



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 24, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Bid Recommendation - Tandem Axle Dump Truck
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 20, 2025 8:30 AM

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

Megan Lewis, Community Corrections Director

8. Community Corrections Staff Update
9. Request to Fill On-call Juvenile Intake Officers
10. Request to Apply to Clay County for Opioid Settlement Funds
11. Daniel Keating Foundation Grant Application

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

12. Big Lakes Developmental Center update

9:30 AM

Press Conference

9:35 AM

Bryant Parker, Counselor/Director of Administrative Services

- 13. Administrative Work Session
- 14. Pending County Projects County Counselor

12:00 PM**Intergovernmental Luncheon**

- 15. Intergovernmental Luncheon 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.



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II
MEETING: March 24, 2025
SUBJECT: Bid Recommendation - Tandem Axle Dump Truck
PRESENTER: Alvin Perez, Operations Manager

Attached for your approval is the staff recommendation for the Tandem Axle Dump Truck

POSSIBLE MOTION(S)

Move to approve the staff recommendation for the bid submitted by Rush Truck center of Topeka, KS to supply the Tandem Axle Dump Truck for \$272,797.00.

Move to deny.

Move to table.

Enclosures:

- Bid Tab Tandem Axle Dump Truck 2025 (XLSX)

Tandem Axle Truck Chassis			
Bid Opening March 12, 2025 9:20 am			
Company	Total	Est. Delivery Date	Notes
Bruckner's 1645 Copper Court Salina, KS 67401 BID 2	\$277,527.00	4th qrtr of 2025	
Rush Truck Center 500 SE 10th Ave Topeka, KS 66607	\$272,797.00	14-16 months	(Low Bid) PW Staff Recommends

Attachment: Bid Tab Tandem Axle Dump Truck 2025 (15574 : Bid Recommendation - Tandem Axle Dump



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 24, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-03 EWinnemore EAF (DOCX)
- 2025-03 CWoodruff EAF (DOCX)
- 2025-03 CRobinson EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ethan Winnemore**Status Change Date:** 03/19/2025**Status Change:** New Hire**Date of Hire:** 03/31/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 EWinnemore EAF (15575 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Cody Woodruff**Status Change Date:** 02/24/2025**Status Change:** Separation**Date of Hire:** 04/25/2023**Seniority:** 1 Year(s), 10 Month(s)**Position:** EMSPAR - EMS/Ambulance Paramedic**Position Type:** Part-Time**Pay Range:** Paramedic**Pay Type:** Hourly**Base Rate:** \$23.67**Annualized Pay:** \$87,579.00**Funds Codes:** 1 - County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 CWoodruff EAF (15575 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Charity Robinson**Status Change Date:** 03/20/2025**Status Change:** New Hire**Date of Hire:** 04/07/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** WIC Clerk**Position Type:** Regular Full Time**Pay Range:** Range 5**Pay Type:** Hourly**Base Rate:** \$21.67**Annualized Pay:** \$47,073.60**Funds Codes:** 30-Health Department, 412 HR-WIC**Supervisor:** Kaylyn Speth**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 CRobinson EAF (15575 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 27, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss County Officials Luncheon

Review Minutes

2. Board of Riley County Commissioners - Regular Meeting - May 1, 2014 8:30 AM

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, Attorney

3. Staff update

9:15 AM

Bryant Parker, Counselor/Director of Administrative Services

4. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

5. Staff update

9:50 AM

Vivienne Leyva, PIO

6. PIO update

10:05 AM

Elizabeth Ward, Human Resources Director

7. Executive session to discuss a performance matter involving non-elected personnel

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 31, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. Presentation of KAC Awards - Greg McKinley (15 minutes)

9:45 AM

Bob Isaac, Planner

3. Public hearing for a rezone from D-2 to AG

10:00 AM

Amanda Webb, Planning/Special Projects Director

4. Comp Plan update

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.



**COMMUNITY
CORRECTIONS**
Staff Update

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

STAFF REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: March 24, 2025

SUBJECT: Community Corrections Staff Update

PRESENTER: Megan Lewis - Community Corrections Director

Please see attached PowerPoint

Enclosures:

- Monthly Staff Report March 2025 (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 4 Intakes in February
 - 2 returned to a parent/guardian
 - 1 placed with a relative/family friend
 - 1 placed in an Emergency Shelter

FY25 Juvenile Intake & Assessment (Riley County)	Dec	Jan	Feb
Juvenile Offender	4	6	1
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	3	0	0
Child-In-Need-of-Care	4	11	1
Total	11	17	2
FY25 Juvenile Intake & Assessment (Clay County)	Dec	Jan	Feb
Juvenile Offender	0	0	0
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	0	0	2
Total	0	0	2



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	Dec	Jan	Feb
Participants	36	33	40
Required Jurors	7	0	13
Volunteer Jurors	0	0	3
MDT Referrals	0	0	0
Total	43	33	56
FY25 Youth Court IIP (Clay County)	Dec	Jan	Feb
Participants	2	1	1
Required Jurors	0	0	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	2	1	1



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	Dec	Jan	Feb
Juvenile Intensive Supervision	4	4	6
Juvenile Correctional Facility	2	2	2
Conditional Release	0	0	0
Courtesy Supervision Out	0	1	1
ICJ	1	1	1
Total	7	8	10

FY25 Juvenile Services (Clay County)	Dec	Jan	Feb
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	1	1	1
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	1	1	1



Adult Intensive Supervision

FY25 Adult Services	Dec	Jan	Feb
ISP	100	101	104
In Treatment	2	1	1
In Jail	12	8	12
Total	114	110	117
Absconder ADP	51	50	38



(Adult) Recovery Court

Recovery Court started – 2/23/22

- 17 current participants
 - 14 Riley County Clients
 - 3 Clay County Clients
- A total of 55 participants since the start of the program
- 16 Participants have graduated from Riley County
- 6 Participants have graduated from Clay County
- 16 clients have been removed or revoked from Recovery Court
- Next Riley County Recovery Court Graduation scheduled for May 28th



Police Protective Custody and Protective Homes

- **About Police Protective Custody**

- Police Protective Custody (PPC) occurs when law enforcement encounters a child that is unable to care for him or herself, and take custody for the protection of the child. Situations that may lead to a child being in PPC vary. Examples of situations that have led to a child being placed in PPC include: a car accident which injures both of a child's parents, the arrest of the child's parents or caregivers, or even when a toddler is found wandering on the street with no adult supervision.
- In the past, children who were in PPC were taken to the police station where they stayed for hours while Juvenile Intake & Assessment staff members tried to find a safe person with whom to place the child. If no adult was found to care for the child, the children were often transported to emergency shelters. Most often, law enforcement transported the child for at least two hours to get to a placement. The children would then have to be transported back to Manhattan or Clay Center for their Court hearing to determine a long-term placement.
- The situation was less than ideal. Agencies involved with the children and families met to see if a better solution could be found. In 2017, Riley County Community Corrections, CASA, the Joint Corrections Advisory Board, Westview Community Church and the CarePortal joined together to develop Police Protective Custody Homes (Protective Homes or PH).



Police Protective Custody and Protective Homes

What does a Protective Home do?

- Protective Homes, on very short notice, take in and care for a child that has been placed in Police Protective Custody. The placement is fairly short, usually lasting 72 hours, excluding weekends and holidays. These homes provide children a place to sleep, meals, hygiene products and most importantly safety and security to a child who has been traumatized.

Who can become a Protective Home?

- A responsible adult who can pass a background check and has a safe home with sufficient room is eligible to become a Protective Home. Unlike long term foster care, Protective Homes do not have to become licensed and require less intensive training.



Police Protective Custody and Protective Homes

How does someone become a Protective Home?

- To become a PH, applicants must complete an application that provides background information.
- All family members over the age of 10 will sign releases for background checks.
- Once the background check is passed, a home visit to evaluate the safety of your home will be completed.
- Adult family members must attend a Protective Homes training.

Contact Information:

Megan Lewis, Director

Riley County Community Corrections Juvenile Intake & Assessment

mlewis@rileycountyks.gov or 785-565-6810





**COMMUNITY
CORRECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: March 24, 2025

SUBJECT: Request to Fill On-call Juvenile Intake Officers

PRESENTER: Megan Lewis- Community Corrections Director

BACKGROUND

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

DISCUSSION

We currently have 4 JIA On-Call Officers. Ideally it is good to have six to eight JIA On-Call Officers to avoid burnout, deal with scheduling conflicts, as well as address staff turnover in this position.

An On-Call Officer responds to law enforcement for any situation involving a child-in-need-of-care or juvenile offender. On-Call Officers conduct the required assessments, assess placements, make placement recommendations, and facilitate placements.

FISCAL IMPACT

There is no fiscal impact on the budget as this position and hours are already approved.

RECOMMENDATION(S)

Allow RCCC to advertise to hire and additional JIA On-Call Officers to our on-call roster.

POSSIBLE MOTION(S)

Move to approve authorizing RCCC to advertise and hire additional JIA On-Call Officers to on-call roster.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to...

Enclosures:

- On-Call Juvenile Intake Office Position Description (PDF)
- 2025-03 On Call Juv Intake PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	On-Call Juvenile Intake & Assessment Officer		
Department:	Community Corrections	Division:	Intake
Reports To:	Director or their designee		
Pay Grade:	1	Status:	As Needed
FLSA Status:	Non-Exempt		

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

ESSENTIAL FUNCTIONS:

- Assist law enforcement officers screen, assess, place, and release children-in-need-of-care, status offenders and juvenile offenders from 5:00pm to 6:00am Monday through Friday, and 24 hours a day on weekends and county holidays.
- Respond to law enforcement by phone within 10 minutes and physically within 30 minutes.
- Determine ability of child/youth's participation in interview process by considering age, impairment due to the usage of drugs and/or alcohol, cognitive challenges, and current emotional state due to traumatic events.
- Follow local policy and procedure for mental health guidance and support when needed to respond to active trauma or when attempts are not adequate to provide support and relief.
- Assess potential placements, considering the least restrictive placement, the safety of the child/youth, safety of the community and available community resources.
- Determine if the child or youth can be returned home or if placement is appropriate pending a court hearing.
- Administer and score the Kansas Detention Risk Assessment Instrument to determine the eligibility of detention placements.
- Assess detention instrument decision and request override when necessary to the Director.
- Administer and score the MAYSI-II, and MAYSI-II Secondary Screening Instruments to identify the needs of the youth. Refer youth for mental health assessment as appropriate.
- Refer to local program providers for assistance and/or support for the youth and/or family as appropriate.
- Conditionally release a child-in-need-of-care or a juvenile offender subject to requirements or conditions to be completed prior to Court action.
- Complete and submit applicable state-mandated forms.
- Provide crisis intervention services and serve as a resource broker.
- Maintain a working knowledge of the Kansas Juvenile Justice Code, Kansas Child-in-Need of-Care-Code and Riley County Community Corrections policies and procedures.

POSITION REQUIREMENTS:

Education: High School Diploma or equivalent required. 2 years college coursework in human services or other related field preferred

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

Experience: 1 year experience working with juveniles and families preferred. Knowledge of RCCC Policies and Procedures, applicable KDOC JIA Standards, the CINC Code, and the Kansas Juvenile Justice Code required. Knowledge of the juvenile justice system, effective oral and writing skills and counseling skills required.

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

Physical Demands/Effort: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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

This position also entails an element of physical danger due to situations that could escalate into a physical confrontation.

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

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

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

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

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

Requisition Approval Process

- Submitted by Megan Lewis on 03/07/2025 at 06:42 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template On Call Juv Intake [ONCALLJV]	Work Location CPE Building
Job ID 3105200	Salary \$18.36	Supervisor Position No
Pay Grade RANGE 1 [RANGE 1]	EEO Class Protective Service [4]	Workers Compensation 7720 [7720]
Cost Center 1 KDOC Juvenile Services [2001]	Cost Center 2 KDOC Juvenile Services [521]	Cost Center 3 --
1 Job Slot ON-CALL-1		

Supervisor: Sandy Wikoff-Harper

Department Head: Megan Lewis

- ☒ No changes to Position or Budget
- ☒ Position Description attached
- Total annual hours: 420
- ☒ Budgeted
- ☐ New or updated position description
- ☐ New request for budget (details attached)

Salary: \$ 7711.20

Budget for Benefits: \$ 597.62

Total proposed annual budget: \$ 8,308.82

Additional Position Comments: 2 Positions: max total hours 420 per year

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____



**COMMUNITY
CORRECTIONS**
Funding

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: March 24, 2025

SUBJECT: Request to Apply to Clay County for Opioid Settlement Funds

PRESENTER: Megan Lewis - Community Corrections Director

BACKGROUND

2021, random drug and alcohol testing was added to the services provided to Riley County Community Corrections clients that are served in Clay County. At that time, Riley County Community Corrections had received an award as a sub-recipient of the Kansas Overdose Data to Action (OD2A) Grant. A total of \$19,820.39 was received and used for drug testing supplies, lab confirmation costs, and a contract with the Clay County Sheriff's Department to conduct random drug testing. Unfortunately, this was a one year grant and is no longer available.

DISCUSSION

Clay County has Opioid Settlement Funds available that if awarded, could assist with the cost of random drug and alcohol testing in Clay County.

FISCAL IMPACT

In 2024, the total cost of random drug testing for Riley County Community Corrections - Clay County Non-Recovery Court clients was \$13,432.68.

RECOMMENDATION(S)

Approve Community Corrections to apply to Clay County Board of County Commissioners for the use of Opioid Settlement Funds to assist in the cost of random drug and alcohol testing in Clay County.

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:

- CY25 Clay County Application to Utilize Opioid Settlement Funds (DOC)

**Clay County Board of County Commissioners
2025 Opioid Settlement Funds Application
K.S.A. 79-41a04**

Agency Riley County Community Corrections

Address 115 N. 4th St. Manhattan, KS 66502

Contact Person Megan Lewis Email: mlewis@rileycountyks.gov Phone: 785-565-6810

Grant Funds Requested \$ \$13,432.68

Participants/Clients to be served: Clay County Community Corrections clients

Proposed funding timeframe: CY2025

Every client assigned to probation in Clay County completes a mandated risk-needs assessment. The Drug and Alcohol Domain in the assessment determines how often a client is required to submit to random monthly drug testing. The placement on the drug testing schedule ranges from once a month to four times a month. Riley County Community Corrections and the Clay County Sheriff's Department has a Memorandum of Agreement. RCCC pays CCSO \$20.00 per drug test administered by the CCSO. Only presumptive positive tests are sent into the laboratory for confirmation, with confirmation costs ranging from \$11.99 to \$64.33, depending on the drug being tested. The majority of our individual lab confirmations cost \$11.99 - \$12.86 per test, to receive lab confirmation.

Below is a summary of drug testing expenses incurred during calendar year 2024:

	Clay Co. SO Administration Fee	Redwood Laboratory Confirmation	Total
1/1/2024	\$ 700.00	\$ 456.77	\$ 1,156.77
2/1/2024	\$ 1,040.00	\$ 553.45	\$ 1,593.45
3/1/2024	\$ 680.00	\$ 793.69	\$ 1,473.69
4/1/2024	\$ 580.00	\$ 300.68	\$ 880.68
5/1/2024	\$ 680.00	\$ 336.86	\$ 1,016.86
6/1/2024	\$ 640.00	\$ 448.66	\$ 1,088.66
7/1/2024	\$ 780.00	\$ 274.60	\$ 1,054.60
8/1/2024	\$ 760.00	\$ 203.11	\$ 963.11
9/1/2024	\$ 700.00	\$ 112.26	\$ 812.26
10/1/2024	\$ 780.00	\$ 405.18	\$ 1,185.18
11/1/2024	\$ 860.00	\$ 279.44	\$ 1,139.44
12/1/2024	\$ 780.00	\$ 287.98	\$ 1,067.98
Total:	\$ 8,980.00	\$ 4,452.68	\$ 13,432.68
Monthly avg.	\$ 748.33	\$ 371.06	\$ 1,119.39



**COMMUNITY
CORRECTIONS**
Grant

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis , Director -Riley County Community Corrections

MEETING: March 24, 2025

SUBJECT: Daniel Keating Foundation Grant Application

PRESENTER: Megan Lewis, Director - Riley County Community Corrections

BACKGROUND

Riley County Community Corrections has received Daniel Keating Foundation Funds since 2018 to support Juvenile Intake and Assessment and The Protective Homes Program.

DISCUSSION

The Daniel Keating Foundation Grant funds are used to provide Protective Homes Training. This consist of 8-10 hours of in person training. The funds are used to pay professional speaking fees for presenters, fees for child abuse registry checks and in home safety inspections and meals during the training.

Additionally the Daniel Keating Foundation Grant funds allow Community Corrections to pay a per day stipend to Protective Homes that have children in their care. Finally these funds pay for supplies for the program to directly pay for clothing, food, hygiene, and toiletries in addition to other Juvenile Intake supplies kept at the Law Enforcement Centers.

FISCAL IMPACT

\$10,945

RECOMMENDATION(S)

Allow Riley County Community Corrections to apply for The Daniel Keating Foundation Grant.

POSSIBLE MOTION(S)

Move to approve

To allow Riley County Community Corrections to apply for The Daniel Keating Foundation Grant.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

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

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: March 24, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Legislative Platform - Preparation of Model Short Term Rental Statute
- Nuisance Abatement Cases in District Court
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Prepare for Kansas Court of Appeals Oral Arguments in *Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al.*, Kansas Court of Appeals Case No. 24-127166
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range
- Boundary Line Adjustment & Replatting Educational Materials Project
- University Park Sewer Improvements
- Marlatt Improvements
- Elevator Refurbishment
- Adjustment of Speed Limits
- Public Declaration of Riley County Mental Health Task Force as Professional Voice for Mental Health
- Transfer of Rural Economic Advisory Board to Planning and Development Department

Enclosures:



INTERGOVERNMENTAL LUNCHEON

Monday, March 24, 2025
12:00-1:00 p.m.

Rockin K's
1880 Event Space
1880 Kimball Avenue
Manhattan, KS

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A. aTa Bus – Anne Smith, aTa Bus Director
 - B. Fake Patty's Day update – Major Scott Hajek, RCPD Chief of Patrol
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, April 28, 2025
- VIII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30 a.m.

Payments will be collected on site by Rockin K's.