



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 01, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Fireworks Display Permit
4. National Public Health Week to be recognized in Riley County from April 1 - 7, 2024.
5. RCHD Proclamation - National Child Abuse Prevention Month
6. Bid Recommendation for Transfer Station Truck Scale
7. Retail Dealer's 2024 Cereal Malt Beverages License for Britt's Farm

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Mar 28, 2024 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session
12. Pending County Projects County Counselor

9:20 AM

Amanda Webb, Planning/Special Projects Director

13. Comprehensive Plan Update Consultant Request for Qualifications (2024)

9:30 AM

Press Conference

14. RCPD Update - Greg Steere (3-5 minutes)
15. Presentation of the National Public Health Week 2024 Proclamation - John Ford and Julie Gibbs (3-5 minutes)
16. Presentation of the Child Abuse Prevention Month 2024 Proclamation - John Ford and Julie Gibbs (3-5 minutes)

9:40 AM Brittany Phillips, Budget and Finance Officer and Amanda Webb, Planning/Special Projects Director

17. Budget & Planning Committee Facilitator Discussions
18. Facilitator Draft RFQ

10:00 AM Russel Stukey, Emergency Management Director

19. EM / Fire Staff Update for the month of March

10:15 AM Brian Peete, RCPD Director

20. RCPD 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.



**EMERGENCY
MANAGEMENT/FIRE**
Fireworks Display Permit

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

COMMISSION AGENDA REPORT

FROM: Bruce Zimmer
MEETING: April 1, 2024
SUBJECT: Fireworks Display Permit
PRESENTER: Russel Stukey

BACKGROUND

Standard Fire Works Display Permit

DISCUSSION

Standard Fire Works Display Permit, See attached

FISCAL IMPACT

None

RECOMMENDATION(S)

Approve

POSSIBLE MOTION(S)

Move to approve Chair sign Fireworks Display Permit for Bruce Zimmer with the Randolph Lions Club.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Bruce Zimmer fireworks display permit (PDF)

PUBLIC FIREWORKS DISPLAY PERMIT
RILEY COUNTY, KANSAS

3.a

DATE OF APPLICATION: 3/25/2024

DATE OF DISPLAY: 6-29-2024 if rain out?

LOCATION OF DISPLAY: 300 N 1st
(ATTACH MAP SHOWING FIRING LOCATION AND EXCLUSION AREA)

NAME OF APPLICANT: Zimmer Bruce L.
(LAST) (FIRST) (MI)

THE NAME OF THE PERSON, FIRM OR CORPORATION DISCHARGING THE
FIREWORKS:

Randolph Lions Club
(ATTACH COPY OF FIREWORKS DISPLAY OPERATOR LICENSE(S))

NAME OF GROUP VIEWING DISPLAY: Public

KIND OF FIREWORKS TO BE DISPLAYED: Class B 3-4-5 inch shells

ESTIMATED SIZE OF AUDIENCE: 2500

NEED FOR POLICE: ✓

NEED FOR FIRE: ✓

NEED FOR EMS: ✓

INSURANCE CARRIER FOR THE DISPLAY: DSP (attached)
(ATTACH COPY OF PROOF OF INSURANCE. MINIMUM \$1,000,000.00 POLICY)

REVIEWED BY: Russ Smith
Riley County Fire District #1 Representative

APPROVED THIS _____ DAY OF _____ BY THE BOARD OF
COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS.

CHAIR

MEMBER

MEMBER

ATTEST:

Attachment: Bruce Zimmer fireworks display permit (14632 : Fire Works Display Permit)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) **3.a**

02/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173		CONTACT NAME: John Adams PHONE (A/C, No, Ext): 1-800-316-6705 E-MAIL ADDRESS: lionsclubs@dspins.com FAX (A/C, No): 847-934-6186	
INSURED Randolph Lions Club Randolph Kansas		INSURER(S) AFFORDING COVERAGE INSURER A: ACE American Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 22667	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PRO-JECT ☐ LOC		HDO G48333205	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/CP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS		ISA H10778906	09/01/2023	09/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATU- TORY LIMITS ☐ OTH- ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Randolph Independence Day Celebration Fireworks Display June 29, 2024

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

*** Randolph KS Pride Organization, City of Randolph KS ***

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER Bruce Zimmer 14520 Gardiner Rd Randolph Kansas 66554	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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HEALTH DEPARTMENT
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: April 1, 2024

SUBJECT: National Public Health Week to be recognized in Riley County from April 1 - 7, 2024.

PRESENTER: Julie Gibbs

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:

- PHproc (PDF)



National Public Health Week 2024 Proclamation

WHEREAS, the theme for National Public Health Week in 2024 is “Protecting, Connecting and Thriving: We Are All Public Health” and its goal is to recognize the contributions of public health in improving the health of the people of the United States and achieving health equity; and

WHEREAS, racial and ethnic minority populations in the United States continue to experience disparities in the burden of illness and death, as compared with the entire population of the United States; and

WHEREAS, public health organizations use National Public Health Week to educate public policymakers and public health professionals on issues that are important to improving the health of the people of the United States; and

WHEREAS, public health professionals help communities prevent, prepare for, mitigate, and recover from the impact of a full range of health threats, including disease outbreaks, natural disasters, and other disasters; and

WHEREAS, efforts to adequately support public health and the prevention of disease and injury can continue to transform a health system focused on treating illness into a health system focused on preventing disease and promoting wellness

THEREFORE, we, the Board of County Commissioners of Riley County, Kansas, do hereby proclaim April 1-7, 2024 as

National Public Health Month

In WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the Riley County, Kansas, to be affixed this 1st day of April, 2024.

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

CHAIR

MEMBER

MEMBER

ATTEST:

**RICH VARGO,
Riley County Clerk**

Attachment: PHproc (14609 : National Public Health Week Proclamation)



HEALTH DEPARTMENT
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Heather Ritchey
MEETING: April 1, 2024
SUBJECT: RCHD Proclamation - National Child Abuse Prevention Month
PRESENTER: Heather Ritchey

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:

- CAP proclamation 2024.doc (PDF)

Child Abuse Prevention Month 2024 Proclamation

WHEREAS, children are our nation’s most vulnerable members as well as our nation’s most valuable resources, helping to shape the future of Riley County; and

WHEREAS, childhood trauma can have long-term psychological, emotional, and physical effects throughout an individual’s lifetime and impact future generations of their family; and

WHEREAS, childhood trauma, including abuse and neglect, is a serious problem affecting every community in the U.S., and finding solutions requires input and action from everyone; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

WHEREAS, children who live in families with access to concrete economic and social supports are less likely to experience abuse and neglect; and

WHEREAS, we acknowledge that in order to solve the issue of abuse and neglect we must work together to change hearts and mindsets through storytelling, center the needs of families, break down bias and barriers, and inspire action from partners in prevention; and

WHEREAS, prevention remains the best defense for our children and families. Therefore, we, the Board of County Commissioners of Riley County, Kansas, do hereby proclaim April 2024 as

Child Abuse Prevention Month

In WITNESS WHEREOF, we have here unto set our hands and caused the seal of the Riley County, Kansas, to be affixed this 1st day of April, 2024.

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

CHAIR

MEMBER

MEMBER

ATTEST:

**RICH VARGO,
Riley County Clerk**

Health Department Clinics
2030 Tecumseh Road
Manhattan KS 66502
P: 785-776-4779
F: 785-565-6565

Family & Child Resource Center
2101 Claflin Road
Manhattan KS 66502
P: 785-776-4779
F: 785-587-2879



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: April 1, 2024

SUBJECT: Bid Recommendation for Transfer Station Truck Scale

PRESENTER: Evan McMillan, Assistant Public Works Director

Riley County Public Works staff has reviewed the bids for the above referenced project and found them to be in order. W. H. Scale submitted the low bid in the amount of \$49,880.00. The scale will be available for installation after June 12, 2024 and will take up to two days to install over a weekend as not to disrupt Transfer Station operations.

Staff recommends awarding the contract to W. H. Scale in the amount of \$49,880.00.

This project will be paid from the Solid Waste Fund.

POSSIBLE MOTION(S)

Move to approve the bid from W. H. Scale in the amount of \$49,880.00.

Move to deny

Move to table for further discussion

Enclosures:

- Bid Tabulation_TS Truck Scale_03142024 (XLS)

BID TABULATION SHEET

Riley County Public Works

Transfer Station Truck Scale
March 14,2024

	Salina Scale Sales and Service, Inc 415 N. 9th St Salina, KS 67401	W H Scale 4145 NW 25th St Topeka, KS 66618	Notes
27'-0"x11'-0" Truck Scale (load cells included)	\$47,287.00	\$23,920.00	
15"-5 1/2' x 11"-0" Truck Scale (load cells included)	\$29,157.00	\$21,760.00	
Labor/Materials/ Equip Freight & Testing	\$21,207.00	\$4,200.00	
Total Bid Amount:	\$97,651.00	\$49,880.00	
Delivery Date	1/1/2025	6/12/2024	
Est. length of time to install	2 days	2 days	over weekend installation
		PW Staff recommends	



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Annaliese Trout, Account Clerk-Licensing/Elections

MEETING: April 1, 2024

SUBJECT: Retail Dealer's 2024 Cereal Malt Beverages License for Britt's Farm

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign a Retail Dealer's 2024 Cereal Malt Beverages License for Britt's Farm, 1000 S. Scenic Drive, Manhattan, Kansas 66503.

Move to deny

Enclosures:

- 04-01-24 Retail Dealers Cereal Malt Bev Lic Britts Farm (PDF)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee: \$ 125

RETAIL

No. 004

DEALER'S

2024

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is here by granted to Britt's Farm to sell at retail

CEREAL MALT BEVERAGES

for sale in original and unopened containers and not for consumption on premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 1000 S Scenic Dr Manhattan, KS 66503

(Give exact location, with street number, if any.)

in the Township of Ogden in Riley County, Kansas

Application therefor, on file in the Office of the County Clerk of said County, having been approved by the Governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of County Commissioners.

This License will expire December 31, 2024, unless sooner revoked, is not transferable, Nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of Riley County, Kansas,

(SEAL)

this 1st day of April, 20 24

Attest:

County Clerk

Chairman



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 04, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

9:45 AM

Julie Gibbs, Health Department Director

5. Grant application

10:00 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:35 AM

Elizabeth Ward, Human Resources Director

Attachment: 04-04-24 tentative agenda (14190 : Tentative Agenda)

8. Employee Policy Manual

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
April 08, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Week of the Young Child Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

2. Year to date budget and expenditure reports

9:30 AM

Press Conference

3. Presentation of the Week of the Young Child Proclamation - John Ford and Jan Scheideman (3-5 minutes)

9:40 AM

Elizabeth Ward, Human Resources Director

4. Employee Procedures Manual

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

7. Staff update

Attachment: 04-08-24 tentative agenda (14190 : Tentative Agenda)

12:00 PM County Officials Luncheon**Adjournment****Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, April 9, 2024 (JF).

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: 04-08-24 tentative agenda (14190 : Tentative Agenda)



**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: April 1, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 04.01.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ October, 2023 and through March 27, 2024 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

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

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

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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

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

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

of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24)) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24)

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

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

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

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

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

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

**Rural Economic Development Advisory Board:
Staff Budget and Planning Committee:**

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

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

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24)

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

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) Prepare resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24)

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

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

Riley County Emergency Medical Services

Riley County Extension:

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024 training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Preparation for

January 9, 2024 training presentation to District Leadership.(1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) ***Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24)***

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

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.)Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) ***Communicate with county staff on parking issue.(3-26-24)***

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23.(10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue("V"). (10-16-23.) Work with Department on unrelated HR issue "VI".(10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23).Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issue. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24)_ Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issue than immediately preceding entry.(3-18-24) Work on both of immediately preceding entry matters. (3-19-24)

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

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

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract

proposed by KDOT. Inform Department head I've done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

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

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meeting with business and staff on different pending legal issue. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) ***Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24)***

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

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024 meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract “as to form.” (3-8-24) Review contract proposed. (3-11-24) Discuss with staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk’s office for this Thursday’s agenda. Place contract in delivery bin from Public Works to County Clerk’s office. (3-20-24)

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

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

III. Projects by Professional Association, Internal and External Committees/working groups, CLE,

& Other Administrative Matters:

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards.(8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23)Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24)

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

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

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) ***Prepare for, attend and participate in committee meeting. (3-20-24)***

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

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

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to

small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24;3-13-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24)

Staff Road Renaming Committee:



PLANNING & DEVELOPMENT
Project

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: April 1, 2024

SUBJECT: Comprehensive Plan Update Consultant Request for Qualifications (2024)

PRESENTER: Amanda Webb, Planning Director

On March 25, 2024, the BOCC allocated \$150,000 total funding towards a consultant for the Comprehensive Plan Update. As promised, please see attached draft Request for Qualifications.

It's been expanded somewhat since the first RFQ was released in spring 2023. If the BOCC is comfortable with the attached version, I will issue on April 5, 2024 and send to a variety of planning firms, post on the American Planning Association webpage, and post on the county website.

Enclosures:

- CP RFQ 2024 (PDF)



RILEY COUNTY REQUEST FOR CONSULTANT QUALIFICATIONS

Riley County, Kansas, is requesting qualification statements from professional planning consultants to assist with its Comprehensive Plan update.

Background:

Riley County, located in northeast Kansas, had an estimated 2021 population of 72,208, which includes the City of Manhattan population of approximately 55,400. Riley County is also home to Kansas State University with an enrollment of approximately 19,722 students in 2022 (KSU Enrollment Data). The Fort Riley Military Base, located eight miles west of Manhattan, is also a major employer in the area. Riley County has a three-member Board of County Commissioners.

Riley County's current comprehensive plan, Vision 2025, was adopted in October 2009. Riley County has new Land Development Regulations that became effective January 1, 2022. The City of Manhattan updated their urban area subdivision regulations, also effective January 1, 2022, that the county adopted as required. Riley County and City of Manhattan have an interlocal agreement for planning within the urban area – in most cases, county zoning applies while city subdivision regulations apply. There is also a joint urban area planning board (in addition to Riley County's Planning Board).

Scope of Services:

Following selection of a successful firm, a detailed scope of services will be developed by the County and consultant to outline the specific tasks, deliverables, and timeline.

Tasks the consultant must address:

- Review all existing related plans and studies: Use existing data and documents to examine past and present conditions and trends relating to land use, population, development, economic conditions, and any other pertinent element needed in the preparation of the comp plan.
- Public engagement and committee coordination: Public participation should involve a wide-ranging and diverse selection of residents, organizations, and businesses, appropriate meeting and discussion formats, and significant information dissemination.

Riley County Planning & Development staff have completed many of the initial steps in the public engagement process including:

- A public survey with 687 responses.
- Eleven community meetings all around the county.
- Public outreach through creation of a webpage, newsletter, news releases, interviews, and social media posts.
- Development of title, tagline, and logo ideas and a public survey to select the most popular elements.
- Recruitment and establishment of the Comprehensive Plan Committee (the "TAC") – a group of 54 volunteers who have diverse expertise and interests.

All public input gathered so far will be incorporated into the plan update. The consultant will be expected to continue with public outreach efforts and coordination of Comprehensive Plan Committee meetings. Riley County will be a partner in all community engagement efforts.

- Demographics/socioeconomics: Consultant will be responsible for collecting current and projected demographic and socioeconomic trends. Riley County will make the final determination as to what data will be included within the plan itself.
- Current and future land use: A current land use map shall be created that reflects agricultural, residential, industrial, and commercial development in the county. The consultant will assist in evaluating current designated growth areas and identifying new potential growth areas. A Future Land Use map shall be created based on population projections, recent developments, and economic trends.
- Review and Update Existing Comprehensive Plan: The consultant's primary responsibility is a plan that is concise, user-friendly, and accurately reflects the community's collective vision. Exact details will be determined once the consultant and staff create an official scope of work and schedule to address plan update needs. County staff and ultimately the BOCC, will have final say in document language, content, graphics, layout, and organization.
 - All existing elements will need to be reworked. Each will need updated goals, policies, and actions. In some cases, existing goals may remain as is, but policies and actions must be updated. Existing elements include:
 - Agricultural Preservation & Rural Character
 - Residential
 - Commercial & Industrial Development
 - Land Use
 - Development Guidance System
 - Environment and Natural Resources
 - Transportation
 - Public Facilities and Services.
 - New elements will need to include new goals, policies, and actions. New elements include:
 - Economic Development
 - Housing/Affordable Housing
 - Parks & Recreation
 - Health
 - Utilities
 - Integrate and ensure consistency with other plans, including the Master Food Plan and other county/local/regional plans as applicable.
 - Reorganize/redesign the document. Update graphics/visuals.
 - Incorporate all community input.
 - New Action Plan section will include prioritization – high, medium, low.
 - Eliminate unnecessary redundancies, confusions, or conflicts.
- Collaborate with Planning & Development staff to establish a schedule and work plan for project completion by the target adoption date.

- Attend Planning Board and Board of County Commissioner meetings as needed to provide project updates and assist staff in working through the adoption process.

Contractual Provisions:

In addition to the Scope of Services, the consultant contract shall include the Contractual Provisions Attachment included with this Request for Qualifications.

Budget:

The Board of County Commissioners has allotted \$150,000 towards this project in 2024 and 2025.

Anticipated timeline (subject to change as necessary):

Event	Date
Release RFQ	April 5, 2024
Deadline for RFQ questions	5:00 pm, April 19, 2024
RFQs due	5:00 pm, May 3, 2024
Committee review	May 6 - 10, 2024
Interview firms/recommendation	May 13 – May 17, 2024
BOCC makes final decision and authorizes staff to negotiate a contract	May 23, 2024
Notification of selected consultant	May 23, 2024
Contract settled and consultant begins	June 3, 2024

The plan should be adopted **no later than** June 30, 2025. A more precise timeline will be determined once the consultant is on board and scope of services is clearly detailed.

Submission Requirements:

- Cover page:
 - Title of project
 - Date of submittal
 - Firm name/address/phone
 - Primary contact/email address/phone
- Qualifications:
 - Summarize experience/qualifications for each person assigned to the project. Please do not include full resumes.
 - Outline experience with long range projects, specifically comprehensive plans.
 - Provide your understanding of the project and the tasks the consultant is responsible for.
 - Describe your overall philosophy towards long range planning/comprehensive planning.
 - A detailed description of the types of public participation processes used successfully by the firm in similar projects.
 - Indication that there will be enough staff assigned to the project as necessary to meet the timeline.
- Budget/Scope of Work
 - Please include your scope of work/deliverables for the life of the project and the associated cost to each.
- References

- Provide three (3) references of past clients for whom similar work has been performed and involved at least one of the primary team members listed in the proposal.
- Include the contact person's name, title, firm, address, telephone number, which consultants were involved in the project, and the year the project was completed.

Directions for Submission: Provide ten (10) copies of the submittal by 5:00 pm on May 3, 2024. Mail copies to the following address:

Amanda Webb
Planning Director
110 Courthouse Plaza
Manhattan, KS 66502

Submittals can be provided by email as well and sent to awebb@rileycountyks.gov. All questions should be directed to Amanda Webb at awebb@rileycountyks.gov or (785) 537-6332.

Evaluation criteria:

- All items provided as per submission requirements.
- Demonstrated understanding of the project and tasks consultant is responsible for.
- Experience with long-range planning, specifically comprehensive plans.
- Availability and experience of professional staff assigned to the project.
- Creativeness and effectiveness in facilitating public outreach and technical group engagement strategies.
- Basic knowledge of Riley County.

Screening process:

A Selection Committee comprised of the Board of County Commissioners, Planning & Development Department staff, and staff from other county departments will begin the initial screening process. Selected firms will then be interviewed by the Selection Committee. The committee's recommendation for selection of the consultant will be reviewed by the Board of County Commissioners, which will make the final decision, prior to development of a Scope of Services and contract.

Disclaimers:

Riley County reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether hard copy or electronic, shall remain the property of the county and shall be provided to the county upon completion of the contract or upon request.

All persons awarded and/or entering into contracts with Riley County shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action.



COUNTY CLERK & ELECTIONS
Proposal

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: April 1, 2024

SUBJECT: Budget & Planning Committee Facilitator Discussions

PRESENTER: Brittany Phillips, Budget & Finance Officer & Amanda Webb, Planning & Development Director

BACKGROUND

On February 15, I presented several financing options for facilities and at that meeting it was decided to move forward with organizing a retreat. From there, the Budget & Planning Committee has held several meetings in regard to planning a retreat.

DISCUSSION

Below is the information that was gathered from the meetings:

- To ensure a quality retreat, it is recommended to schedule this for early fall.
- The facilitator must have experience working with municipalities which lead to successful municipal projects or agreed upon municipal goals. It is recommended to have someone outside of Riley County facilitate to prevent biases, possibly someone from Wichita State or even someone on a national level.
- From the retreat, a written strategic plan is to be formulated from the facilitator for staff to review on an annual basis with continued retreats every 1 to 3 years to update the plan.

RECOMMENDATION(S)

It is the recommendation of the Budget & Planning Committee to hold the retreat in early fall with a professional facilitator.

POSSIBLE MOTION(S)

Move to approve holding a retreat in the fall with a professional facilitator.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Proposal

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning & Development Director

MEETING: April 1, 2024

SUBJECT: Facilitator Draft RFQ

PRESENTER: Amanda Webb, Planning & Development Director

BACKGROUND

Staff has been directed to begin discussions in regard to holding a retreat and having a professional facilitator at the retreat.

DISCUSSION

The Budget and Planning Committee met on several occasions to discuss the scope of services that the Commissioners would like to move forward with, as well as the focus of the retreat. From those meetings, a draft RFQ has been put together to have a Professional Facilitator at the strategic planning retreat.

FISCAL IMPACT

The cost of having a professional facilitator and a retreat would financially impact CIP depending on the budget that is set.

RECOMMENDATION(S)

It is the recommendation of the Budget and Planning Committee to finalize the RFQ presented and distribute per the timeline proposed.

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:

- Retreat facilitation RFQ (PDF)



RILEY COUNTY REQUEST FOR FACILITATOR QUALIFICATIONS

Riley County Strategic Planning

Riley County, Kansas, is requesting qualification statements from experienced professional consultants to assist with county-wide strategic planning efforts.

Background:

Riley County, located in northeast Kansas, had an estimated 2021 population of 72,208, which includes the City of Manhattan population of approximately 55,400. Riley County is also home to Kansas State University with an enrollment of approximately 19,722 students in 2022 (KSU Enrollment Data). The Fort Riley Military Base, located eight miles west of Manhattan, is also a major employer in the area.

Riley County has a three-member Board of County Commissioners. There are 288 regular employees, and 36 volunteers, within Riley County.

Riley County is currently without a strategic plan and plans to hold a county retreat in September 2024. The intent of the upcoming retreat is strategic planning primarily to discuss facilities and secondarily personnel all from a customer service lens. Riley County would like a skilled, professional facilitator who can guide the formation of an action plan focusing on the next 1-3 years. The county has previously held retreats on a near annual basis but has not done so since 2013.

Facilitator Requirements & Scope of Services:

The facilitator should be impartial/unbiased and have a record of facilitating successful planning processes for public agencies. They should further have experience authoring written entity-wide strategic plans.

- Facilitate a strategic planning process, which will include the elected Board of County Commissioners, elected and appointed County Department Heads, the Budget and Finance Officer, the Public Information Officer, and the Human Resources Director.
- Advise on the overall process for effective strategic planning and implementation. The current intention is a one-day retreat, and a formalized written plan. If the most effective practice involves other logistics, guidance is desired.
- County plans will need to be transparent and include perspectives from all stakeholders.
- Author a written strategic plan.

Contractual Provisions:

In addition to the Scope of Services, the consultant contract shall include the Contractual Provisions Attachment included with this Request for Qualifications.

Budget:

Commented [AW1]: Are there other services you like the facilitator to complete?

Commented [AW2]: Any other attendees?

Commented [AW3]: Confirm you'd like the facilitator to author said plan. Plan content?

Commented [AW4]: Is there a max amount that you would like to allocate towards this project? Should we include the full strategic planning process.

Commented [AW5]: Would you like the dollar amount referenced in the RFQ or would you like the consultant to submit their costs?

Attachment: Retreat facilitation RFQ (14635 : Facilitator Discussion)

Anticipated timeline (subject to change as necessary):

Event	Date
Release RFQ	April 5, 2024
Deadline for RFQ questions	5:00 pm, April 26, 2024
RFQs due	5:00 pm, May 10, 2024
Committee review	May 13 - 17, 2024
Interview firms/recommendation	May 20 – May 24, 2024
BOCC makes final decision and authorizes staff to negotiate a contract	May 27, 2024
Notification of selected consultant	May 27, 2024
Strategic Planning Retreat	September 2024
Completion of Strategic Planning Document	?

Submission Requirements:

- Cover page:
 - Title of project
 - Date of submittal
 - Firm name/address/phone
 - Primary contact/email address/phone
- Qualifications:
 - Summarize experience/qualifications for each person assigned to the project. Please do not include full resumes.
 - Describe your experience facilitating strategic planning efforts for public sector entities.
 - Describe your recommendations for the planning process, including timeline, required preparation, duration of in-person planning required, and other related logistics.
 - Describe your approach to gaining consensus and developing shared goals with a large diverse group of people.
 - Describe successes and challenges you have had in the public sector arena with strategic planning.
- Budget/Scope of Work
 - Please include a detailed budget for each of the required elements.
- References
 - Provide three (3) references of past clients for whom similar work has been performed.
 - Include the contact person's name, title, firm, address, telephone number, which consultants were involved in the project, and the year the project was completed.

Directions for Submission: Provide ten (10) copies of the submittal by 5:00 pm on May 27, 2024. Mail copies to the following address:

Amanda Webb
Planning Director
110 Courthouse Plaza
Manhattan, KS 66502

All questions should be directed to Amanda Webb at awebb@rileycountyks.gov or (785) 537-6332.

Commented [AW6]: Is this timeframe for cons selection ok?

Commented [AW7]: When would you like this document completed?

Commented [AW8]: John suggested to limit th number of pages of the proposal - what is even comfortable with?

Commented [AW9]: Other questions/qualificat assess?

Evaluation criteria:

- All items provided as per submission requirements.
- Demonstrated understanding of the project.
- Experience facilitating strategic planning efforts for similar sized public sector agencies.
- Explanation as to why you believe you've had successful outcomes and conversely and understanding of any unsuccessful outcomes you've experienced.
- Basic knowledge of Riley County.

Screening process:

A Selection Committee comprised of the Budget & Planning Committee will begin the initial screening process. Selected firms will then be interviewed by the Selection Committee. The committee's recommendation for selection of the consultant will be reviewed by the Board of County Commissioners, who will make the final decision.

Disclaimers:

Riley County reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether hard copy or electronic, shall remain the property of the county and shall be provided to the county upon completion of the contract or upon request.

All persons awarded and/or entering into contracts with Riley County shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action.



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey
MEETING: April 1, 2024
SUBJECT: EM / Fire Staff Update for the month of March
PRESENTER: Russel Stukey

EM / Fire March Staff Update

Enclosures:

- Staff Update Fire_EM (PDF)



Riley County Emergency Management
 Riley County Fire District #
 115 N. 4th Stre
 Manhattan, Kansas 6650
 Phone: 785-537-633
 Fax: 785-537-633
 www.rileycountyks.go

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

911- Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Working with Ka-Com and the counselor's office to negotiate an agreement with a potential tower space tenant.
- Working with KA-Comm, TFM and NE KS Homeland security council to upgrade radios distributed by the Homeland Security region

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Participating in the comprehensive plan review
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Participated in monthly Riley Co. Emergency Services Director meeting
- Preparing for severe weather season and storm spotter training
- Participated in KEMA conference committee meeting
- Chaired department head meetings
- Worked with RCPD to give advice to Amanda in planning and zoning about a security concern that they had recently
- Met with HR about a personnel matters
- Submitted procedures manual comments to HR
- Discussed with Laurie the NWS RSS feeds not getting to Everbridge and the lack of Everbridge activating during our last storms
-

Items awaiting legal review:

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

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend KEMA Board meeting

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

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council (NERHSC):

Attachment: Staff Update Fire_EM (14631 : EM/FIRE Staff Update March)



Riley County Emergency Management
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Serve as a project manager for Everbridge and CRMCS
 Completed Everbridge renewal project for FY23 \$49,000
 Completed CRMCS project for FY23 \$25,820

Serve as KEMA representative
 Attend meeting

Emergency Management fund:

Oversee invoice payment process

911 fund:

Pay invoices
 Track expenses and income
 Provide 911 budget overview for 911 working group

Plans:

Review and update Tuttle Creek Lake water rescue plan

Exercises:

Attend planning webinar for Healthcare Coalition tabletop
 Attend Ft Riley severe weather tabletop

Volunteer Management:

Facilitate CERT meeting
 Work with PT county for regional efforts in training

Community Outreach:

Provide emergency preparedness presentation to senior center
 Provide emergency management overview presentation to RCPD admin

Training:

Coordinate NWS storm safety presentation
 Attend Animal Decon Training
 Attend monthly CERT training in PT Co

Misc:

Attend 911 working group meeting
 Attend 911 admin meeting
 Attend Community Wildfire Defense Grant meeting
 Facilitate bi-weekly staff meeting
 Participate in Statewide Tornado Drill
 Staff Emergency Operations Center for severe weather 3/13/2024 1800-2330

EM Planner Baldwin Fisher

Planning:

Work on County Disaster Recovery Plan
 Begin developing objectives for the Executive Leadership TTX
 Begin developing Staging Area Manager position objectives

Exercises:

FRKS Spring/Summer Severe Weather Tabletop

Attachment: Staff Update Fire_EM (14631 : EM/FIRE Staff Update March)



Riley County Emergency Management
 Riley County Fire District #
 115 N. 4th Stre
 Manhattan, Kansas 66506
 Phone: 785-537-6311
 Fax: 785-537-6311
 www.rileycountyks.gov

Training:

- Attend Animal Decon Training
- Attend monthly CERT training in Pott Co

Misc:

- Attend monthly LEPC
- Attend Water Rescue meeting
- Attend Reach
- Participate in Statewide Tornado Drill

Fire-Russel

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Attended south county Fire training
- Attended several BOCC meetings
- Reviewing RCFD #1 Policy Manual for updates
- Worked through hiring process for DC of Administration
- Worked with Michelle H. on AFG grant review prior to submittal
- Working with John Ellerman and KDOT staff regarding easement for US-24 Hwy near Station 112, the contract appraiser for the state made an offer
- Attended the SCAFFA fire school
- Participated in Randolph live wildfire training session
- Participate in county officials afternoon ?tea?
- Took a vacation day
- Received a \$10,000 anonymous donation through the Manhattan Community Foundation
- Working with Firefighter Relief Association researching Insurance options
- RCFD#1 Station 102 in Ashland coming along nicely
- Participated in BOCC employee handbook work session
- Working with my staff and KS Forest Service staff to write a Community Wildfire Protection Plan (CWPP) which is a prerequisite for applying for a Community Wildfire Defense Grant (CWDG)

Items awaiting legal review:

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



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Admin. Asst. M. Horstmeier

Continued to track and input Volunteer Firefighter Stipends into Payroll.

Processed invoices and submitted receipts for AP and Purchase Cards.

Sent biweekly reminders to Firefighters who needed to complete their reports. Assisted in processing and completing reports as needed.

Continued to maintain the burn permit database, process renewed and new burn permits. Sent updated burn permit excel spreadsheet to Riley County Dispatch for their records. Continued to maintain the controlled burn map with the help of GIS (who recently updated it). Complied and sent the monthly Prescribe Burn Report to the Kansas Forest Service for their records.

Wrote and distributed the April Extinguisher Newsletter.

Assisted newly recruited Volunteer Firefighter in completing their onboarding and getting their gear and equipment.

Complete the February LSSE Financial Status Report to remain compliant with the LSSE Grant received last year.

Gathered the necessary data and information for the Assistance to Firefighters Grant. Submitted the application to the AFG, as well.

Scheduled and attended the ResponseRack Preview with FC Russel Stukey and DC Doug Russell.

ResponseRack is a NFIRS compliant software targeted at volunteer firefighter departments.

Successfully completed the NIMS: IS-29 course on Public Information Officer Awareness.

Attended the State of Kansas "Managing Personal Finances" webinar.

Attended the NVFC webinar on "Human Trafficking" and how emergency responders can help, as well as attended the NVFC roundtable talk on "Proposed OSHA Standard Update and What it means for Volunteer Fire Departments."

Attended several webinars on the SAFER and FS&P grants.

Attended the Lexipol webinars on "Peer Support in 2024: A New Model for Today's Challenges" and "Firefighter Therapy: Busting Myths and Stopping Stigma."

See below for Firefighter statistics for the month of February.

March FF Stats	Total Number
New Applications	5
Rejected/Withdrawn Candidates	4
Hired Candidates	4
Probationary Firefighters	16
Trained Firefighters	112
Total Active Members	129
Terminations	0
Resignations	4
Retirements	0



Riley County Emergency Management
 Riley County Fire District #
 115 N. 4th St
 Manhattan, Kansas 66506
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Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Station 102 progress. Buildings is going up.
- Working on County trainings for April
- Preparing for Wildland season.
- Preparing for hose testing April 2 and 3
- Waiting on County Council on University Park.
- Working with Chief Stukey on DCA position.
- Working with Admin Assistant to outfit new FFs.
- FRA insurance meetings
- Fire Fighters association received an anonymous Donation
- Purchased new fridges from donations for 5 stations.
- Working on updated driver check off sheets
- Wednesday March 27th stations burned county shops grass to the west to clean it up
- Attended storm spotter training

Deputy Chief of Administration

Open

Submitted by:
 Russel Stukey, EM

Attachment: Staff Update Fire_EM (14631 : EM/FIRE Staff Update March)

Riley County Fire District #1

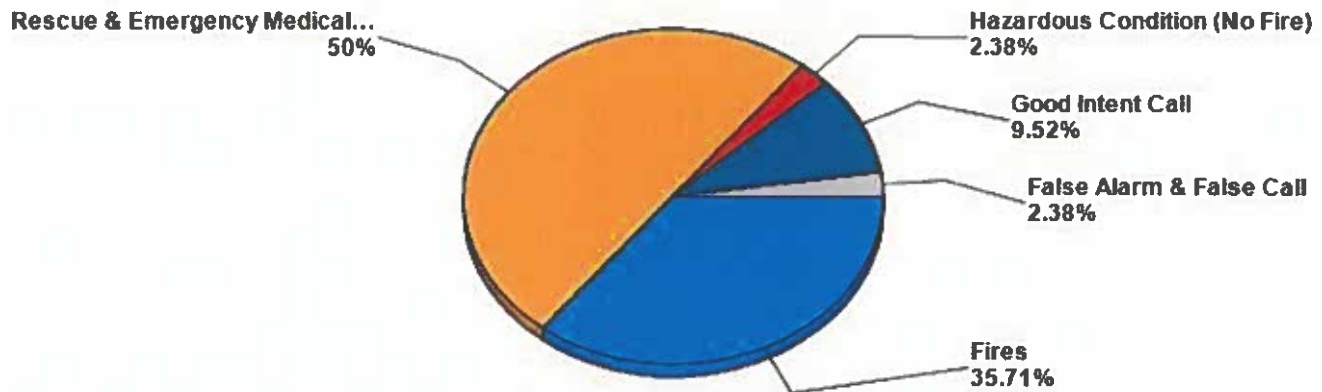
Manhattan, KS

This report was generated on 3/27/2024 6:47:35 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2024 | End Date: 03/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	15	35.71%
Rescue & Emergency Medical Service	21	50%
Hazardous Condition (No Fire)	1	2.38%
Good Intent Call	4	9.52%
False Alarm & False Call	1	2.38%
TOTAL	42	100%

Attachment: Staff Update Fire_EM (14631 : EM/FIRE Staff Update March)

Riley County Fire District #1

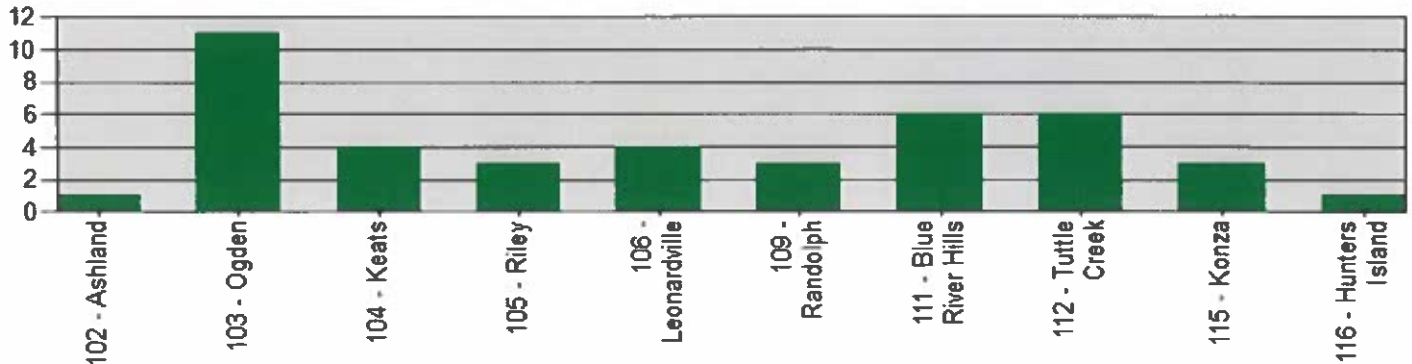
Manhattan, KS

This report was generated on 3/27/2024 6:49:02 AM



Incidents per Station for Date Time Range for Station

Start Time: 00:00 | End Time: 23:00 | Incident Type(s): All Incident Types | Station: All Stations | Start Date: 03/01/2024 | End Date:



STATION	COUNT
102 - Ashland	1
103 - Ogden	11
104 - Keats	4
105 - Riley	3
106 - Leonardville	4
109 - Randolph	3
111 - Blue River Hills	6
112 - Tuttle Creek	6
115 - Konza	3
116 - Hunters Island	1
TOTAL:	42

Attachment: Staff Update Fire_EM (14631 : EM/FIRE Staff Update March)