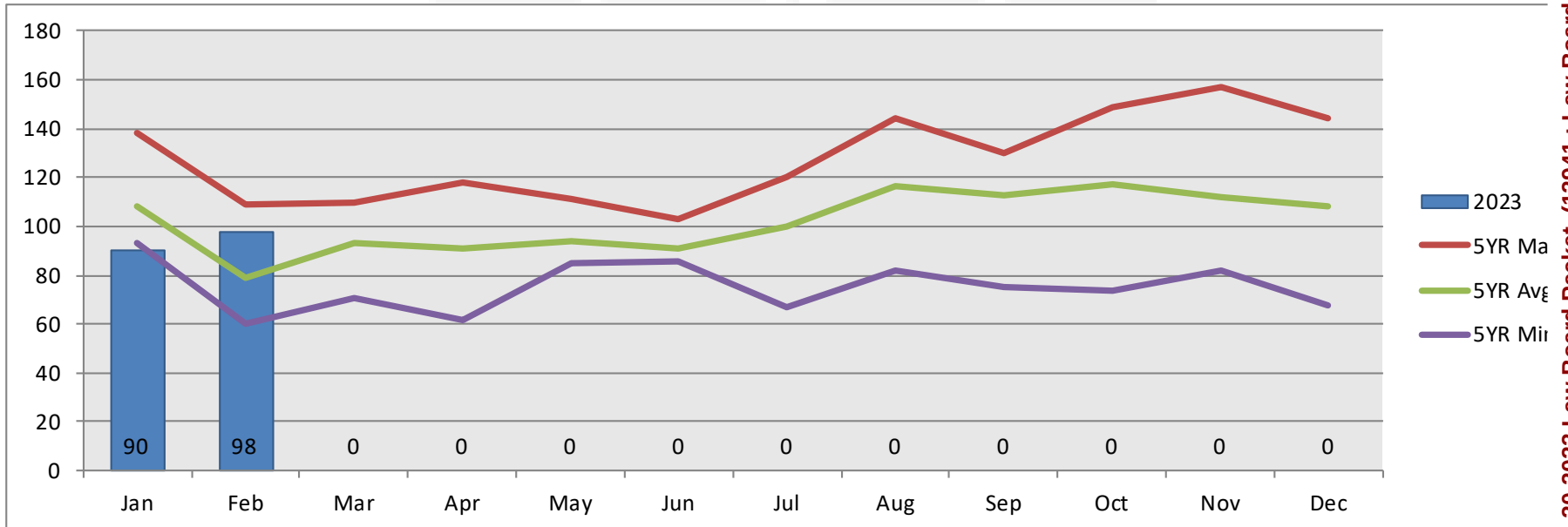
Offense Codes: 0500-0810

All Data As Of: 2/28/23 12:00 AM

12.a

- For February, Part I property crime was up 23.7% from the 5 year average. Compared to February 2022, there was a 3.2% increase.
- The property crime for February 2023 included 10 structural burglaries, 40 larcenies from motor vehicle, 8 auto thefts, and 1 arson. The rest of the incidents were larcenies (39 incidents).

	Feb	Year to Date	Yearly Total
2018	65	158	1257
2019	67	205	1366
2020	109	221	1298
2021	60	163	1222
2022	95	191	972
2023	98	188	
% Change	+3.2%	-1.6%	+24.6%
Yearly Total Projection:			1211



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	82	68
2023	90	98	0	0	0	0	0	0	0	0	0	0

Includes Part 1 property crimes that were the primary offense only.

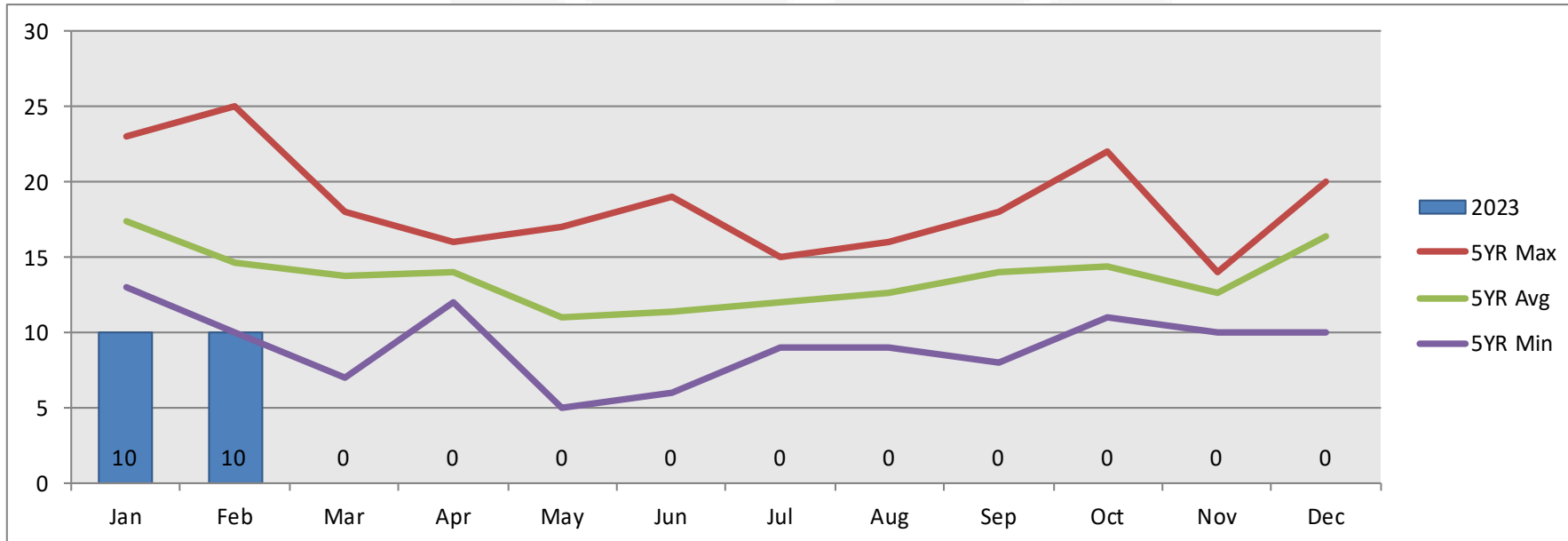
Structural Burglary

Offense Code: 0510

All Data As Of: 2/28/23 12:00 AM

- Structural burglaries were 31.5% below the 5 year average for February.
- There were 2 residential and 8 non-residential burglaries.
- There were 0 burglaries in Ogden, 1 in North County, and 9 in Manhattan.

	Feb	Year to Date	Year
2018	10	23	168
2019	10	25	171
2020	25	43	175
2021	10	28	157
2022	18	41	150
2023	10	20	
% Change	-44.4%	-51.2%	-32.0%
Yearly Total Projection:			102



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	10	0	0	0	0	0	0	0	0	0	0

Vehicle Burglary

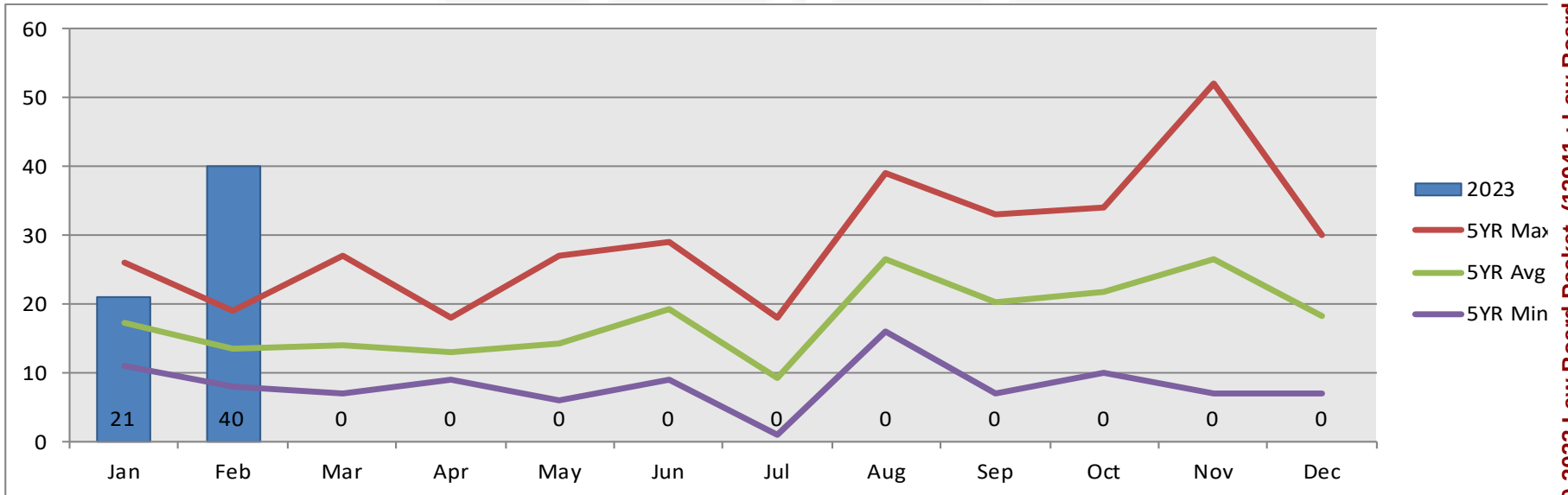
Offense Code: 0640

All Data As Of: 2/28/23 12:00 AM

12.a

- February 2023 was 194.1% above the 5 year average.
- In 38 of the incidents there were no signs of forced entry noted in the report.

	Feb	Year to Date	Yearly Total
2018	14	40	212
2019	8	21	228
2020	13	31	255
2021	14	33	255
2022	19	30	122
2023	40	61	
% Change	+110.5%	+103.3%	+221.5%
Yearly Total Projection:			392



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	16	7	10	7	7
2023	21	40	0	0	0	0	0	0	0	0	0	0

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Motor Vehicle Thefts

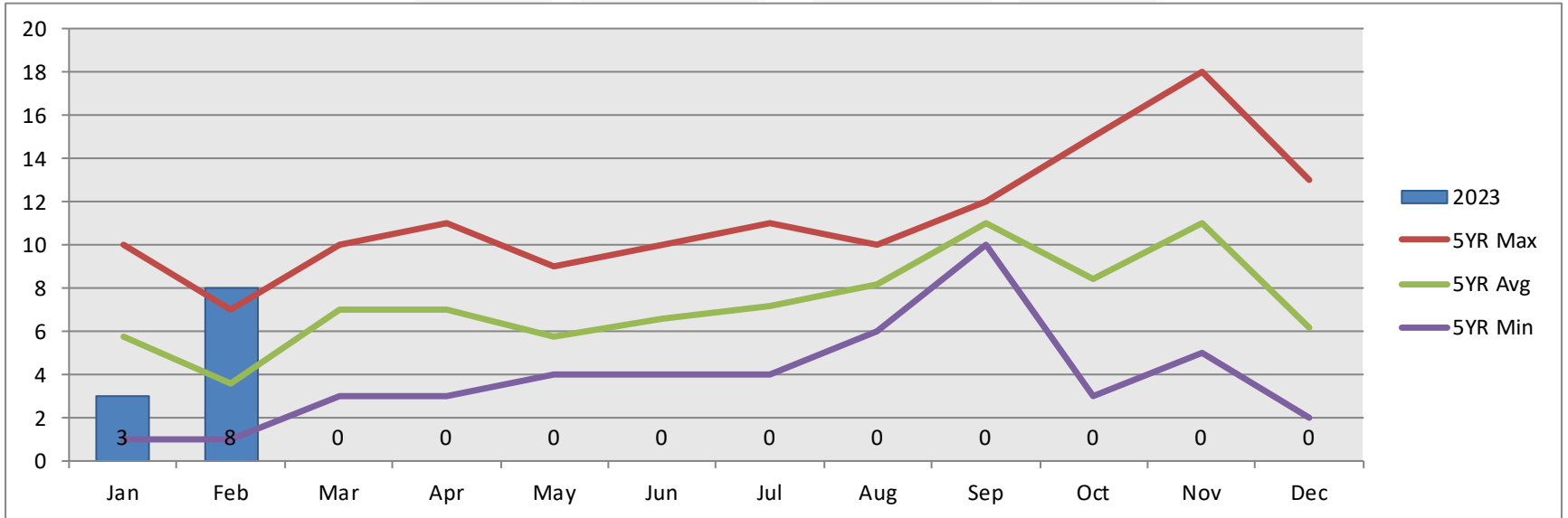
Offense Code: 0710

All Data As Of: 2/28/23 12:00 AM

- For February, motor vehicle thefts were up 122.2% from the 5 year average.
- Three of the 8 vehicles taken were motorcycles / mopeds.
- The 5 of the vehicles have been recovered as of 3/8/2023.

	Feb	Year to Date	Yearly
2018	3	4	86
2019	4	12	104
2020	7	10	96
2021	3	10	86
2022	1	11	67
2023	8	11	
% Change	+700.0%	0.0%	+50.2%
Yearly Total Projection:			101

12.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	1	3	7	11	5	10	9	10	10	6	8	6
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	7	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	0	0	0	0	0	0	0	0	0	0

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

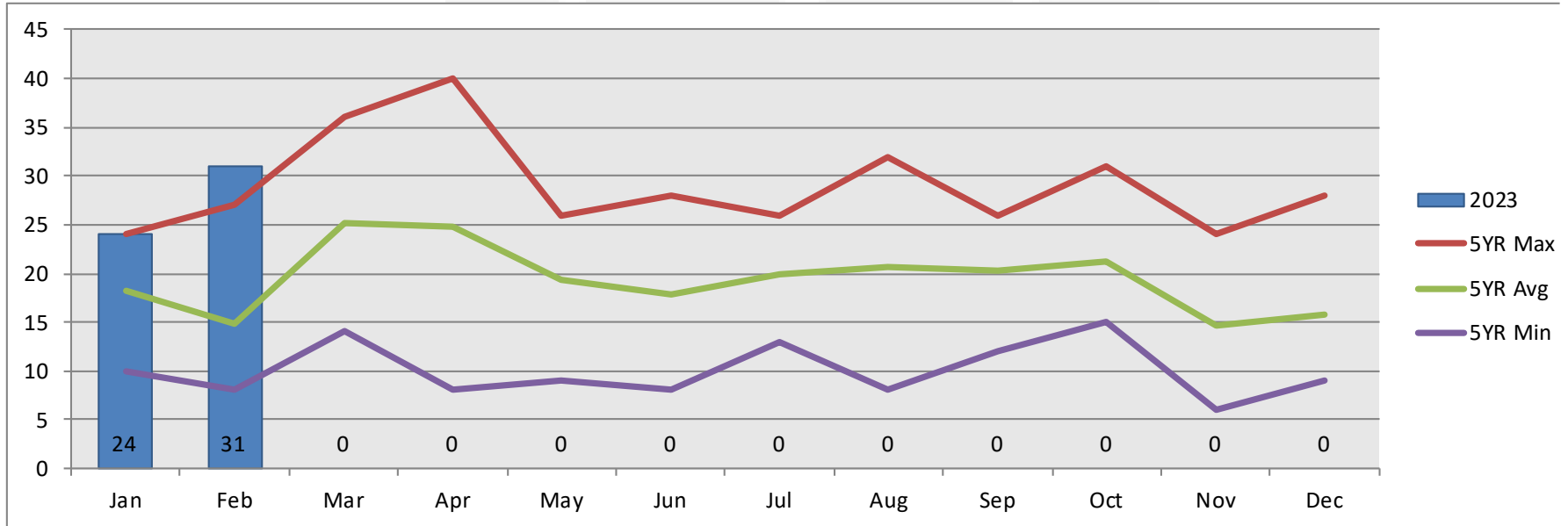
DUIs

Offense Code: 2110

All Data As Of: 2/28/23 12:00 AM

	Feb	Year to Date	Year
2018	27	43	312
2019	8	32	285
2020	12	34	168
2021	17	27	191
2022	10	29	207
2023	31	55	
% Change	+210.0%	+89.7%	+81.0%
Yearly Total Projection:			375

➤ The number of DUIs for February 2023 was 109.5% above the 5 year average.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	16	27	36	40	22	28	26	30	25	19	15	28
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	24	13
2023	24	31	0	0	0	0	0	0	0	0	0	0

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

Traffic Accidents

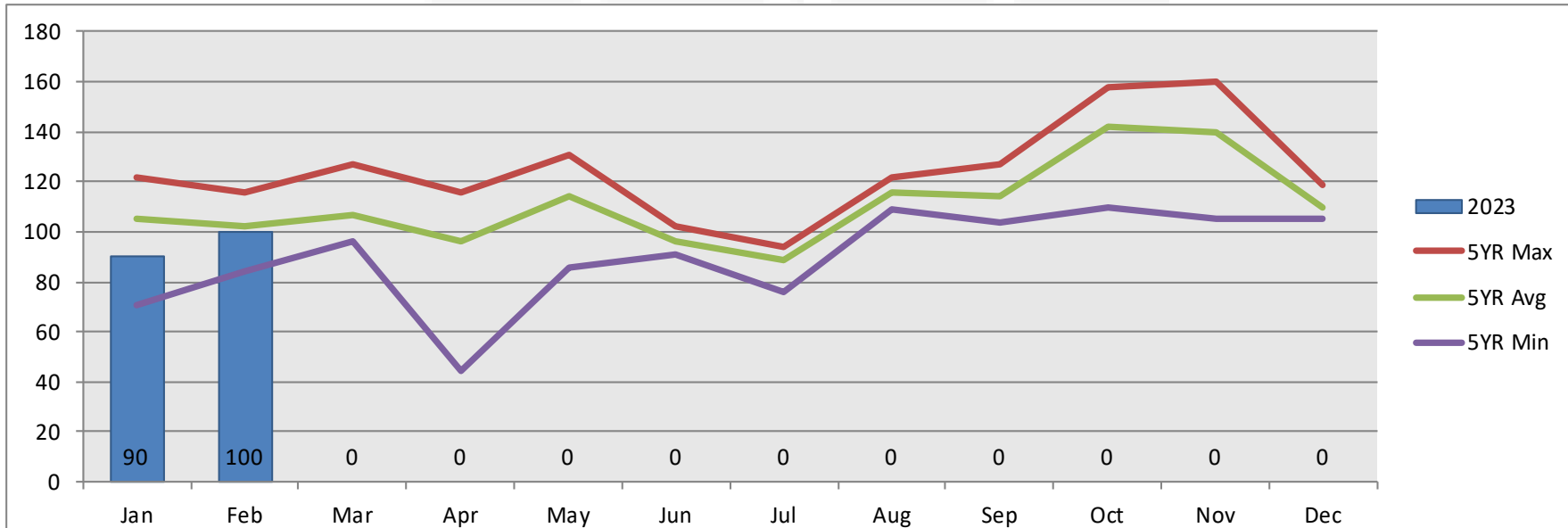
Offense Codes: 5000-5139

All Data As Of: 2/28/23 12:00 AM

12.a

➤ The number of traffic accidents in February 2023 was 2.2% below the 5 year average.

	Feb	Year to Date	Yearly Total
2018	98	217	1397
2019	116	235	1436
2020	109	231	1220
2021	84	155	1314
2022	104	200	1283
2023	100	190	
% Change	-3.8%	-5.0%	-5.3%
Yearly Total Projection:			1215



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	135	106
2023	90	100	0	0	0	0	0	0	0	0	0	0

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

Preventable Traffic Accidents

Offense Codes: 5000-5139

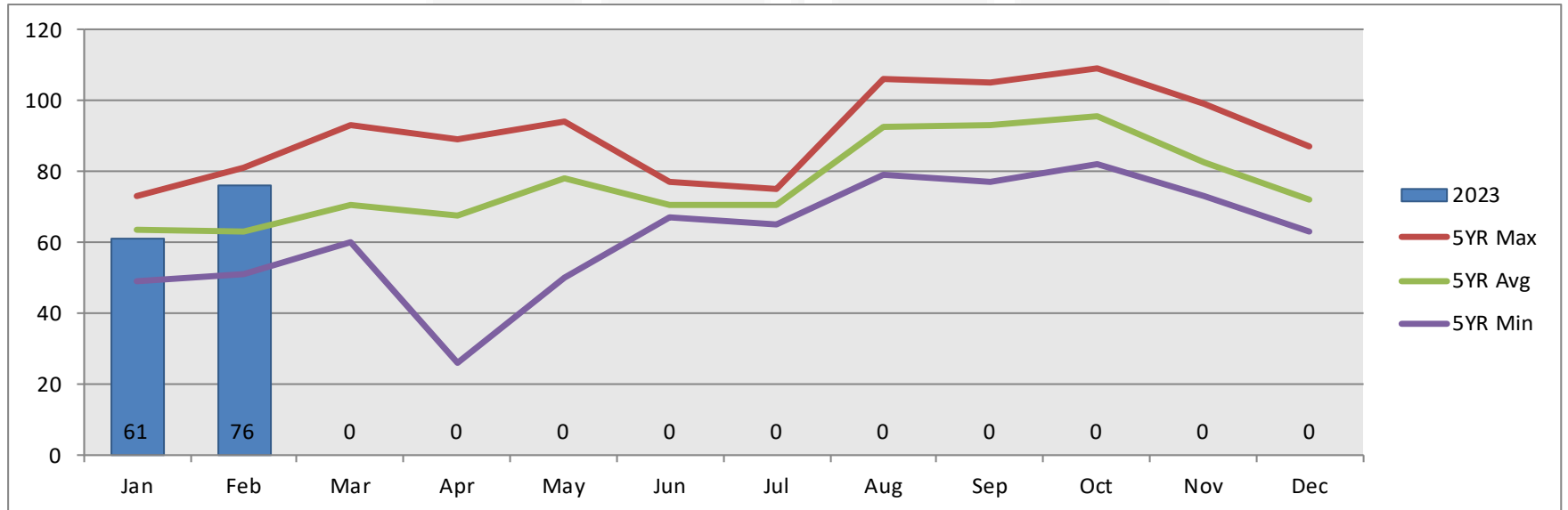
All Data As Of: 2/28/23 12:00 AM

12.a

➤ The number of preventable traffic accidents in February 2023 was 20.3% above the 5 year average.

➤ Number may change as data entry corrections continue.

	Feb	Year to Date	Yearly Total
2018	63	134	944
2019	51	111	945
2020	81	154	855
2021	54	103	965
2022	67	132	898
2023	76	137	
% Change	+13.4%	+3.8%	+10.0%
Yearly Total Projection:			988



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	83	63
2023	61	76	0	0	0	0	0	0	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

In the FBI's Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories (Violent Crimes and Property Crimes):

Part I Violent Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another.

Forcible rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Part 1 Property Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The property crime category includes arson because the offense involves the destruction of property; however, arson victims may be subjected to force.

Burglary: Unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The UCR Program has three subclassifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes an apartment, barn, house trailer, or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, or vessel (i.e., ship).

Larceny-theft: (except motor vehicle theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Related Definitions

In the Kansas Legislature uniform act regulating traffic; rules of the road, 8-1567 DUI is the following: (a) Driving under the influence is operating or attempting to operate any vehicle within this state while:

- (1) The alcohol concentration in the person's blood or breath as shown by any competent evidence, including other competent evidence, as defined in paragraph (1) of subsection (f) of K.S.A. 8-1013, and amendments thereto, is .08 or more;
- (2) the alcohol concentration in the person's blood or breath, as measured within three hours of the time of operating or attempting to operate a vehicle, is .08 or more;
- (3) under the influence of alcohol to a degree that renders the person incapable of safely driving a vehicle;
- (4) under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle; or
- (5) under the influence of a combination of alcohol and any drug or drugs to a degree that renders the person incapable of safely driving a vehicle.

Traffic Accidents: All accidents.

Preventable Traffic Accidents: Accidents that are not weather and/or animal related.

To:	Brian Peete, Director		
Thru:	Assistant Director Kurt Moldrup KMM 2.28.23		
From:	Lieutenant L. Breault		
Position:	Internal Affairs	Division:	Office of the Director
Report Title:	Internal Affairs Annual Summary		
Rpt Freq./Year:	Annual / 2022		
Policy #:	26.2.5		
Date:	February 7, 2022		

Policy:

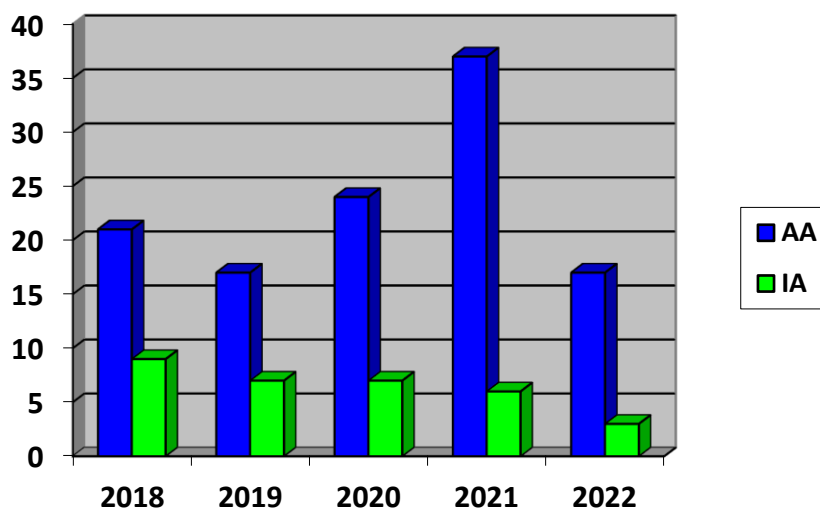
The Internal Affairs Officer will complete and submit to the Director an annual overview. This report will recap the past year's activities, a statistical analysis, analysis of complaint areas, and resolution of cases.

Investigations:

In 2022, the Internal Affairs Section received twenty (20) cases for investigation:

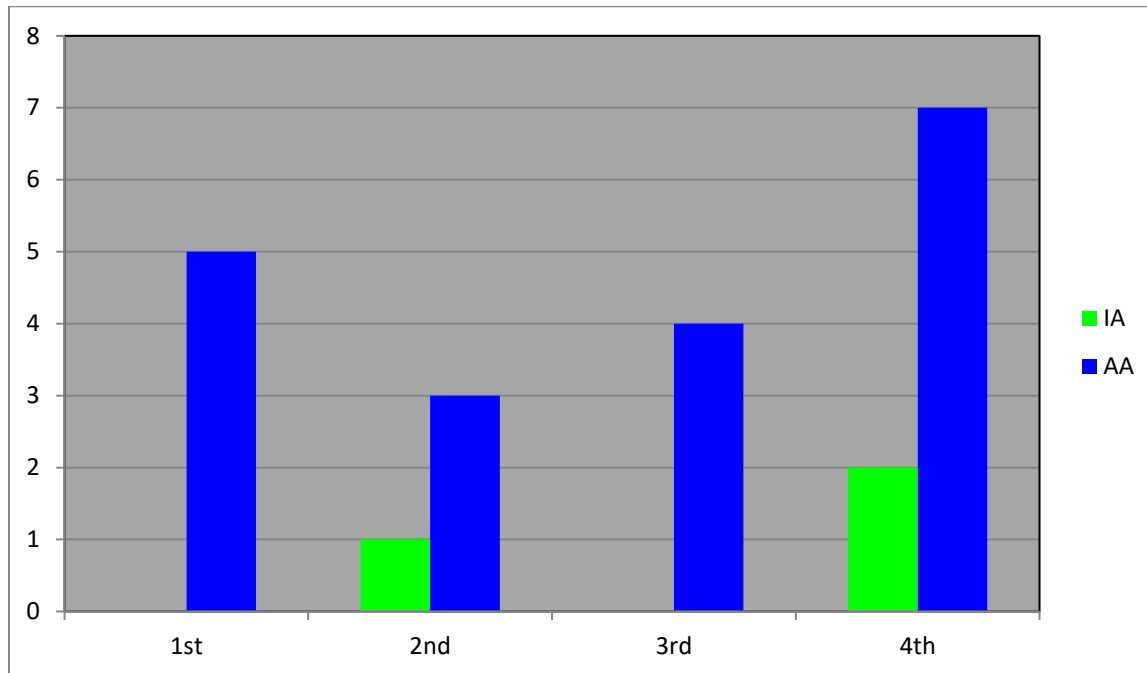
- Three (3) cases were reported by members of the public and involved:
 - One (1) Police Officer
 - Zero (0) Support Personnel
 - Two (2) Corrections Officer
- Seventeen (17) cases were reported internally and involved:
 - Eleven (11) Police Officers
 - Four (4) Correction Officers
 - One (1) Dispatcher
 - One (1) Support Personnel (Includes PSA's)
 - Zero (0) Administrative Personnel

The following chart details the last five (5) years of Internal Affairs cases:



Total IA and AA Filings the Past Five Years:

	<u>IA</u>	<u>AA</u>	<u>Total</u>
2018	9	21	30
2019	7	17	24
2020	7	24	31
2021	6	37	43
2022	3	17	20

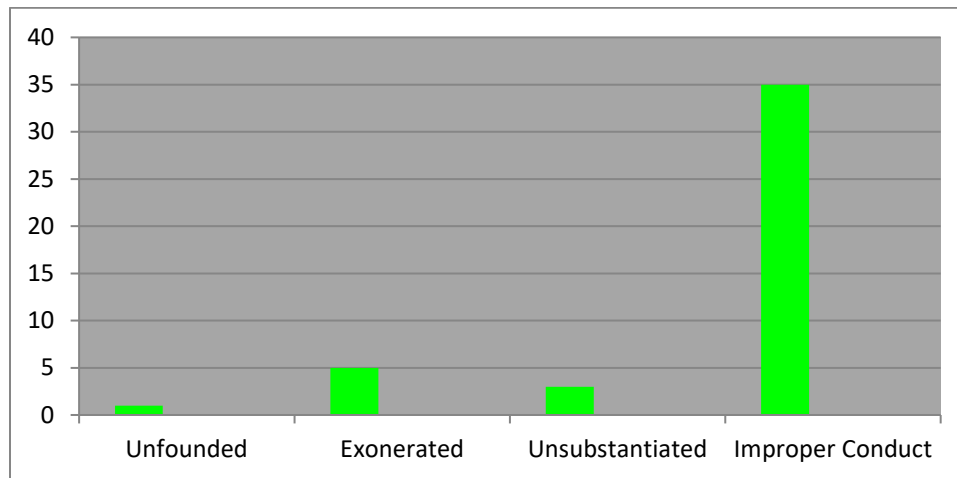
2022 Complaints by Quarter:

2022 Types of Complaints:

Allegations	Allegation Total	Unfounded	Exonerated	Unsubstantiated	Improper Conduct	Disposition Pending
Failure to Take Appropriate Action	3	1			2	
Obedience to Policies	1				1	
Collection of Evidence Property	3				3	
Reporting for Duty	1				1	
Use of Force	1		1			
Submission of Reports						
Courtesy	1			1		
Operation of Department Vehicles	1				1	
Neglect of Duty						
Dissemination of Information	1				1	
Misdemeanor Crime	2				2	
Escape of Prisoners						
General Rules of Conduct						
Supervision						
Abuse of Alcohol While Off-Duty						
Use of Department Computer						
Discrimination						
Felony Crime						
Insubordination						
Immoral Conduct	2		1		1	
Conformance to Laws	3				3	
Unprofessional Conduct	3				3	
Truthfulness						
Care of Department Equipment	1				1	
Total:	23	1	2	1	19	

Allegations Reflected Above:

In regard to the allegations listed above 3 resulted in investigations that were initiated because of allegations made by the public. 17 of the incidents resulted in investigations due to internal reviews. Some of the complaints and/or investigations revealed the accusation of more than one policy violation. **Due to the reflection of multiple violations within some investigations the number of charges may be greater than the total number of investigations. The number of personnel involved will also often be higher than the number of allegations because in some instances multiple agency members were involved.**

2022 Complaint Dispositions:**2022 Complaint Dispositions:**

The previous graph obviously indicates that most dispositions result in a finding of improper conduct. The reason for this is that a majority of the complaints received by the Internal Affairs Office are a result of internal actions. Many of which are a result of incidents in which some type of violation of policy have already occurred and thus a complaint is filed by a supervisor who has become privy to a violation of policy taking place. The figures below also reinforce the previous assertion.

<u>Dispositions</u>	<u>IA</u>	<u>AA</u>
No Action	1	3
Counseling	0	1
Oral Reprimand	0	0
Written Reprimand	1	6
Suspension w/out Pay	0	5
Suspension (HIA)	0	1
Dismissed	0	1
Resigned	1	0
Disposition Pending	0	0
Total:	3	17

* (HIA) Suspension Held in Abeyance *

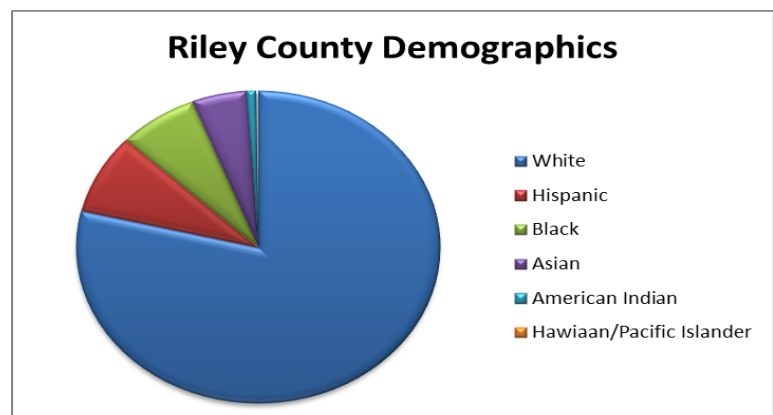
<u>IA Conclusions</u>	<u>Total</u>
Unfounded	0
Exonerated	1
Unsubstantiated	0
Improper Conduct	2
Conclusion Pending	0

<u>AA Conclusions</u>	<u>Total</u>
Unfounded	0
Exonerated	1
Unsubstantiated	2
Improper Conduct	14
Conclusions Pending	0

Demographics:

Our department is responsible for policing all of the Riley County area which is made up of 609 square miles. The 2020 US Census Bureau estimates the population for our policing area as 71,959 people and the race profile is as follows:

Race	%
White	75.8
Hispanic	10.3
Black	6.9
Asian	4.7
Native American	0.6
Hawaiian/Pacific Islander	0.2



Demographic Breakdown of Complainant by Race & Gender:

<u>Race</u>	<u>Total</u>
White	1
Hispanic	0
Black	2
Asian	
Native American	
Hawaiian/Pacific Islander	

<u>Gender</u>	<u>Total</u>
Male	2
Female	1

Analysis:

In 2022, we received three (3) complaints from members of the public; we received seven (7) complaints from the public in 2021. Those 3 complaints involved some allegations that had to be investigated as actions which had the potential to contain multiple policy violations. Considering that during the calendar year 2021 RCPD received 47,781 calls for service the number of complaints from the public should be considered as very low. It should be understood that of the 47,781 calls for service 9,744 were playbook activities, 7,547 were traffic stops and 1,706 were instances where an RCPD officer conducted a standby during a flight at the airport. Playbook activities are proactive crime fighting measures used by RCPD patrol personnel to place our uniformed personnel in places where past crime data suggests a crime may be more likely to occur or other activity which is utilized in an attempt to reduce crime. Playbook activities do not always include interaction with the public. It may or may not include interaction with the public and the department does not currently engage in tracking of this type for these incidents. It should also be considered that if the playbook data was removed the total number of calls for service would be 38,037. The interaction with the public for these incidents may be limited to a simple phone interaction with a

dispatcher. Alternatively, the call for service could require an officer or officers to interact with a large number of people. The data may also be misleading in regard to the number of people our officers interact in which no record exists. An example of this type of interaction may include someone approaching an officer with a question when they are out in public or simply a conversational interaction. The number of these types of interaction would be impossible to quantify.

Our arrest data indicates that 1,724 people were arrested and booked into the Riley County Jail. Of the 1,724 people booked into the Riley County Jail 1,521 were persons arrested by RCPD officers. The other 203 people were arrested by agencies other than RCPD. The Kansas Highway Patrol, the Pottawatomie County Sheriff's Office, and the Kansas State University Police Department share portions of RCPD's jurisdiction. The Kansas Highway Patrol arrested 53 people. The Kansas State University Police arrested 18 people, and the Pottawatomie Sheriff's Office arrested 14 people. The remaining 118 people were arrested by agencies throughout the state of Kansas. This is likely attributed to these agencies arresting these individuals as a result of a warrant for their arrest stemming from charges within Riley County which was investigated by RCPD. This arrest number includes probable cause arrests, warrant arrests and juveniles who were taken into custody. This number does not include those who issued a notice to appear, those who were forced to appear before a court under the power of a summons, those who were sentenced and remanded in our custody and those that were detained and released.

In reviewing the complaints filed and internal administrative action I found no alarming trends or patterns that would suggest bias. I would also conclude that due to the very low number of external complaints that the number is so low that statistical relevance may be questioned because of the low sample size.

Our department utilizes an Early Warning System (EWS) to identify employees who by virtue of engaging a pattern of behavior or misconduct may need active engagement to resolve an issue or issues. The criteria to initiate the EWS are to have two substantiated IA/AA complaints within a quarter or four substantiated IA/AA's in one year. In 2022, we initiated zero (0) EWS case based on the aforementioned criteria.

The following chart depicts how many members of the public or supervisors initiated complaints against employees. Each complaint may involve only one allegation or multiple allegations of misconduct by an employee therefore the conclusion of facts may exceed the number of complaints.

CALEA Proof:

Complaints & Internal Affairs Investigations			
<u>External</u>	2020	2021	2022
Citizen Complaint	7	6	3
Improper Conduct	0	1	2
Unsubstantiated	2	3	0
Unfounded	0	1	0
Exonerated	5	1	1
<u>Internal</u>			
Internal Complaint	24	37	17
Improper Conduct	20	32	14
Unsubstantiated	3	2	2
Unfounded	0	0	0
Exonerated	1	3	1

Note: Each complaint may have involved more than one employee where one employee was founded and the other unfounded or may involve more than one policy violation.

Application: 9104772892

Tim Schuck - tschuck@rileycountypolice.org
KASFR - Annual Report 2022

Summary

ID: 9104772892

Last submitted: Mar 6 2023 10:41 AM (CST)

Kansas Asset Seizure and Forfeiture Annual Financial Report

Completed - Mar 6 2023

KASFR - Annual Financial Report

Calendar Year

2022

ORI:

KS0810000 RILEY COUNTY PD

Agency Information

Mailing Address	1001 S Seth Child Rd
City	Manhattan
State	Kansas
Zip	66502

STATE FORFEITURE

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

State - Beginning account balance as of January 1, 2022 (\$):

169880.22

State - Total year's deposits of forfeited currency (\$):

Please note: Any currency deposited that was received from selling forfeited property should not be included here.

12120.28

State - Interest income (\$):

1296.96

State - Proceeds from sale of forfeited property (\$):

Total of all deposits to your state forfeiture fund from selling forfeited property.

0

State - Other Deposits

Total of all other deposits to your state forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc. Please note, this should ONLY include deposits related to civil forfeiture.

9572.13

State - Other deposits - Describe

Please describe what the other deposits as reported in previous question were for, including the dollar amounts.

Please note, this should ONLY include deposits related to civil forfeiture.

For example:

\$1500 - vest grant reimbursement

\$1000 - administrative fee

▯ 16-005483: \$1,220.43 +6.70

▯ 20-000896: \$2,905.00

▯ 21-0002804: \$1,340.00

▯ 21-004882: \$4,100.00

All of these cases were cleared from Evidence and deposited with our financial institution.

Total Deposits

\$22989.37

Expenditures from the special law enforcement trust fund/forfeiture fund (\$):

Refer to K.S.A. 60-4117 for acceptable use of state civil forfeiture funds

State - LE operations (A)	0
State - Evidence purchase funds (A)	0
State - Overtime (A)	0
State - Training expenses (B)	3031.84
State - Building & Facilities (C)	0
State - Law enforcement equipment (D)	0
State - Vehicles (D)	0
State - Joint LE/Non-LE use (E)	0
State - Administrative/multi-use equipment (E)	0
State - Professional services (F)	0
State - Travel Expenses (G)	0
State - Employee/Partner/Citizen recognitions (H)	0
State - Prevention/awareness programs (I)	0
State - Grant match (J)	0
State - Transfers to other LE agencies (K)	0

Total cost of forfeiture action: Safekeeping, publication, plaintiff's attorney fees, etc.

Total of all fees paid from forfeiture fund for forfeiture action

3015.50

Total year's expenditures (\$):

3031.84

State - Ending account balance as of December 31, 2022 (\$):

186822.25

Difference (\$):

If there is a difference other than \$0.00, please review the information entered thus far for accuracy. The Kansas Bureau of Investigation will use this difference to determine if an agency meets substantial compliance. If your account balances, you should see a difference of \$0.00.

\$0.00

State - Estimated value of property converted to agency use (\$):

Total property that is forfeited and converted to agency use during the reporting period. Please note that this also includes property awarded to your agency that has not yet been sold.

0

State - Firearms destroyed (\$):

Total estimated value of all civil forfeiture related firearms destroyed during reporting period.

0

Forfeited currency not yet received or deposited by December 31, 2022 (\$):

Total value of currency that was forfeited during the reporting period but not physically deposited by the end of the year due to an ongoing criminal case, shared proceeds not yet received, or any other reason. ***This value should not be included in your ending balance.**

0

PENDING STATE FORFEITURE**Pending - Beginning account balance as of January 1, 2022 (\$):**

0

Pending - Total year's deposits (\$):

0

Pending - Interest income (\$):

0

Pending - Total year's transfers (\$):

0

Pending - Ending account balance as of December 31 (\$):

0

Difference (\$):

If there is a difference other than \$0.00, please review the information entered thus far for accuracy. The Kansas Bureau of Investigation will use this difference to determine if an agency meets substantial compliance. If your account balances, you should see a difference of \$0.00.

\$0.00

Property Pending State Forfeiture:**Pending - Estimated value of property held as of December 31, 2022 (\$):**

0

FEDERAL FORFEITURE**Federal - Beginning account balance as of January 1, 2022 (\$):**

156242.82

Federal - Total year's deposits of forfeited currency (\$):

Please note: Any currency deposited that was received from selling forfeited property should not be included here.

1457.29

Federal - Interest income (\$):

1615.14

Federal - Proceeds from sale of forfeited property (\$):

Total of all deposits to your federal forfeiture fund from selling forfeited property.

0

Federal - Other Deposits (\$):

Total of all other deposits to your federal forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc. Please note, this should ONLY include deposits related to civil forfeiture.

0

Federal - Other Deposits - Describe:

Please describe what the other deposits as reported in previous question were for, including the dollar amounts. Please note, this should ONLY include deposits related to civil forfeiture.

For example:

\$1500 - vest grant reimbursement

\$1000 - administrative fee

0

Federal - Total Deposits

\$3072.43

Expenditures from the federal forfeiture fund (\$):

Refer to the U.S Department of Justice's Guide to Equitable Sharing, Use of Shared Funds, for acceptable use of state civil forfeiture funds

Federal - Law enforcement operations and investigations (a)	0
Federal - Evidence purchase (a)	0
Federal - Training and education (b)	0
Federal - Law enforcement, public safety and detention facilities (c)	0
Federal - Law enforcement equipment (d)	0
Federal - Vehicles (d)	0
Federal - Joint law enforcement/public safety operations (e)	0
Federal - Contracting for services (f)	0
Federal - Law enforcement travel and per diem (g)	0
Federal - Law enforcement awards and memorials (h)	0
Federal - Drug, gang and other education or awareness programs (i)	0
Federal - Matching grants (j)	0
Federal - Support of community-based programs (k)	0
Federal - Non-categorized expenditures/other	0
Federal - Transfers to other participating LE agencies (With appropriate Waiver)	0
Federal - Salaries (Appropriate Exception Required)	0
Federal - Overtime (Appropriate Exception Required)	0

Federal - Total year's expenditures:

0.00

Federal - Ending account balance as of December 31, 2022 (\$):

159315.25

Federal - Difference

\$0.00

Federal - Estimated value of property converted to agency use (\$):

0

Federal - Firearms destroyed (\$):

0

Comments:

Revised on 3/6/2023

Esignature (submitter):

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Jennifer Reifschneider".

Printed Name (submitter):

Jennifer Reifschneider

Email Address (submitter):

jreifschneider@rileycountypolice.org

Phone Number (submitter):

785-473-2307

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)



Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

WHEREAS, emergencies can occur at anytime that require police, fire or emergency medical services;

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property;

WHEREAS, the safety of our police officers, firefighters, and paramedics is dependent upon the quality and accuracy of information obtained from citizens who telephone the police-fire communications center;

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services;

WHEREAS; Public Safety Dispatchers are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information and ensuring their safety;

WHEREAS; Public Safety Dispatchers of the Riley County Police Department have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients;

WHEREAS; each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year;

THEREFORE BE IT RESOLVED, that all citizens of Manhattan and Riley County observe the week of April 9th through April 15th, 2023 as National Public Safety Telecommunications Week, in honor of the men and women whose diligence and professionalism keep our city, county and citizens safe.

John E. Matta
Chair of the Riley County Law Board

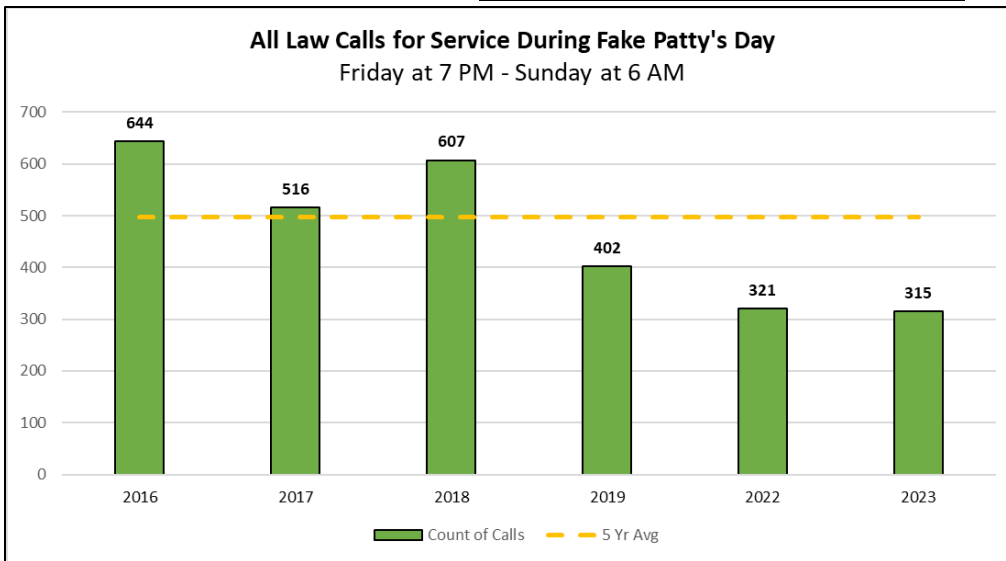


Fake Patty's Day Analysis 2023

Note:

This report will compare the counts of calls for service, law reports, citations, and arrests that occurred over Fake Patty's Day in 2023 compared to past years. For this report, 2016 – 2019 & 2022 will be used as the comparison years due to the impact that COVID-19 had on the activities in 2020 and 2021. The time period for the Fake Patty's Day statistics are from Friday at 7 PM to Sunday at 6 AM. Also this data was pulled on March 7 – 9, 2023, any corrections that occur in the records management system beyond this date will not be reflected in this report.

All Calls for Law Enforcement



Law Calls for Service Summary

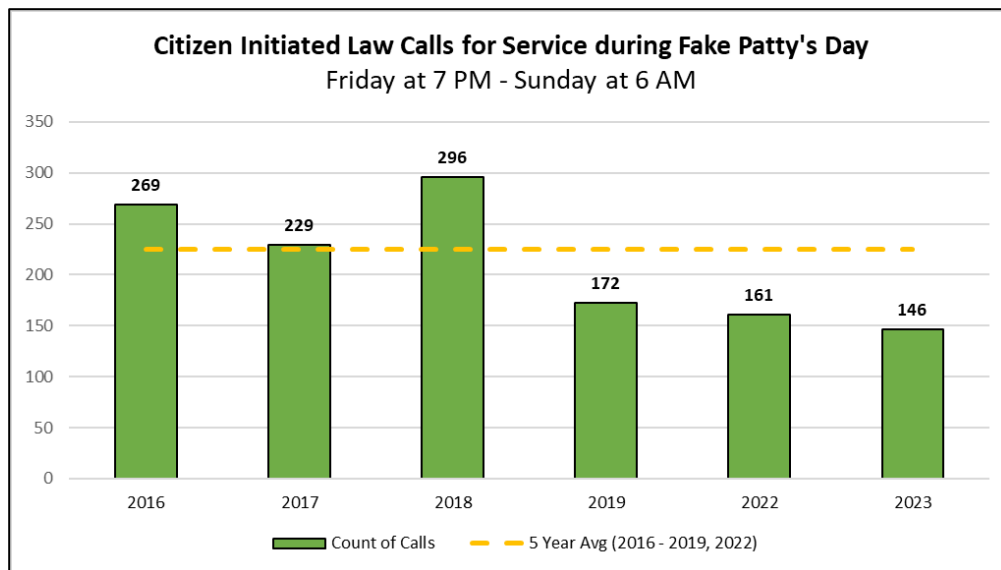
The chart to the left shows the number of calls for service that law enforcement responded to during Fake Patty's Day by year. This includes both officer initiated and citizen initiated calls. The yellow dotted line shows the 5-year average of 498.0 calls for service.

This chart shows that 2023 was well below the 5-year average (down 36.8%). Comparing 2023 to last year there was a 1.9% decrease.

Historically, Traffic Stop was the top call nature during this event followed by Minors in Possession and Welfare Check. In 2023, Traffic Stop was still the top nature followed by Open Container and Welfare Check.

Top 5 Calls for Service Natures							
Call Nature	2016	2017	2018	2019	2022	2023	Total
TRAFFIC STOP	132	97	120	113	47	41	550
ALCH-MIP/MIC	57	51	76	43	9	6	242
WELFARE CHECK	31	48	35	23	12	27	176
DIST-PEAC/NOISE	46	24	38	16	30	11	165
PARKING PROBLEM	24	38	35	30	16	12	155

Citizen Initiated Law Calls for Service



Citizen Initiated Law Calls for Service Summary

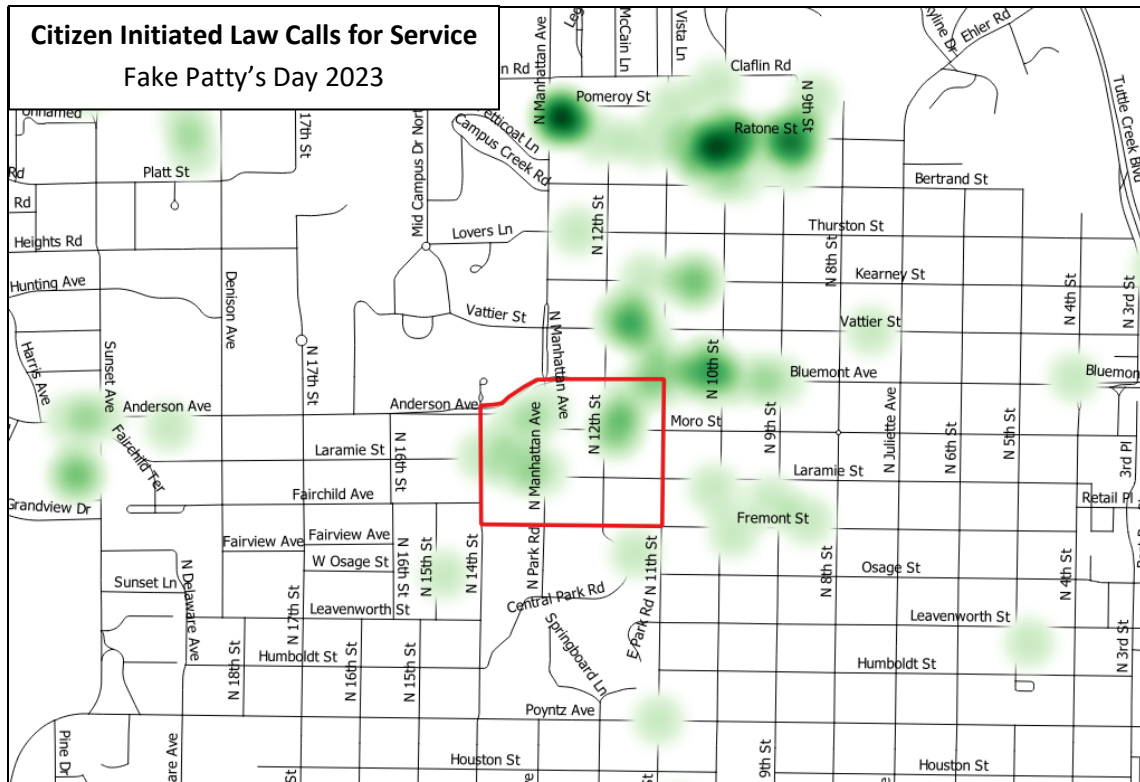
This section focuses on the law calls for service that were received from citizens, so it excludes all officer-initiated calls. The 5-year average for citizen-initiated law calls was 225.4 (displayed as the yellow dashed line on the chart).

2023 had the lowest number of citizen calls during Fake Patty's Day (down 35.2% from the 5-year average). This is a continuing downward trend from the past couple years where there were 172 calls in 2019 and 161 calls in 2022.

Speak with officer, welfare check, unwanted subject, and noise were the top 2023 citizen call natures.

On the next page, you will find a map with the citizen-initiated law calls visualized.

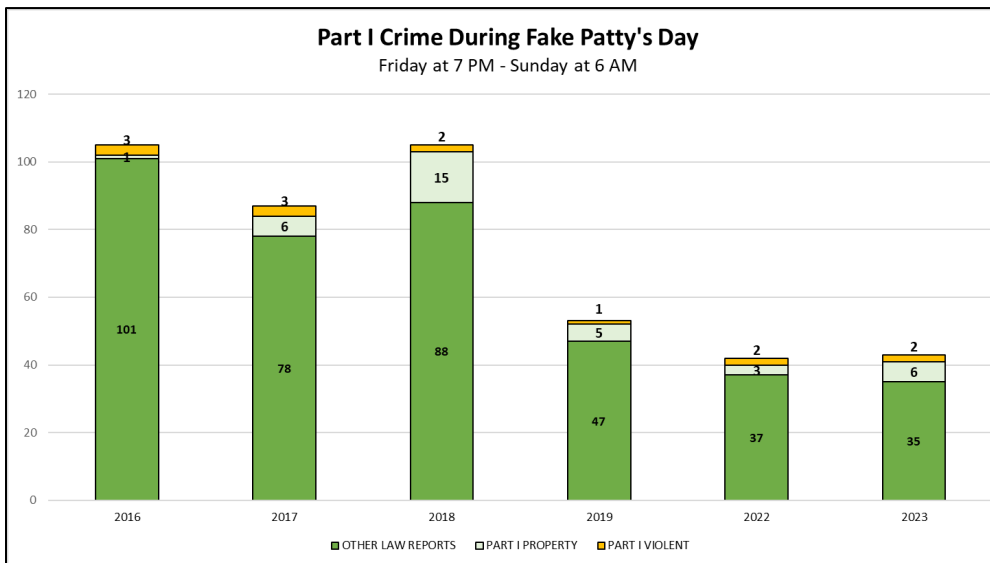
Top 5 Citizen Initiated Law Calls for Service Natures							
Call Nature	2016	2017	2018	2019	2022	2023	Total
WELFARE CHECK	27	29	30	18	11	16	131
PARKING PROBLEM	23	30	31	26	10	7	127
DIST-PEAC/NOISE	37	17	27	16	10	10	117
UNWANTED SUBJ	18	15	14	7	10	10	74
ACCIDENT-NONINJ	12	12	14	13	7	8	66



The map shows the hot spots of the citizen-initiated law calls for service in 2023. The red outline shows the Aggieville area. The highest concentration of calls this year came from the 900 – 1200 blocks of Ratone St. Although there is some concentration of calls within Aggieville, the greatest concentrations were in the residential areas outside of the business district.

Reports Filed Excluding Alcohol Violations

This section only accounts for the primary offense of the report. This data pull does not include alcohol violations.



Reports Filed Summary

This section shows the number of reports filed by year and type of report (Part I Violent, Part I Property, or Other). It only includes the primary offense of the report and alcohol offenses are not counted in this section.

As shown on the chart, 2023 had the second lowest number of total reports filed during Fake Patty's Day, one more than 2022. Compared to the 5-year average (78.4 reports filed), 2023 was down 45.2%.

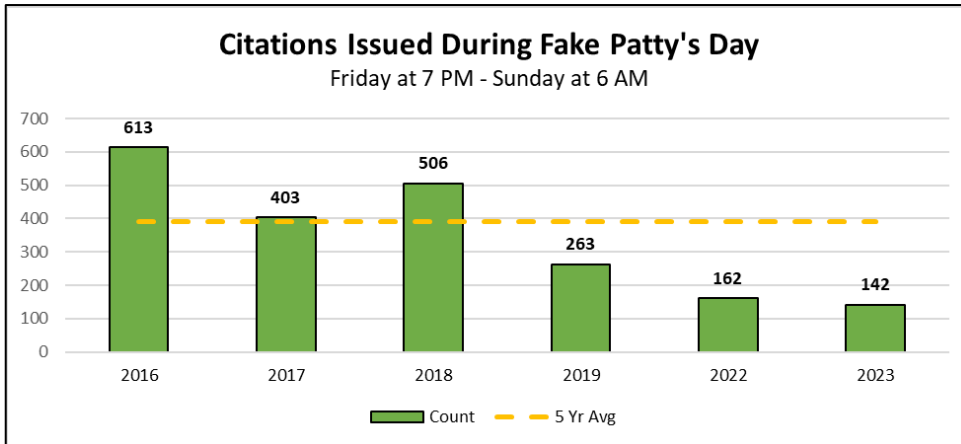
The top 5 offenses in 2023 during Fake Patty's Day were found property, DUI, battery-simple, CDP, and larceny-all other.

Top 5 Offenses during Fake Patty's Day by Year

Offense Description	2016	2017	2018	2019	2022	2023	Total
FOUND PROPERTY	21	16	16	2	5	7	67
DRUGS-POSSESSION	12	17	14	7	2	2	54
DUI-ALCOHOL OR DRUGS	11	5	11	8	3	4	42
BATTERY-SIMPLE	8	9	3	7	3	4	34
CDP	7	5	4	3	2	4	25

Citations

This section counts the number of citations that were issued during Fake Patty's Day by year. This includes traffic, parking, misdemeanor, and ordinance citations.



Citations Summary

Looking at the number of citations issued during Fake Patty's Day, 2023 had the lowest number (63.5% below the average of 389.4) and is consistent with a continuing trend downward of citations since 2019. This is due to the change in patrol strategy regarding Fake Patty's Day enforcement.

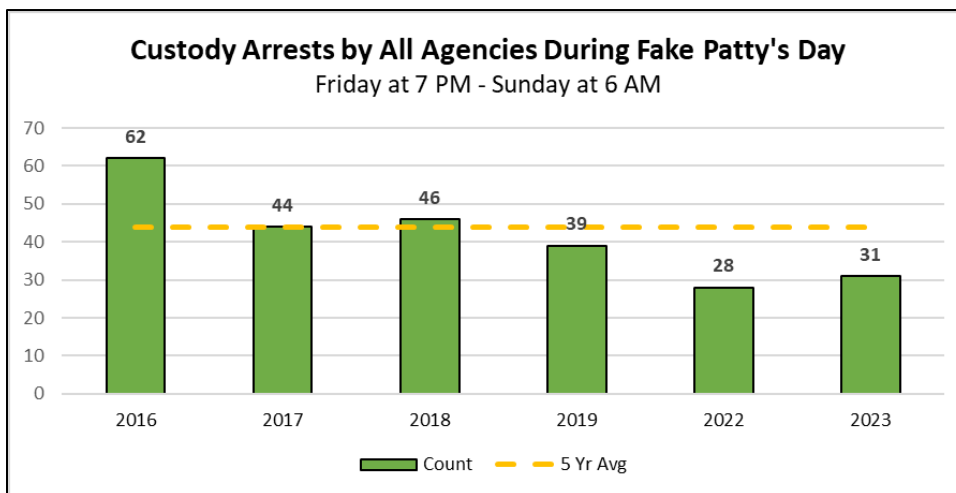
For citation offenses, historically possession of open container in public was the most cited. In 2023, the top offense was not consistent with past years. The offense of permit required – yellow/green/red topped the list for 2023 with 27 citations. This was followed by possession or consumption by a minor, stop / stand prohibited in certain places, then possession of open container in public.

Top 5 Citation Offenses During Fake Patty's Day

Citation Offense	2016	2017	2018	2019	2022	2023	Total
POSSESS OPEN CONTAINER PUBLIC	293	123	226	61	16	20	739
STOP, STAND PROHIB-CERT PLACES	54	48	50	43	18	25	238
POSSESSION OR CONSUMPTION OF ALCOHOL BY MINOR	68	48	53	24	18	26	237
PARKED ON PRIVATE PROPERTY	68	81	40	23	3	17	232
MINOR OBTAIN OR PURCHASE ALCHOL/CMB	13	9	33	25	0	0	80

Custody Arrests – All Agencies

This section shows the number of custody arrests that were made during the Fake Patty's Day time by all agencies. This includes the agencies RCPD, Kansas Highway Patrol, and Kansas State University Police who had a larger part of enforcement during Fake Patty's Day in prior years.



Arrest Summary

2023 had the second fewest arrests made during Fake Patty's Day (29.2% decrease compared to the average of 43.8). 2022 had the fewest arrest with 28.

DUI, which is historically a top arresting offense, was the most in 2023 with 16 total arrests followed by traffic-other violation and possession of drugs. There were only 2 disorderly conduct arrests in 2023. Disorderly conduct was historically one of the top offenses.

Top 5 Arrest Offenses During Fake Patty's Day

Arrest Offense	2016	2017	2018	2019	2022	2023	Total
DUI-ALCOHOL OR DRUGS	23	10	13	19	19	16	99
DRUGS-POSSESSION	21	12	7	7	3	5	55
DISORDERLY CONDUCT	9	10	17	5	3	2	46
ALCOHOL-MIP/MIC	12	8	13	3	0	4	40
DRUGS-POSS DRUG PARAPHERNALIA	11	5	3	3	0	4	26



727 POYNTEZ AVE. STE 601 • MANHATTAN, KS 66502-0124 • 785.537.0190 • FAX 785.537.0158

January 10, 2023

Riley County Law Enforcement Agency Board
Manhattan, Kansas

We are pleased to confirm our understanding of the services we are to provide the Riley County Police Department (the Department) for the year ended December 31, 2022.

We will audit the financial statement of the Department, including the related notes to the financial statement, which collectively comprise the basic financial statement of the Department as of and for the year ended December 31, 2022. *The Kansas Municipal Accounting and Audit Guide* (KMAAG) provide for certain regulatory required supplementary information (RRSI), to supplement the Department's basic financial statement. Such information, although not a part of the basic financial statement, is required by the KMAAG who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. We have also been engaged to report on RRSI that accompanies the Department's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- Schedule 1 – Summary of Expenditures – Actual and Budget
- Schedule 2 – Schedules of Receipts and Expenditures – Actual and Budget
- Schedule 3 – Summary of Receipts and Disbursements – Agency Funds

We have been engaged to report on other information other than RRSI that accompanies the Department's financial statement. We will subject the following other information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- Schedule A – Composition of Ending Cash Balances

The following other information accompanying the financial statement will not be subjected to the auditing procedures applied in our audit or the basic financial statement, and our auditor's report will not provide an opinion or any assurance on that other information:

- Schedule B – Schedule of Fixed Assets

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statement are fairly presented, in all material respects, in conformity with KMAAG and the accounting practices described by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas which is a regulatory basis of accounting, the practices of which differ from the accounting principles generally accepted in the United States of America (GAAP) and to report on the fairness of the RRSI and other supplementary information referred to in the second and third paragraph when considered in relation to the financial statement as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Department's financial statement. Our report will be addressed to the Riley County Law Enforcement Agency Board of the Department. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statement and related matters.



Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the Department's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statement of the Department in conformity with KMAAG based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of the financial statement that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statement in conformity with the KMAAG.

You are responsible for including all informative disclosures that are appropriate for the KMAAG. Those disclosures will include (1) a description of the KMAAG, including a summary of significant accounting policies, and how the KMAAG differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statement to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement.

Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the RRSI and other supplementary information, which we have been engaged to report on, in conformity with the KMAAG. You agree to include our report on the RRSI and other supplementary information in any document that contains and indicates that we have reported on the RRSI and other supplementary information. You also agree to include the audited financial statement with any presentation of the RRSI and other supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the RRSI and other supplementary information in accordance with the KMAAG; (2) you believe the RRSI and other supplementary information, including its form and content, is fairly presented in accordance with the KMAAG; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RRSI and other supplementary information.

With regard to the electronic dissemination of audited financial statement, including financial statement published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, grant, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of James Gordon & Associates CPA, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal or state agencies providing director or indirect funding, the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of James Gordon & Associates CPA, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.



We expect to begin our audit in approximately August 2023 and to issue our reports in a timely manner. Jacob Kujath is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services based on our proposed agreement will be \$8,000 for audit services. If a single audit is applicable, additional fees will apply. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Department and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

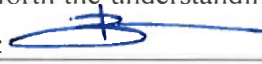
Very truly yours,

James Gordon + Associates CPA, P.A.

James Gordon & Associates CPA, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Riley County Police Department.

Management signature: 

Title: Dierdra RCPD

Date: 13 March 2023

Board signature: _____

Title: _____

Date: _____



RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: Riley County Law Enforcement Agency

Thru: Director Peete (b) 15 mar 23

From: Captain Scott Hajek

Ref: IT Reserve Fund purchase

Date: March 15, 2023

The purpose of this memo is to inform the Riley County Law Enforcement Agency (Law Board) of an upcoming purchase utilizing funds held in the IT Reserve Fund. According to RCPD Policy (17.4.2), the IT Reserve Fund was established by setting aside operational money on an annual basis to offset significant infrastructure expenses and/or unplanned outages of technical equipment. The money in the Reserve Fund is not to exceed four percent of RCPD's annual budget; the account currently holds \$922,803. The IT Reserve Fund can only be utilized with the approval of the Law Board.

As part of the policy, the IT Reserve Fund was established as an amount sufficient to maintain ongoing large IT operations over a rolling five-year planning period. As such, The IT staff maintains a five-year Capital Equipment Replacement Plan that tracks upcoming expenditures as well as the reasons for those expenditures. Prior to the implementation of the Reserve Fund, purchases of this magnitude were often made using end-of-year funds. This process allows us to prepare for expected major expenditures without having to offset a particular year's budget line for computer equipment.

As part of the Capital Equipment Replacement Plan for 2023, the Department is purchasing an HPE Synergy Blade System which will provide the servers for our virtual environment. It includes all network connectivity as well as hardware and software management tools and system monitoring. The purchase will include installation support and 5 years of hardware support from HPE.

These servers are essential to the daily function of the Department and a loss of these services would negatively impact our ability to serve the community. The current equipment is nearing the end of its "life" and we can no longer get replacement components for it. Due to delays through the supplier of the equipment, an exact quote is not available as of yet. It is expected the total cost of the project will not be less than \$286,000 and will not exceed \$310,000.

The procurement of the new equipment and the following installation is a process that will take several months to complete. Due to the duration of the project, it will benefit the Department and the community to begin work on it sooner rather than later. Therefore, the Department is requesting the Law Board approve the request to utilize the IT Reserve Fund for this purchase with an amount not to exceed \$310,000. If the final quote exceeds that amount, the Department will seek further

approval from the Board prior to utilizing the fund. In any event, once the finalized quote is received, it will be presented to the Law Board at a later meeting.

This is a scheduled replacement using funds deliberately set aside to make the purchase. Therefore, the RCPD is requesting the Law Board approve the request to utilize the fund at this time.



Captain Scott Hajek
Support Division
Riley County Police Department

Nichole Glessner - Fwd: Form submission from: Citizen Compliment

From: Nichole Glessner
To: Nichole Glessner
Date: 3/4/2023 1:54 PM
Subject: Fwd: Form submission from: Citizen Compliment

>>> "Riley County Police Department" contact_rcpd@rileycountypolice.org 3/4/2023 1:54 PM
 >>

--Contact Information--

Name: Scott
 City: Manhattan

--Incident Information:--

Date of Incident: March 2, 2023
 Case # (If applicable):
 Employee's Name: A. Lee
 Comments:
 To: A.Lee

Sir, I want to first from the bottom of my heart tell you thanks for getting me back to the top of the hill the other day. Not to mention the courtesy that you showed my Mother. I am out here on California parole after being in for 22 total years of my life. This last term was a 15 year sentence. I did 8 straight. I've only been out since 10/19/2023. I sat in a safe house for 31 days and was put here on an interstate transfer. So, as you did not see from me was my rage and HATE for any law enforcement officer of any kind, any agency, corrections, local police or sheriff's. You were all PIGS to me. You, Sir, were a human being who was so respectful and kind and generous to me. You are somebody who no doubt has a bright future and will always be respected by the world I come from, my side of the street as we say. If ever there is a duty, something you or your department may be doing and you need a volunteer I am absolutely in debt to you, and would be happy to help out with anything, anytime. So, thank your other 2 partners as well and thank you so very much Sir!

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

Nichole Glessner - Fwd: Form submission from: Citizen Compliment

From: Nichole Glessner
To: Nichole Glessner
Date: 3/6/2023 10:43 AM
Subject: Fwd: Form submission from: Citizen Compliment

--Contact Information--

Name: Dennis Cook
City: Manhattan
State: KS - Kansas
Zip: 66502

--Incident Information:--

Date of Incident: March 4, 2023

Case # (If applicable):

Employee's Name:

Comments:

Thank you for all your hard work keeping everyone safe for the Fake Patty's Day event. I personally interacted with numerous officers beginning at 8am and until 2:30 the next morning. Their professionalism was apparent and very reassuring. It's not easy to do what you do, but we are a better city for your efforts.

Great job under a stressful situation.

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

Nichole Glessner - Fwd: Online Form Submittal: Citizen Compliment

From: Nichole Glessner
To: Nichole Glessner
Date: 3/8/2023 2:58 PM
Subject: Fwd: Online Form Submittal: Citizen Compliment

Citizen Compliment

The Riley County Police Department strives to reduce crime and improve the quality of life for the citizens we serve.

Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information

Name Andrea
Email Address
Address
City Manhattan
State Kansas
Zip Code
Phone Number

Incident Information

Date of Incident 3/7/2023
Case Number (if Applicable) Field not completed.
Employee's Name Field not completed.
Comments

Attachment: 03-20-2023 Law Board Packet (12941 : Law Board Meeting Agenda)

Around 9pm on March 7th, I made a call to the RCPD because I felt like I was hearing noises in my home and it scared me. I currently live alone with my dog while my husband is deployed to Europe.

While nothing was wrong in my home, I truly appreciate the professionalism and kindness I was met with by both the dispatcher and officer that came to my home. I dont remember the officers name, but he did a great job and I'm very appreciative.

I'm currently in the 3rd trimester of my first pregnancy, and emotions and mental health have been a struggle for me the last few months. Thank you for taking my concerns seriously and not making me feel judged for what may have seemed like a silly situation to call the police.