



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Plaza Reservation Request for Kansas Science Festival/Downtown Manhattan, Inc.
4. Highway Use Permit, Evergy- Wildcat Creek Rd
5. Highway Use Permit, Twin Valley Telephone
6. Week of the Young Child Proclamation
7. Proclamation for 2024 National County Government Month
8. Sign Riley County Position Action Form(s)

Review Minutes

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

12. Year to date budget and expenditure reports

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:30 AM

Press Conference

- 15. Presentation of the Week of the Young Child Proclamation - John Ford and Jan Scheideman (3-5 minutes)
- 16. Presentation of the National County Government Month Proclamation - John Ford and Vivienne Leyva (3-5 minutes)

9:40 AM**John Ellermann, Public Works Director/County Engineer**

- 17. Public Works Project Update

9:55 AM**Katharine Hensler, Museum Director**

- 18. Staff Report - Riley County Historical Museum

10:10 AM**Elizabeth Ward, Human Resources Director**

- 19. Working session - Employee Policy Manual proposal

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.



OUTSIDE AGENCY
Plaza Reservation Request

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: April 8, 2024

SUBJECT: Plaza Reservation Request for Kansas Science Festival/Downtown Manhattan, Inc.

PRESENTER: Gina Snyder, Downtown Manhattan

Move to approve a Plaza Reservation Request for the Kansas Science Festival and Downtown Manhattan, Inc. for Saturday, April 27, 2024 from 10:00 a.m. - 4:00 p.m.

Move to deny

Move to modify

Move to table

Enclosures:

- Plaza Reservation Request (PDF)

PLAZA RESERVATION REQUEST

DATE OF REQUEST: 4/1/24 **DATE OF EVENT:** 4/27/24

REQUESTING ORGANIZATION NAME: Kansas Science Festival and Downtown Manhattan, Inc.

PURPOSE OF EVENT: use of southern most corner of plaza to fly paper airplanes

AREA OF PLAZA TO BE USED: southwest corner near City sidewalk and 5th street crosswalk

PROGRAM OF ACTIVITIES: STEM activities

EXPECTED ATTENDANCE: 100 **HOURS REQUESTED:** 4 10:00am - 4:00pm

CONTACT PERSON: Alina De La Mota or Gina Snyder

ADDRESS: 409 Poyntz Ave

TELEPHONE NUMBER: 785-313-3970

Are Loudspeakers at this Event Approved by County Commission?: Yes No

RESERVATION APPROVED:

DATE: _____

CHAIRMAN, BOARD OF
RILEY COUNTY COMMISSIONERS

NOTE TO APPLICANT: PLEASE BE AWARE OF THE FOLLOWING CONDITIONS FOR RESERVATION OF PLAZA:

1. No loudspeakers are allowed at this event unless approved above by the County Commission. Be aware excessive noise during the event may disturb customers and owners of nearby businesses, so work to keep the volume level of the event at a reasonable level, whether approved loudspeakers are used or not.
2. Encourage event participants to not litter the area during the event, and clean the area at the end of your event.
3. No alcohol may be served or consumed in the Plaza.
4. The two sets of west outside steps of the Courthouse and the single set of outside steps east of the Carnegie Building must remain open for public and staff access during the event. No participants shall stand on these steps during the event. Each building's outside steps must remain open and accessible to the public and staff during the event.

cc: Public Works Director

Attachment: Plaza Reservation Request (14649 : Plaza Reservation Request)

Cindy Kabriel

From: Gina Snyder [REDACTED]
Sent: Tuesday, April 2, 2024 2:35 PM
To: Rich Vargo; Cindy Kabriel
Subject: formal request to use the southwest corner of the plaza
Attachments: County Plaza Reservation Request.doc

Hi!

It's Kansas Science Festival time and I am requesting the use of the plaza (a small corner) to be used for the paper airplane building and flying contest. We have requested this reservation for two years, require no electricity and will not have amplified sound.

What is the date and time of the meeting I can make the formal request?

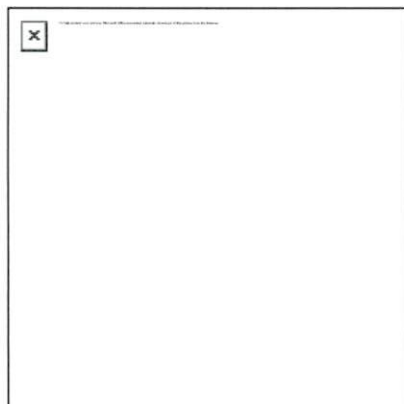
Reservation form attached.

Thank you,
 Gina



Gina Snyder

Executive Director
 Downtown Manhattan, Inc.



785-537-9683 | 7853133970



<https://downtownmhk.com/>

409 Poyntz Avenue, Suite 103, Manhattan, Ks, 66502

*** Downtown Manhattan, Inc has a new office location. We are located at 409 Poyntz Avenue directly across the street from the Wareham Theatre.*



PUBLIC WORKS
Permit

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 8, 2024

SUBJECT: Highway Use Permit, Evergy- Wildcat Creek Rd

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

Evergy has requested permission to bore in a new underground conduit crossing 4' under Wildcat Creek Rd at 457 Wildcat Creek Rd. Details are shown on the attached map.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Evergy, permission to complete work as outlined in permit

Enclosures:

- 03.25.2024 Evergy Wildcat Creek 2024-004 (PDF)

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

<u>Evergy</u>	<u>Install Underground Primary</u>
Applicant Name	Type of Construction
<u>225 S Seth Child</u>	<u>Manhattan</u>
Applicant Mailing Address	City
	<u>KS</u>
	State
	<u>66502</u>
	Zip

Applicant hereby requests permission to BORE IN NEW UNDERGROUND CONDUIT CROSSING 4' UNDER WILDCAT CREEK RD. along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: <u>Jamie Smith</u>	03/25/24
Submitter's signature	Date
<u>Jamie Smith / Design Tech</u>	
Printed Name & Title	
<u>785-340-5418</u>	<u>LARSON CONST</u>
Submitter's Telephone Number	Contractor Name
<u>jamie.smith@evergy.com</u>	<u>785-537-0160</u>
Submitter's Email Address	Contractor Telephone Number
<u>APR. 15th</u>	<u>APR. 15TH – MAY. 6TH</u>
Proposed Date of Construction	Estimated Duration of Construction

RECOMMENDED BY: _____
Riley County Engineer

Permit granted this ____ day of _____, 20 ____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: _____

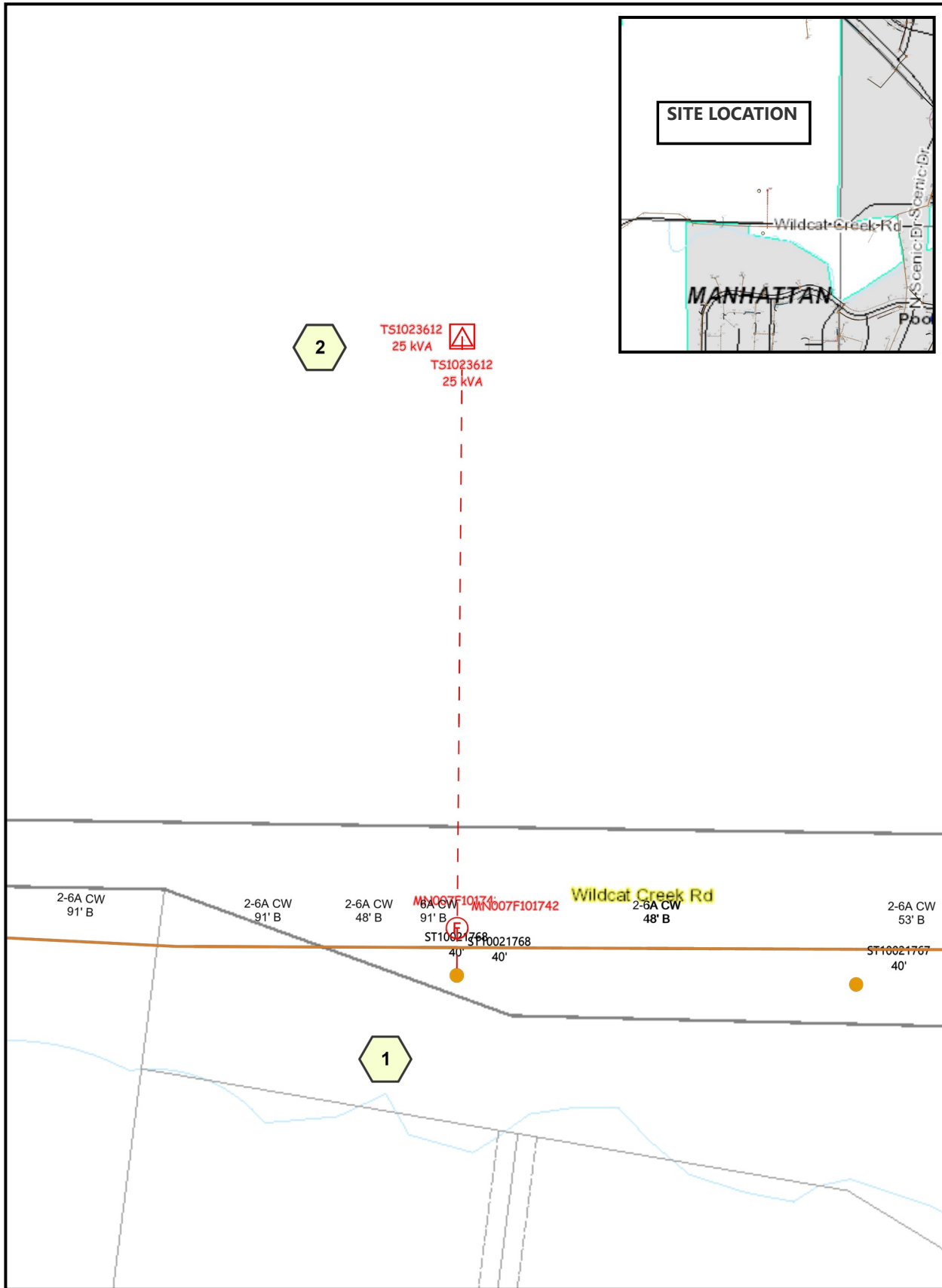
\$1,000 Deposit _____ Bond _____ Letter _____

Receipt No. _____ Date: _____

Signature: _____

Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned



4.a

WL 1
TAG#
MN007F101742
INSTALL PRIMARY
UG RISER 15T.

WL 2
TS# 1023612
INSTALL 25KVA
PADMOUNT XFMR
DOOR FACING
SOUTH

WL 1-2
INSTALL #2 CID
330'.

FEEDER:
M007F22511
WILD 12-009

457 WILDCAT
CREEK RD

Attachment: 03.25.2024 Evergy Wildcat Creek 2024-004 (14642 : Highway Use Permit-Evergy 2024-004)

DISCLAIMER AND COPYRIGHT NOTICE

The information contained on this drawing/map is used to locate, identify and/or inventory Evergy Inc. electrical facilities located on parcels of land in the Evergy Inc. service area. It is intended for reference purposes only and is not to be construed or used as a "legal description." Map information is believed to be accurate but accuracy is not guaranteed. This information should not be relied upon as a substitute for an actual field survey. This drawing/map is not to be used as a substitute for using the ONE-CALL system for purposes of digging and excavation. You must call ONE-CALL (811) to notify operators of underground facilities of proposed excavation or digging to request that member companies mark their underground facilities before they dig! In no event will Evergy Inc. be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary that might arise from the inaccuracy, use or misuse of this map or the information it contains. You are prohibited from reproducing or distributing this drawing/map or any portion of it without written permission of Evergy Inc. © Evergy Inc. All rights reserved.

Exist New

Line Direction

N

evergy

Think Safety!

Title: **INSTALL UG PRIMARY & PADMOUNT**

By: **JAMIE SMITH** WO#: **M104267535** Crew HQ: **70115**

Designer Phone: **785-340-5418** Sub/Ckt: **WILD 12-009** Date: **12-009** Sheet: **1**

Packet Pg. 9

PRINTED IN U.S.A.

CRB 111-2

Riley County Public Works6215 Tuttle Creek Blvd.
Manhattan, Kansas 66503
785-537-6330**CASH
RECEIPT**Date 03.25.2024

013300

Received From Evergy

Address _____

Dollars \$ 100⁰⁰For Highway Use Permit 2024-004 Wildcat Creek Rd

ACCOUNT			HOW PAID		
AMT OF ACCOUNT	200	00	CASH		
AMT PAID	100	00	CHECK		
BALANCE DUE	100	00	MONEY ORDER ☐		
			CREDIT CARD ☐		

Refer to deposit from 13094
6/2/23By Indira Rose

Attachment: 03.25.2024 Evergy Wildcat Creek 2024-004 (14642 : Highway Use Permit-Evergy 2024-004)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/11/2023

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 have ADDITIONAL INSURED provisions or 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
McGriff Insurance Services, LLC
P.O. Box 10265
Birmingham, AL 35202

CONTACT NAME:
PHONE
(A/C, No, Ext): 1-800-476-2211
E-MAIL ADDRESS:

FAX
(A/C, No):

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Assoc. Elec. & Gas Ins. Serv. Ltd. (AEGIS) AA-3190004

INSURER B: Self-Insured

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Evergy Inc. including Evergy Kansas Central, Inc.
1200 Main St
Kansas City, MO 64105-2122

COVERAGES

CERTIFICATE NUMBER: CDS3A4DY

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY			SELF-INSURED UP TO \$5M	10/19/2023	10/19/2024	EACH OCCURRENCE \$ 5,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ included
							MED EXP (Any one person) \$ included
							PERSONAL & ADV INJURY \$ included
							GENERAL AGGREGATE \$ included
							PRODUCTS - COMP/OP AGG \$ included
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	☐ POLICY ☐ PROJECT ☐ LOC						
	OTHER:						
B	AUTOMOBILE LIABILITY			SELF-INSURED UP TO \$5M	10/19/2023	10/19/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$ n/a
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$ n/a
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$ n/a
	☐ SCHEDULED AUTOS						\$
	☐ NON-OWNED AUTOS ONLY						
A	UMBRELLA LIAB			XL5761506P	10/19/2023	10/19/2024	EACH OCCURRENCE \$ 5,000,000
	☒ EXCESS LIAB						AGGREGATE \$ 5,000,000
	☐ DED ☒ RETENTION \$5,000,000						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							\$
							\$
							\$
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is included as Additional Insured if required by written contract, subject to policy terms, conditions and exclusions.

CERTIFICATE HOLDER

RILEY COUNTY PUBLIC WORKS
110 COURTHOUSE PLAZA
MANHATTAN, KS 66502

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

[Signature]



PUBLIC WORKS
Permit

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 8, 2024

SUBJECT: Highway Use Permit, Twin Valley Telephone

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

Twin Valley Telephone has requested permission to bury fiber optic in Keats according to the details and route shown on the attached maps.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to complete work as outlined in permit.

Enclosures:

- 04.02.2024 Twin Valley-Fiber Optic in Keats 2024-005 (PDF)

Permit No. 2024-005 Keats

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Twin Valley Telephone Fiber optic
 Applicant Name Type of Construction
22 W Spruce Miltonvale KS 67466
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to bury fiber optic in town of Keats
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: Kathy Gregory 4-2-2024
 Submitter's signature Date
Kathy Gregory Const. Coordinator
 Printed Name Title
785-630-0322 Universal Cable
 Submitter's Telephone Number Contractor Name
Kgregory@twinvalley.com 913-481-7839
 Submitter's Email Address Contractor Telephone Number
4-7-2024 6 months
 Proposed Date of Construction Estimated Duration of Construction

RECOMMENDED BY: _____
 Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: _____

\$1,000 Deposit _____ Bond _____ Letter _____

Receipt No. _____ Date: _____

Signature: _____

Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned

Riley County Public Works

8215 Tuttle Creek Blvd.

Manhattan, Kansas 66503

785-537-6330

CASH
RECEIPT

Date

4.2.2024

5.a

013307

Do Not Deposit

Received From

TWIN VALLEY TELEPHONE

Address

22 W Spruce Miltonvale KS 67466

Dollars \$ 100.00

For

FIBER OPTIC IN KEATS HIGHWAY USE PERMIT 2024

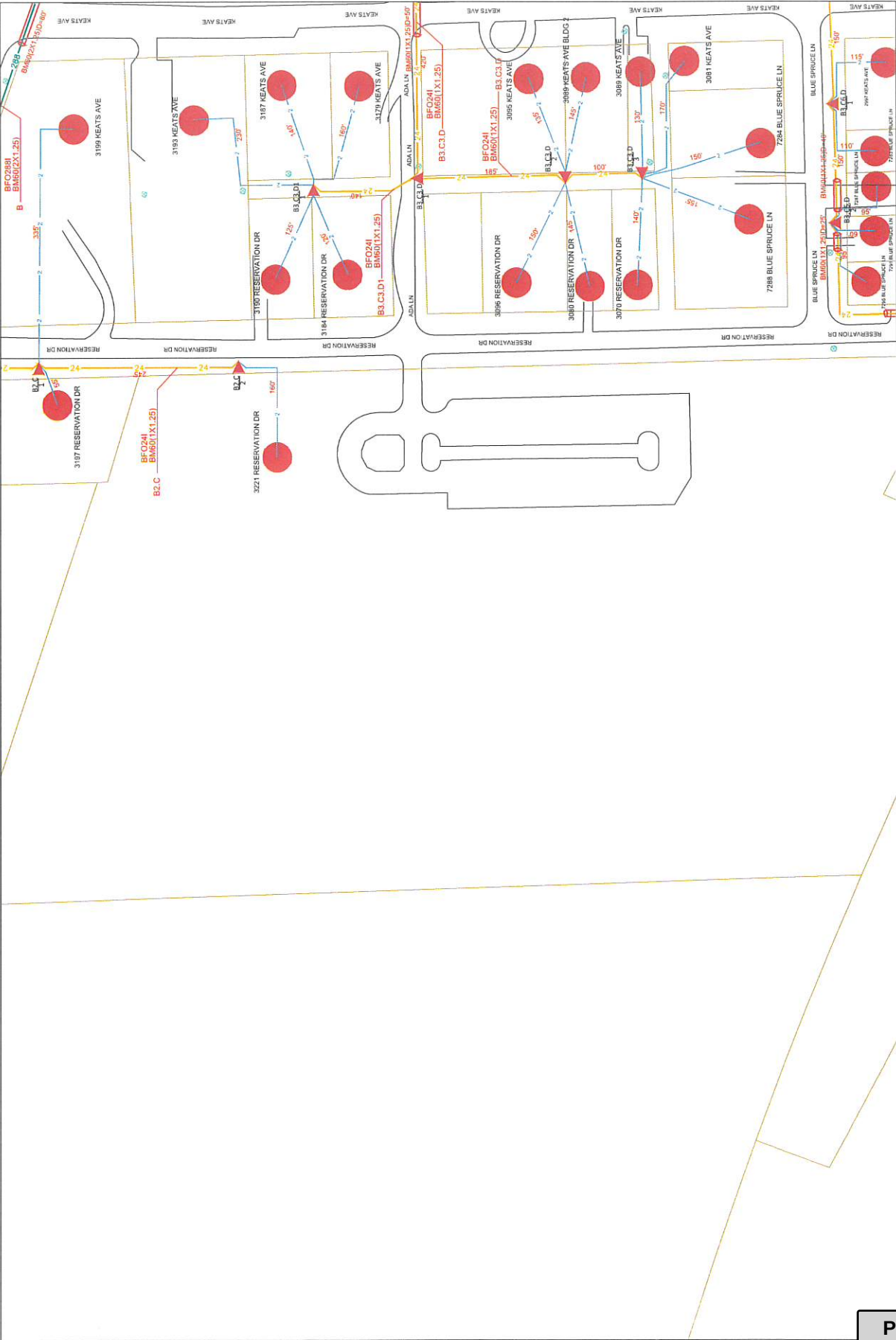
ACCOUNT

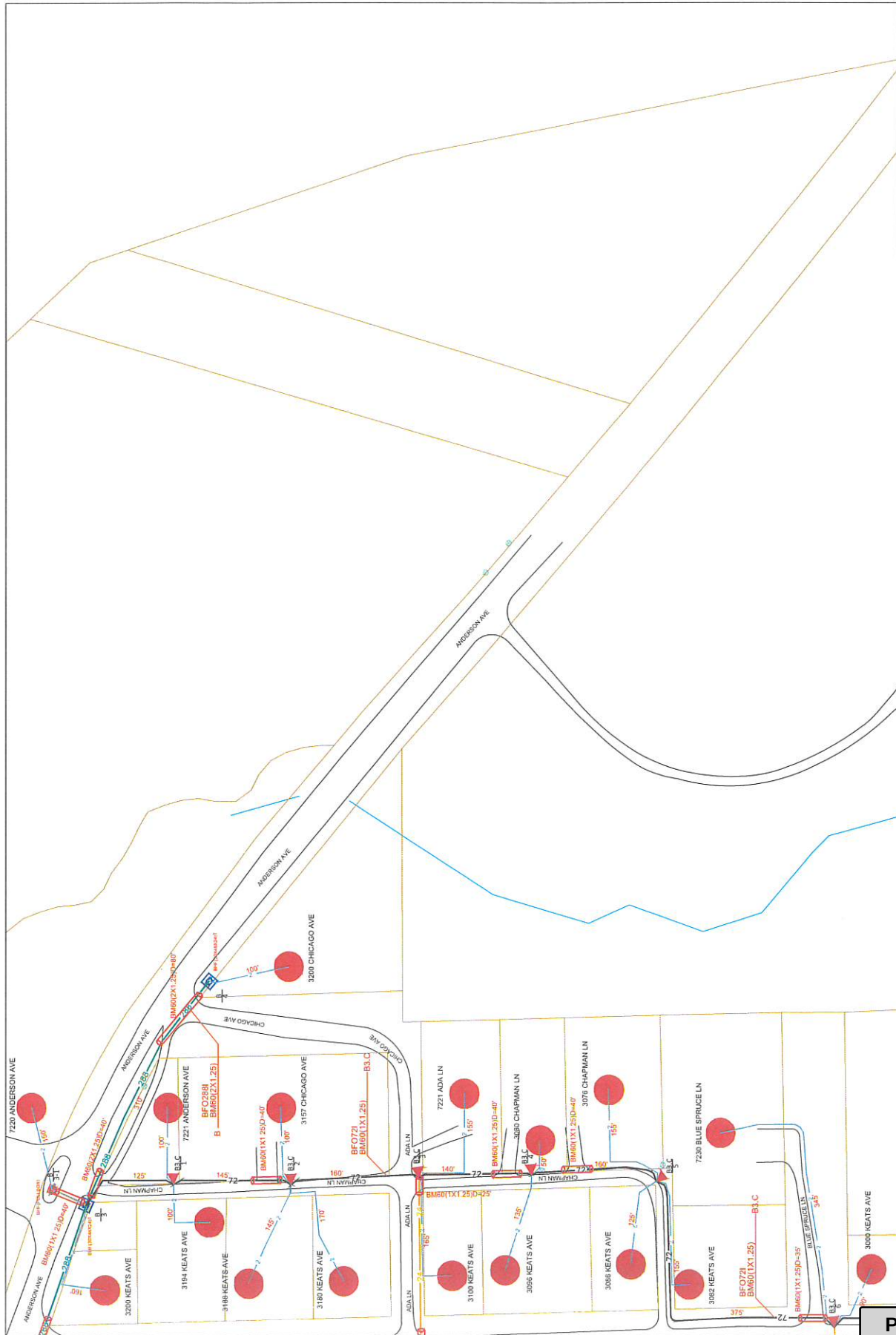
HOW PAID

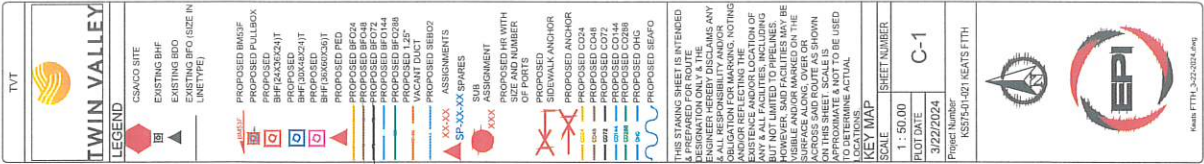
AMT. OF ACCOUNT	400 00	CASH			Refer to deposit	13192
AMT. PAID	100 00	CHECK				11.17.2023
BALANCE DUE	300 00	MONEY ORDER ☐			<i>[Signature]</i>	deposit 500.00
		CREDIT CARD ☐				

Attachment: 04.02.2024 Twin Valley-Fiber Optic in Keats 2024-005 (14651 : Highway Use Permit-Twin Valley Telephone 2024-005)









TVT

TWIN VALLEY
LEGEND

CHICAGO SITE
 EXISTING BHF
 EXISTING BCO
 EXISTING BFO (SIZE IN LINE TYPE)

PROPOSED BMSF
 PROPOSED PULLBOX
 PROPOSED BFO 10'x10'
 PROPOSED BFO 12'x12'
 PROPOSED BFO 15'x15'
 PROPOSED BFO 18'x18'
 PROPOSED BFO 24'x24'
 PROPOSED BFO 30'x30'
 PROPOSED BFO 36'x36'
 PROPOSED BFO 42'x42'
 PROPOSED BFO 48'x48'
 PROPOSED BFO 54'x54'
 PROPOSED BFO 60'x60'
 PROPOSED BFO 66'x66'
 PROPOSED BFO 72'x72'
 PROPOSED BFO 78'x78'
 PROPOSED BFO 84'x84'
 PROPOSED BFO 90'x90'
 PROPOSED BFO 96'x96'
 PROPOSED BFO 102'x102'
 PROPOSED BFO 108'x108'
 PROPOSED BFO 114'x114'
 PROPOSED BFO 120'x120'
 PROPOSED BFO 126'x126'
 PROPOSED BFO 132'x132'
 PROPOSED BFO 138'x138'
 PROPOSED BFO 144'x144'
 PROPOSED BFO 150'x150'
 PROPOSED BFO 156'x156'
 PROPOSED BFO 162'x162'
 PROPOSED BFO 168'x168'
 PROPOSED BFO 174'x174'
 PROPOSED BFO 180'x180'
 PROPOSED BFO 186'x186'
 PROPOSED BFO 192'x192'
 PROPOSED BFO 198'x198'
 PROPOSED BFO 204'x204'
 PROPOSED BFO 210'x210'
 PROPOSED BFO 216'x216'
 PROPOSED BFO 222'x222'
 PROPOSED BFO 228'x228'
 PROPOSED BFO 234'x234'
 PROPOSED BFO 240'x240'
 PROPOSED BFO 246'x246'
 PROPOSED BFO 252'x252'
 PROPOSED BFO 258'x258'
 PROPOSED BFO 264'x264'
 PROPOSED BFO 270'x270'
 PROPOSED BFO 276'x276'
 PROPOSED BFO 282'x282'
 PROPOSED BFO 288'x288'
 PROPOSED BFO 294'x294'
 PROPOSED BFO 300'x300'
 PROPOSED BFO 306'x306'
 PROPOSED BFO 312'x312'
 PROPOSED BFO 318'x318'
 PROPOSED BFO 324'x324'
 PROPOSED BFO 330'x330'
 PROPOSED BFO 336'x336'
 PROPOSED BFO 342'x342'
 PROPOSED BFO 348'x348'
 PROPOSED BFO 354'x354'
 PROPOSED BFO 360'x360'
 PROPOSED BFO 366'x366'
 PROPOSED BFO 372'x372'
 PROPOSED BFO 378'x378'
 PROPOSED BFO 384'x384'
 PROPOSED BFO 390'x390'
 PROPOSED BFO 396'x396'
 PROPOSED BFO 402'x402'
 PROPOSED BFO 408'x408'
 PROPOSED BFO 414'x414'
 PROPOSED BFO 420'x420'
 PROPOSED BFO 426'x426'
 PROPOSED BFO 432'x432'
 PROPOSED BFO 438'x438'
 PROPOSED BFO 444'x444'
 PROPOSED BFO 450'x450'
 PROPOSED BFO 456'x456'
 PROPOSED BFO 462'x462'
 PROPOSED BFO 468'x468'
 PROPOSED BFO 474'x474'
 PROPOSED BFO 480'x480'
 PROPOSED BFO 486'x486'
 PROPOSED BFO 492'x492'
 PROPOSED BFO 498'x498'
 PROPOSED BFO 504'x504'
 PROPOSED BFO 510'x510'
 PROPOSED BFO 516'x516'
 PROPOSED BFO 522'x522'
 PROPOSED BFO 528'x528'
 PROPOSED BFO 534'x534'
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 PROPOSED BFO 666'x666'
 PROPOSED BFO 672'x672'
 PROPOSED BFO 678'x678'
 PROPOSED BFO 684'x684'
 PROPOSED BFO 690'x690'
 PROPOSED BFO 696'x696'
 PROPOSED BFO 702'x702'
 PROPOSED BFO 708'x708'
 PROPOSED BFO 714'x714'
 PROPOSED BFO 720'x720'
 PROPOSED BFO 726'x726'
 PROPOSED BFO 732'x732'
 PROPOSED BFO 738'x738'
 PROPOSED BFO 744'x744'
 PROPOSED BFO 750'x750'
 PROPOSED BFO 756'x756'
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 PROPOSED BFO 768'x768'
 PROPOSED BFO 774'x774'
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 PROPOSED BFO 786'x786'
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 PROPOSED BFO 1824'x1824'
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 PROPOSED BFO 1836'x1836'
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 PROPOSED BFO 1848'x1848'
 PROPOSED BFO 1854'x1854'
 PROPOSED BFO 1860'x1860'
 PROPOSED BFO 1866'x1866'
 PROPOSED BFO 1872'x1872'
 PROPOSED BFO 1878'x1878'
 PROPOSED BFO 1884'x1884'



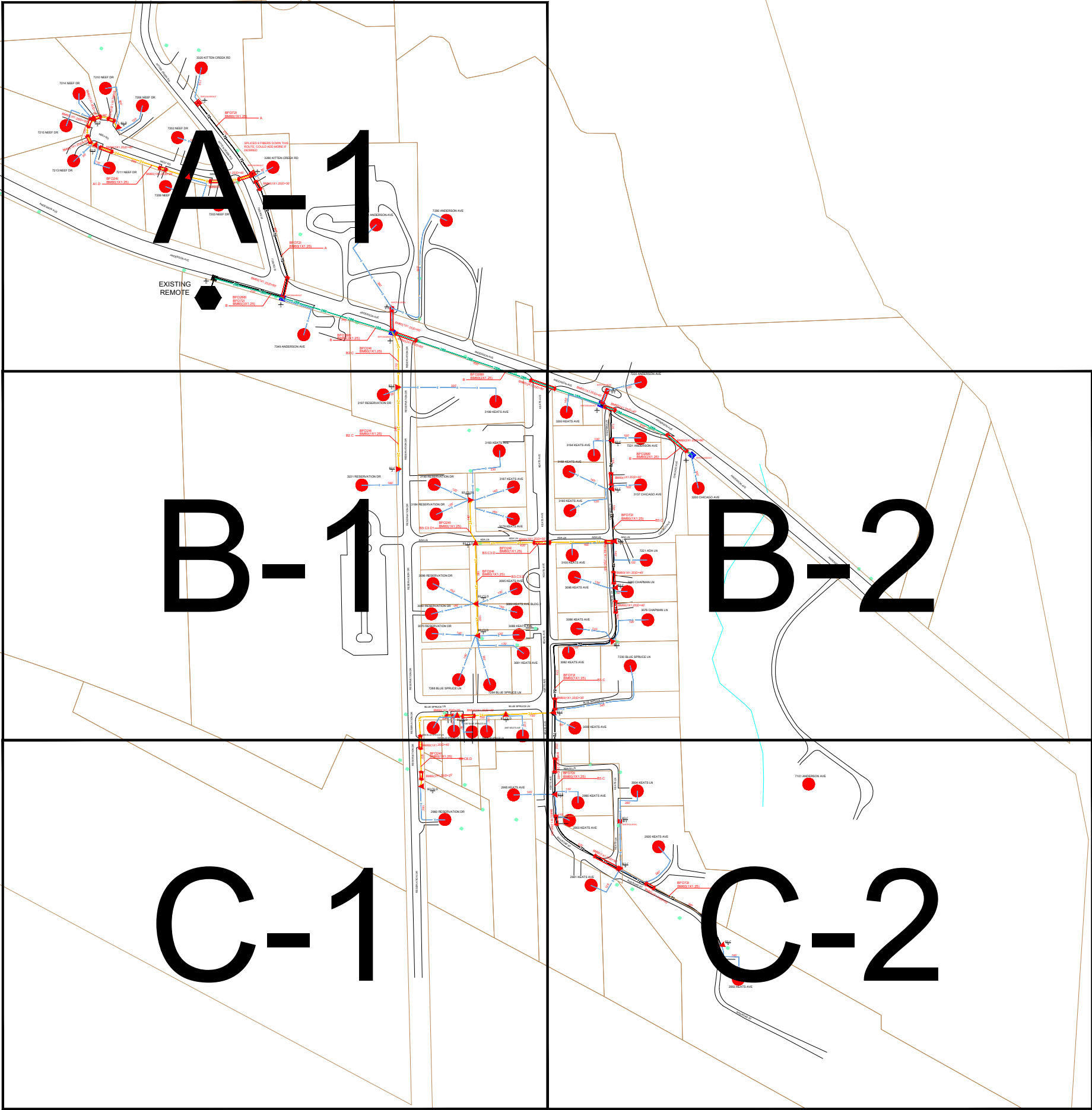
TWIN VALL

LEGEND

- CSA/CO SITE
- EXISTING BHF
- EXISTING BDO
- EXISTING BFO (S LINETYPE)
- PROPOSED BMS
- PROPOSED PULI
- PROPOSED BHF(24X36X24)T
- PROPOSED BHF(30X48X24)T
- PROPOSED BHF(36X60X36)T
- PROPOSED PED
- PROPOSED BFO
- PROPOSED BFO
- PROPOSED BFO
- PROPOSED BFO
- PROPOSED 1.25'
- VACANT DUCT
- PROPOSED SEB
- ASSIGNMENTS
- SP-XX-XX SPARES
- SUB ASSIGNMENT
- PROPOSED HR V SIZE AND NUMB OF PORTS
- PROPOSED SIDEWALK ANCH
- PROPOSED ANC
- PROPOSED CO2
- PROPOSED CO4
- PROPOSED CO7
- PROPOSED CO1
- PROPOSED CO2
- PROPOSED OHG
- PROPOSED SEAI

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KEY MAP	
SCALE	SHEET NUMBER
NTS	
PLOT DATE	KEY
3/22/2024	
Project Number: KS575-01-021 KEATS FTTH	



TVT



TWIN VALL

LEGEND

- CSA/CO SITE
- EXISTING BHF
- EXISTING BDO
- EXISTING BFO (S LINETYPE)
- PROPOSED BMS
- PROPOSED PULL
- PROPOSED BHF(24X36X24)T
- PROPOSED BHF(30X48X24)T
- PROPOSED BHF(36X60X36)T
- PROPOSED PED
- PROPOSED BFO
- PROPOSED BFO
- PROPOSED BFO
- PROPOSED BFO
- PROPOSED 1.25'
- VACANT DUCT
- PROPOSED SEB
- XX-XX ASSIGNMENTS
- SP-XX-XX SPARES
- SUB ASSIGNMENT
- PROPOSED HR V SIZE AND NUMB OF PORTS
- PROPOSED SIDEWALK ANCH
- PROPOSED ANC
- PROPOSED CO2
- PROPOSED CO4
- PROPOSED CO7
- PROPOSED CO1
- PROPOSED CO2
- PROPOSED OHG
- PROPOSED SEAI

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KEY MAP

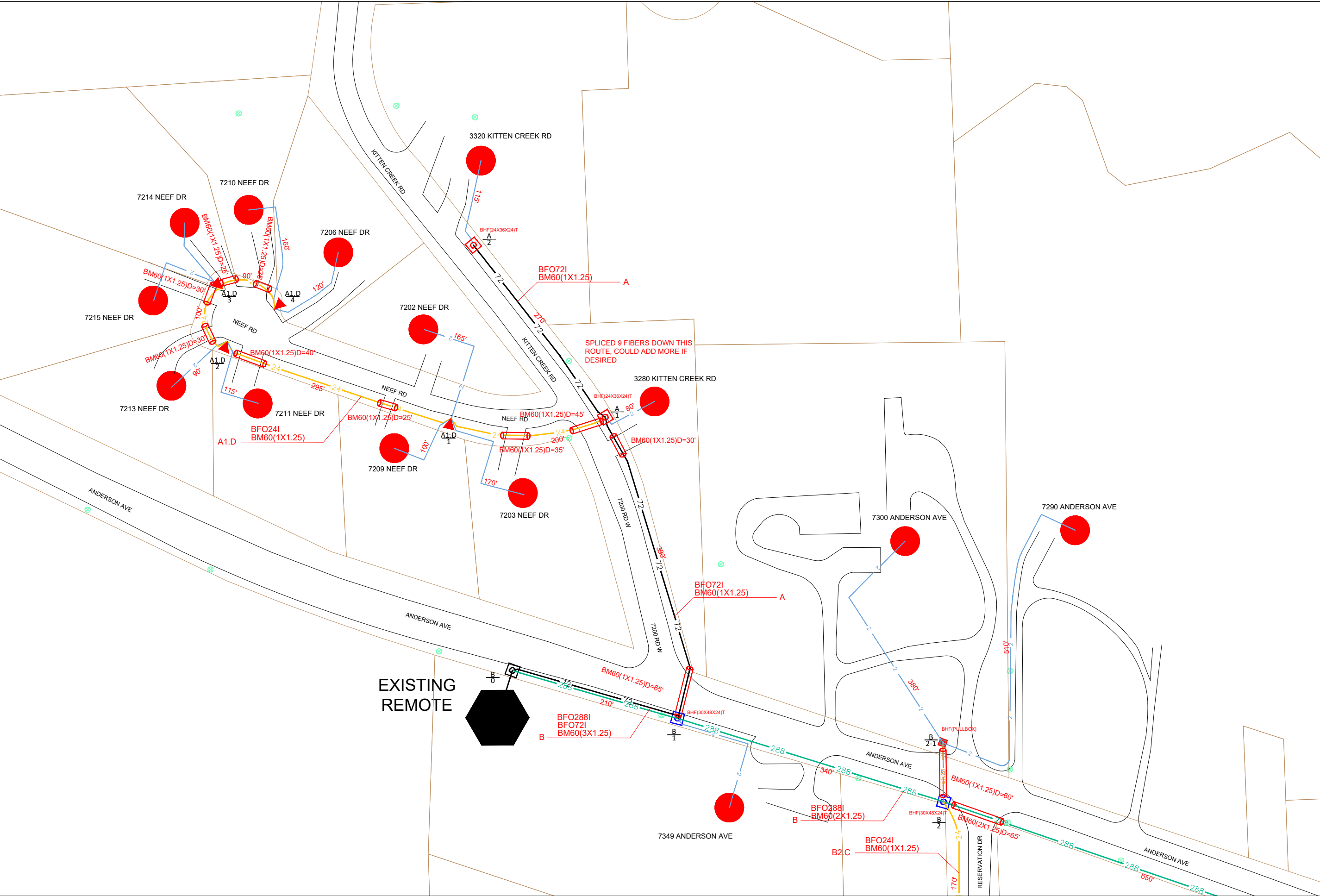
SCALE 1 : 50.00 SHEET NUMBER

PLOT DATE 3/22/2024

Project Number: KS575-01-021 KEATS FTTI



Keats FTTT_3-22-2024.dwg





TWIN VALL

LEGEND

- | | |
|---|--|
|  | CSA/CO SITE |
|  | EXISTING BHF |
|  | EXISTING BDO |
|  | EXISTING BFO (S LINETYPE) |
|  | PROPOSED BM53F |
|  | PROPOSED PUL |
|  | PROPOSED BHF(24X36X24)T |
|  | PROPOSED BHF(30X48X24)T |
|  | PROPOSED BHF(36X60X36)T |
|  | PROPOSED PED |
|  | PROPOSED BFO |
|  | PROPOSED BFO |
|  | PROPOSED BFO |
|  | PROPOSED BFO |
|  | PROPOSED BFO |
|  | PROPOSED 1.25 VACANT DUCT |
|  | PROPOSED SEB |
|  | XX-XX ASSIGNMENTS |
|  | SP-XX-XX SPARES |
|  | SUB ASSIGNMENT |
|  | PROPOSED HR V SIZE AND NUMBER OF PORTS |
|  | PROPOSED SIDEWALK ANCH |
|  | PROPOSED C02 |
|  | PROPOSED C04 |
|  | PROPOSED C07 |
|  | PROPOSED C01 |
|  | PROPOSED C02 |
|  | PROPOSED OHG |
|  | PROPOSED SEA |

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KEY MAP

SCALE	SHEET NUMBER
1 : 50.00	B-1
PLOT DATE	
3/22/2024	

Project Number:	KS575-01-021 KEATS FTT
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Keats FTTH_3-22-2024.dwg



TWIN VALL

LEGEND

- | | |
|---|------------------------------|
|  | CSA/CO SITE |
|  | EXISTING BHF |
|  | EXISTING BDO |
| | EXISTING BFO (S
LINETYPE) |

- | | |
|---|-------------------------|
|  | PROPOSED BM5 |
|  | PROPOSED PULI |
|  | PROPOSED BHF(24X36X24)T |
|  | PROPOSED BHF(30X48X24)T |
|  | PROPOSED BHF(36X60X36)T |
|  | PROPOSED PED |
|  | PROPOSED BFO: |
|  | PROPOSED BFO |
|  | PROPOSED BFO |
|  | PROPOSED BFO |
|  | PROPOSED 1.25" |
|  | VACANT DUCT |
|  | PROPOSED SEB |

-  **XX-XX** ASSIGNMENTS
 **SP-XX-XX** SPARES
 **XXX** SUB ASSIGNMENT

- PROPOSED HR V
SIZE AND NUMB
OF PORTS

- PROPOSED
SIDEWALK ANCHOR

-  PROPOSED ANC
 CO24 PROPOSED CO2
 CO18 PROPOSED CO4

- CO48
 CO72
 CO144
 CO288
 OHG
 PROPOSED SEAL

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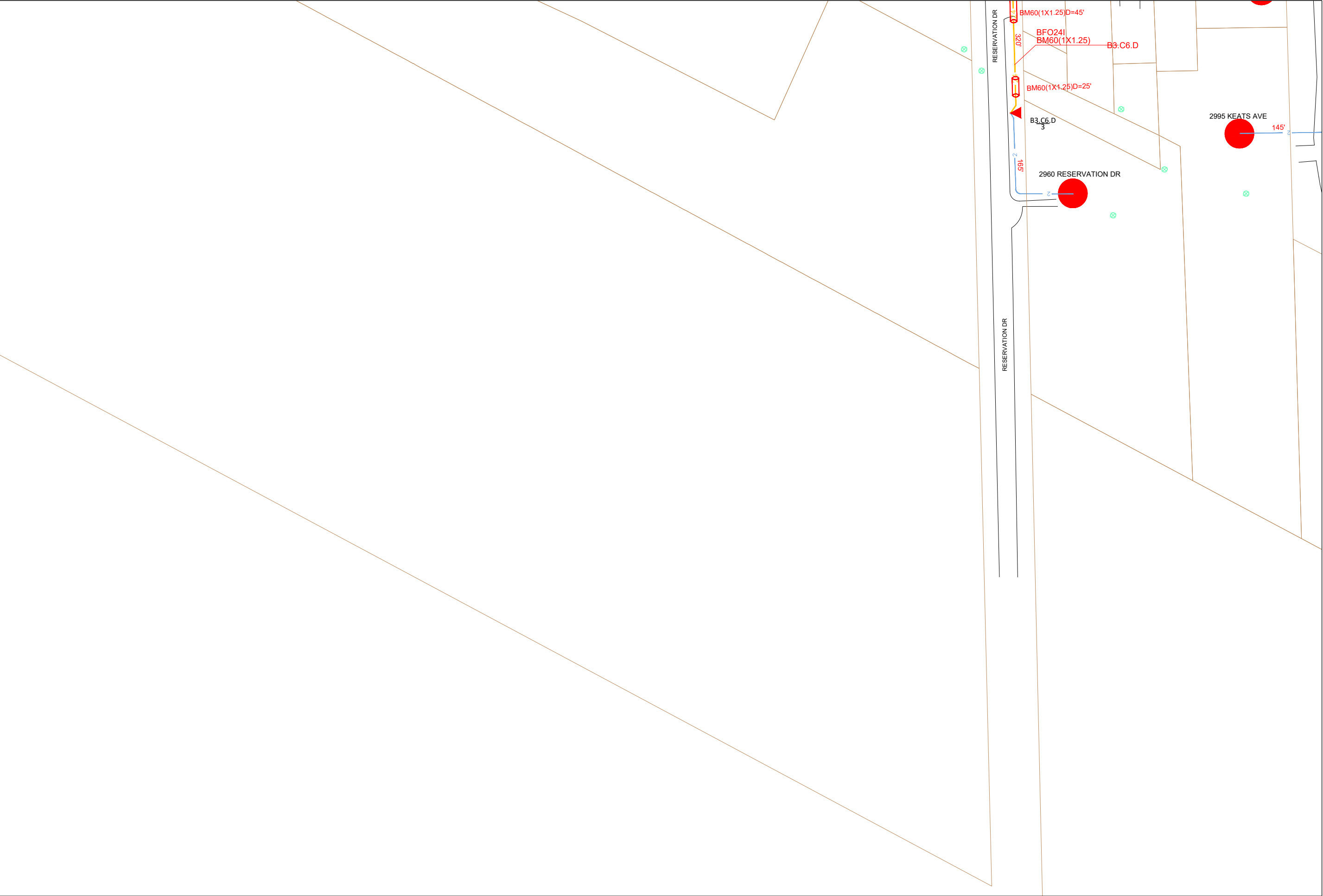
KEY MAP

SCALE	SHEET NUMBER
1 : 50.00	B-2
PLOT DATE	
3/22/2024	

Project Number: KS575-01-021 KEATS FTTI



Keats FTTH_3-22-2024.dwg



5.a

TVT



TWIN VALL

LEGEND

 CSA/CO SITE

 EXISTING BHF

 EXISTING BDO

 EXISTING BFO (S LINETYPE)

 PROPOSED BMS: BMS3F

 PROPOSED PULL

 PROPOSED BHF(24X36X24)T

 PROPOSED BHF(30X48X24)T

 PROPOSED BHF(36X60X36)T

 PROPOSED PED

 PROPOSED BFO: 24"

 PROPOSED BFO: 36"

 PROPOSED BFO: 48"

 PROPOSED BFO: 60"

 PROPOSED 1.25" VACANT DUCT

 PROPOSED SEBI

 ASSIGNMENTS

 SPARES

 SUB ASSIGNMENT

 PROPOSED HR V SIZE AND NUMB OF PORTS

 PROPOSED SIDEWALK ANCH

 PROPOSED ANC

 PROPOSED CO2: C024

 PROPOSED CO4: C048

 PROPOSED CO7: C072

 PROPOSED CO1: C0144

 PROPOSED CO2: C0288

 PROPOSED OHG: OHG

 PROPOSED SEAL

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KEY MAP

SCALE

1 : 50.00

PLOT DATE

3/22/2024

SHEET NUMBER

C-1

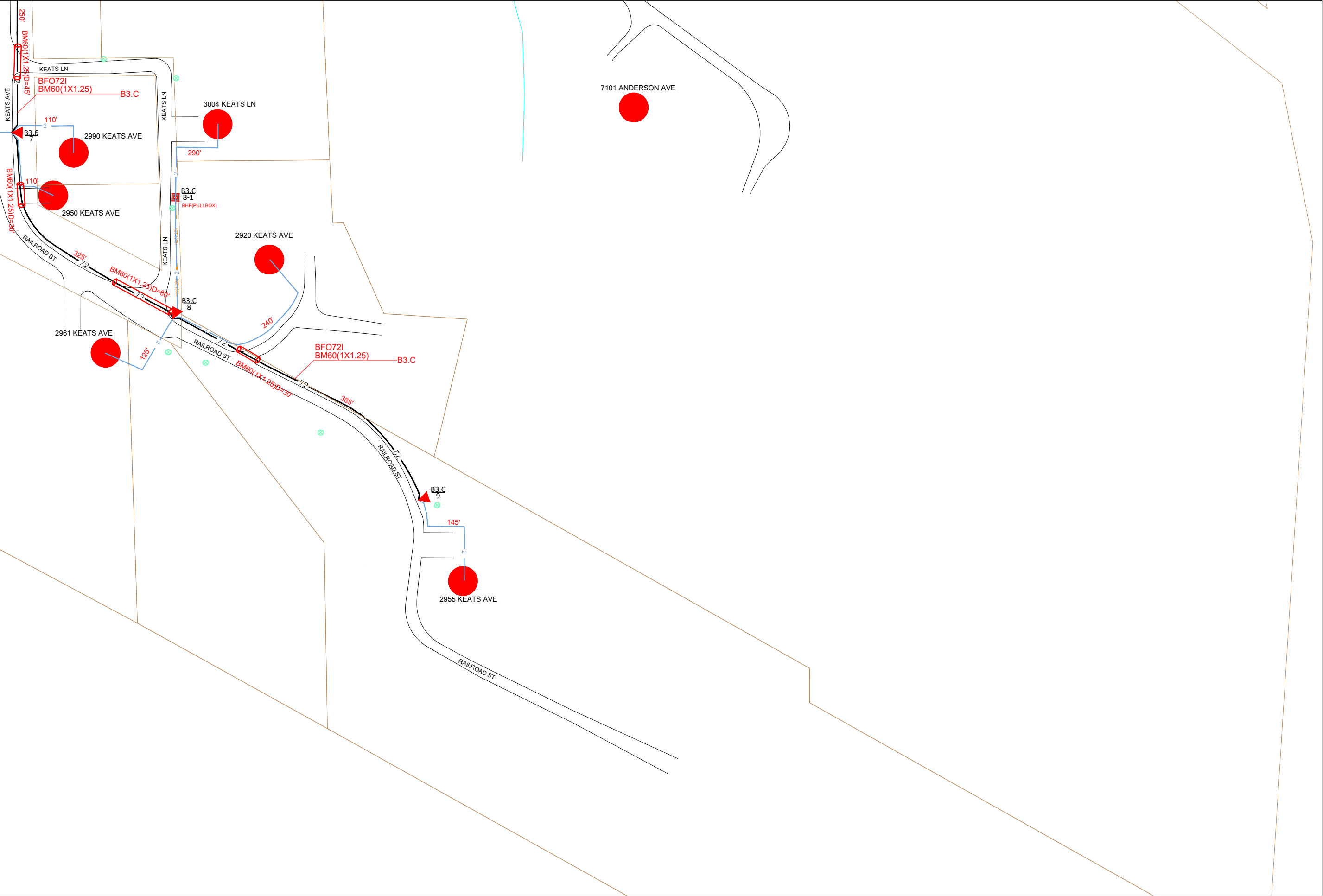
Project Number:
KS575-01-021 KEATS FTTI



Keats FTTH_3-22-2024.dwg

Packet Pg. 26

Attachment: 04.02.2024 Twin Valley-Fiber Optic in Keats 2024-005 (14651 : Highway Use Permit-Twin Valley Telephone 2024-005)



5.a

TVT

TWIN VALL

LEGEND

CSA/CO SITE
 EXISTING BHF
 EXISTING BDO
 EXISTING BFO (S LINETYPE)

PROPOSED BMS:
 PROPOSED PULL
 PROPOSED BHF(24X36X24)T
 PROPOSED BHF(30X48X24)T
 PROPOSED BHF(36X60X36)T
 PROPOSED PED
 PROPOSED BFO
 PROPOSED BFO
 PROPOSED BFO
 PROPOSED BFO
 PROPOSED 1.25' VACANT DUCT
 PROPOSED SEBI

XX-XX ASSIGNMENTS
 SP-XX-XX SPARES
 SUB ASSIGNMENT
 PROPOSED HR V SIZE AND NUMB OF PORTS
 PROPOSED SIDEWALK ANCH
 PROPOSED ANC
 PROPOSED CO2
 PROPOSED CO4
 PROPOSED CO7
 PROPOSED CO1
 PROPOSED CO2
 PROPOSED OHG
 PROPOSED SEAI

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KEY MAP

SCALE

1 : 50.00

SHEET NUMBE

C-2

PLOT DATE

3/22/2024

Project Number:

KS575-01-021 KEATS FTTH

Keats FTTH_3-22-2024.dwg

Packet Pg. 27

Attachment: 04.02.2024 Twin Valley-Fiber Optic in Keats 2024-005 (14651 : Highway Use Permit-Twin Valley Telephone 2024-005)



HEALTH DEPARTMENT
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Jan Scheideman - Raising Riley Supervisor
MEETING: April 8, 2024
SUBJECT: Week of the Young Child Proclamation
PRESENTER: Jan Scheideman - Raising Riley Supervisor

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:

- 2024 -WOYC-Proclamation (DOCX)

2024 Week of the Young Child Riley County Proclamation

-
- **WHEREAS** the first years of a child's life are the period of the most rapid brain development and lay the foundation for all future learning. Many parents have had to leave or change jobs due to challenges with child care. High quality early care and education helps build strong developmental foundations for young children during the years of greatest brain development, leading to positive outcomes for individual children, and helping them be better prepared for school and more likely to succeed in life; and
 - **WHEREAS** many childcare providers, at great personal and professional cost, kept their doors open in order to support children and families in their community. The lack of sufficient and sustained public investment results in staffing shortages caused by low compensation, which are leading to childcare supply shortages that negatively impact families' ability to work, children's access to safe and quality care, educators' health and well-being; and
 - **WHEREAS** YOUNG CHILDREN NEED, early childhood educators who are incentivized and supported to provide high-quality care to those with high and special needs; and
 - **WHEREAS** WORKING FAMILIES NEED, sufficient high-quality childcare spaces beginning at birth to be available in the community; and
 - **WHEREAS** EARLY CHILDHOOD EDUCATORS NEED, access to supports and services for themselves and the children in their care, including infant early childhood mental health consultation, coaching from Early Intervention therapists serving children, support staff providing comprehensive services, and more.

THEREFORE, we, the Riley County Board of County Commissioners, do hereby proclaim April 7 – 13, 2024 as the Week of the Young Child™ in Riley County, Kansas and encourage all citizens to work to make a good investment in early childhood in Riley County.

The Board of County Commissioners of
Riley County, Kansas

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO,
Riley County Clerk

Riley County Health Department: Raising Riley, Child Care Licensing, Maternal and Child Health, Women, Infant and Children Program, Health Clinic, Public Health Emergency Preparedness, Health Education, Administration

Attachment: 2024 -WOYC-Proclamation (14618 : Week of the Young Child Proclamation)



COUNTY CLERK & ELECTIONS
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: April 8, 2024

SUBJECT: Proclamation for 2024 National County Government Month

PRESENTER: Vivienne Leyva, Public Informaiton Officer

POSSIBLE MOTION(S)

Move to approve the proclamation for April 2024 National County Government Month.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Proclamation National County Government Month - revised (PDF)

NATIONAL COUNTY GOVERNMENT MONTH PROCLAMATION - APRIL 2024

"FORWARD TOGETHER"

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, *Riley County* and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Mary Jo McGuire, NACo is highlighting county leadership through the lens Forward Together, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, Riley County Employees and elected officials provide essential services to residents, performing their duties in a manner that demonstrates a commitment to strong ethics, integrity, fiscal responsibility, and equality;

NOW, THEREFORE, BE IT RESOLVED THAT WE, the Board of County Commissioners, do hereby proclaim April 2024 as National County Government Month and encourage all county officials, employees, schools, and residents to learn more about the important role local government plays in our lives.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk



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: April 8, 2024

SUBJECT: Sign Riley County Position Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-04 Drug Endangered Children PAF (DOCX)

RILEY COUNTY POSITION ACTION FORM

Job Created By
AM Ashley Martinek on 09/26/2023

Posted on Career Page
County of Riley

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Drug Endangered Children Coordinator [DEC Coord]	Work Location Health Department/EMS
Job ID 1976165	Salary \$19.79/hour	Supervisor Position No
Pay Grade Pay Grade 4 [4]	EEO Class Paraprofessionals [5]	Workers Compensation 8810 [8810]
Cost Center 1 Health Department [30]	Cost Center 2 HD-General [400]	Cost Center 3 --
1 Job Slot DRUG EN-1		

Supervisor: Shanika Rose

Department Head: Julie Gibbs

☐No changes to Position or Budget

☐Budgeted

☒New request for budget (details attached)

☒Position Description attached

☐New or updated position description

Total annual hours__1300__

Salary: \$25,727

Budget for Benefits: \$10,162

Total proposed annual budget: \$35,889

Additional Position Comments: __approx 1300 hours/year, 25 hours/week including previously approved hours, Expanded hours from June 1, 2024 thru Sept 30, 2025, filled by incumbent _____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Good Morning Manhattan April 18th
2. Discuss Intergovernmental Luncheon April 22nd

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

7. Monthly Cash Flow Reports

Attachment: 04-11-24 tentative agenda (14192 : Tentative Agenda)

10:40 AM **Shelley Woodard, Deputy County Counselor**
8. Valleywood

11:00 AM **Elizabeth Ward, Human Resources Director**
9. Employee Procedures 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.

Attachment: 04-11-24 tentative agenda (14192 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 15, 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. Proclamation for Americorps Seniors RSVP Program Flint Hills Volunteer Center 50th Anniversary
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

David Adams, EMS/Ambulance Director

3. Staff update

9:30 AM

Press Conference

4. Presentation of the Proclamation for Americorps Seniors RSVP Flint Hills Volunteer Center 50th Anniversary - John Ford and Lori Bishop (3-5 minutes)

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 04-15-24 tentative agenda (14192 : Tentative Agenda)

Announcement

The 2024 Kansas County Commissioners Association (KCCA) Annual Conference will be held April 16-18, 2024 at the Kansas Crossing Casino, Pittsburg, Kansas.

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



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: April 8, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-03 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-03 (PDF)
- March Financial reports 2024 (PDF)

2024 YTD Wages/Overtime Compared to Budget

% of Year Used

25.00%

March

YTD Wages

Budgeted
Wages

YTD OT

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

1 Attorney	\$401,252.63	\$1,890,104.00	\$256.73	\$6,916.00	0.01%	\$401,509.36	\$1,897,020.00	21
2 Clerk	\$218,899.84	\$951,551.00	\$301.37	\$6,433.00	0.03%	\$219,201.21	\$957,984.00	22
3 Commissioners	\$39,194.28	\$174,351.00	\$0.00	\$0.00	0.00%	\$39,194.28	\$174,351.00	22
4 Administrative Services	\$116,367.84	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$116,367.84	\$557,637.00	20
6 Register of Deeds	\$84,144.42	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$84,144.42	\$375,114.00	22
7 Treasurer	\$229,801.70	\$1,006,658.00	\$1,442.49	\$10,130.00	0.14%	\$231,244.19	\$1,016,788.00	22
10 Emergency Mgt	\$49,598.62	\$135,724.00	\$9.47	\$792.00	0.01%	\$49,608.09	\$136,516.00	36
17 Museum	\$86,270.19	\$345,029.00	\$0.00	\$0.00	0.00%	\$86,270.19	\$345,029.00	25
19 Election	\$70,877.45	\$509,811.00	\$293.49	\$7,042.00	0.06%	\$71,170.94	\$516,853.00	13
20 EMS/Ambulance	\$561,249.81	\$2,311,206.00	\$237,234.41	\$1,390,792.00	10.26%	\$798,484.22	\$3,701,998.00	21
22 Appraiser	\$257,895.52	\$1,083,795.00	\$665.11	\$17,139.00	0.06%	\$258,560.63	\$1,290,068.00	20
24 Planning & Development	\$109,171.87	\$490,685.00	\$0.00	\$1,516.00	0.00%	\$109,171.87	\$492,201.00	22
29 Information Tech-GIS	\$152,491.63	\$679,298.00	\$0.00	\$8,219.00	0.00%	\$152,491.63	\$687,517.00	22
30 General Serv.-Separation	\$10,316.86	\$120,000.00	\$0.00	\$0.00	0.00%	\$10,316.86	\$120,000.00	8
40 Public Works	\$835,693.34	\$3,837,928.00	\$25,875.82	\$139,223.00	0.67%	\$861,569.16	\$3,977,151.00	21
41 Noxious Weed	\$105,670.67	\$447,359.00	\$2,522.24	\$12,406.00	0.56%	\$108,192.91	\$459,765.00	23
NON-GENERAL FUNDS								
Solid Waste payroll	\$47,911.12	\$191,080.00	\$12.02	\$16,822.00	0.01%	\$47,923.14	\$207,902.00	23
Fire District #1	\$68,452.63	\$340,399.00	\$8.78	\$671.00	1.74%	\$68,461.41	\$341,070.00	20
Subtotal-All County Funds	\$3,445,260.42	\$15,442,335.00	\$268,621.93	\$1,623,495.00	1.74%	\$3,713,882.35	\$17,254,964.00	
Health Dept.-General Fund	\$96,492.02	\$345,543.00	\$362.62	\$1,930.00	0.10%	\$96,854.64	\$347,473.00	27
Health Dept.-Grant Funds	\$655,476.58	\$2,828,382.00	\$8.47	\$19,210.00	0.00%	\$655,485.05	\$2,847,592.00	23
Community Corrections								
Adult Services	\$62,477.36	\$327,830.00	\$353.36	\$0.00	0.11%	\$62,830.72	\$327,830.00	19
Juvenile Services	\$59,551.70	\$290,394.00	\$331.98	\$0.00	0.11%	\$59,883.68	\$290,394.00	20
Juvenile reinvestment	\$10,012.88	\$135,766.00	\$0.00	\$0.00	0.00%	\$10,012.88	\$67,230.00	14
BJA Grant	\$14,723.59	\$68,536.00	\$1,312.26	\$0.00	1.91%	\$16,035.85	\$68,536.00	23
Subtotal Grant Funds	\$146,765.53	\$822,526.00	\$1,997.60	\$0.00	0.24%	\$148,763.13	\$753,990.00	
Totals	\$4,343,994.55	\$19,438,786.00	\$270,990.62	\$1,644,635.00	1.39%	\$4,614,985.17	\$21,204,019.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-03 (14650 : Year to date budget and expenditure reports)

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	12.b
	Department												
1	Attorney	Regular Salaries	1001	\$133,751.39	\$133,705.27	\$133,795.97	\$401,252.63	\$0.00	\$0.00	\$0.00	\$401,252.63	\$1,862,409.00	
		Seasonal/ASND	1003	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$27,695.00	
		Overtime	1005	\$0.00	\$176.93	\$79.80	\$256.73	\$0.00	\$0.00	\$0.00	\$256.73	\$6,916.00	
				\$133,751.39	\$133,882.20	\$133,875.77	\$401,509.36	\$0.00	\$0.00	\$0.00	\$401,509.36	\$1,897,020.00	
2	Clerk	Regular Salaries	1001	\$69,683.78	\$73,237.39	\$73,237.42	\$216,158.59	\$0.00	\$0.00	\$0.00	\$216,158.59	\$936,551.00	
		Seasonal/ASND	1003	\$1,057.50	\$1,683.75	\$0.00	\$2,741.25	\$0.00	\$0.00	\$0.00	\$2,741.25	\$15,000.00	
		Overtime	1005	\$0.00	\$65.16	\$236.21	\$301.37	\$0.00	\$0.00	\$0.00	\$301.37	\$6,433.00	
				\$70,741.28	\$74,986.30	\$73,473.63	\$219,201.21	\$0.00	\$0.00	\$0.00	\$219,201.21	\$957,984.00	
3	Commissioners	Regular Salaries	1001	\$13,064.76	\$13,064.76	\$13,064.76	\$39,194.28	\$0.00	\$0.00	\$0.00	\$39,194.28	\$174,351.00	
4	Administrative Svcs	Regular Salaries	1001	\$38,789.28	\$38,789.28	\$38,789.28	\$116,367.84	\$0.00	\$0.00	\$0.00	\$116,367.84	\$555,325.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,312.00	
				\$38,789.28	\$38,789.28	\$38,789.28	\$116,367.84	\$0.00	\$0.00	\$0.00	\$116,367.84	\$557,637.00	
6	Register of Deeds	Regular Salaries	1001	\$28,048.14	\$28,048.14	\$28,048.14	\$84,144.42	\$0.00	\$0.00	\$0.00	\$84,144.42	\$372,032.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,082.00	
				\$28,048.14	\$28,048.14	\$28,048.14	\$84,144.42	\$0.00	\$0.00	\$0.00	\$84,144.42	\$375,114.00	
7	Treasurer	Regular Salaries	1001	\$91,410.10	\$67,534.06	\$70,857.54	\$229,801.70	\$0.00	\$0.00	\$0.00	\$229,801.70	\$1,006,658.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$1,442.49	\$1,442.49	\$0.00	\$0.00	\$0.00	\$1,442.49	\$10,130.00	
				\$91,410.10	\$67,534.06	\$72,300.03	\$231,244.19	\$0.00	\$0.00	\$0.00	\$231,244.19	\$1,016,788.00	
10	Emergency Mgt	Regular Salaries	1001	\$16,552.87	\$16,522.87	\$16,522.88	\$49,598.62	\$0.00	\$0.00	\$0.00	\$49,598.62	\$135,724.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$9.47	\$9.47	\$0.00	\$0.00	\$0.00	\$9.47	\$792.00	
				\$16,552.87	\$16,522.87	\$16,532.35	\$49,608.09	\$0.00	\$0.00	\$0.00	\$49,608.09	\$136,516.00	
17	Museum	Regular Salaries	1001	\$25,826.63	\$25,968.14	\$26,022.92	\$77,817.69	\$0.00	\$0.00	\$0.00	\$77,817.69	\$323,579.00	
		Seasonal/ASND	1003	\$1,987.50	\$3,082.50	\$3,382.50	\$8,452.50	\$0.00	\$0.00	\$0.00	\$8,452.50	\$21,450.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$27,814.13	\$29,050.64	\$29,405.42	\$86,270.19	\$0.00	\$0.00	\$0.00	\$86,270.19	\$345,029.00	
19	Election	Regular Salaries	1001	\$18,643.56	\$18,643.57	\$18,643.56	\$55,930.69	\$0.00	\$0.00	\$0.00	\$55,930.69	\$419,641.00	
		Seasonal/ASND	1003	\$1,553.36	\$3,288.85	\$10,104.55	\$14,946.76	\$0.00	\$0.00	\$0.00	\$14,946.76	\$90,170.00	
		Overtime	1005	\$0.00	\$85.60	\$207.89	\$293.49	\$0.00	\$0.00	\$0.00	\$293.49	\$7,042.00	
				\$20,196.92	\$22,018.02	\$28,956.00	\$71,170.94	\$0.00	\$0.00	\$0.00	\$71,170.94	\$516,853.00	
20	EMS/Ambulance	Regular Salaries	1001	\$197,383.47	\$173,934.16	\$180,821.77	\$552,139.40	\$0.00	\$0.00	\$0.00	\$552,139.40	\$2,311,206.00	
		Seasonal/ASND	1003	\$2,305.05	\$3,294.36	\$3,511.00	\$9,110.41	\$0.00	\$0.00	\$0.00	\$9,110.41		
		Overtime	1005	\$79,229.57	\$77,510.72	\$80,494.12	\$237,234.41	\$0.00	\$0.00	\$0.00	\$237,234.41	\$1,390,792.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-03 (14650 : Year to date budget and

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	12.b
	Department												
				\$278,918.09	\$254,739.24	\$264,826.89	\$798,484.22	\$0.00	\$0.00	\$0.00	\$798,484.22	\$3,701,998.00	
22	Appraiser	Regular Salaries	1001	\$85,640.93	\$85,532.83	\$84,876.76	\$256,050.52	\$0.00	\$0.00	\$0.00	\$256,050.52	\$1,257,929.00	
		Seasonal/ASND	1003	\$806.25	\$637.50	\$401.25	\$1,845.00	\$0.00	\$0.00	\$0.00	\$1,845.00	\$15,000.00	
		Overtime	1005	\$0.00	\$0.00	\$665.11	\$665.11	\$0.00	\$0.00	\$0.00	\$665.11	\$17,139.00	
				\$86,447.18	\$86,170.33	\$85,943.12	\$258,560.63	\$0.00	\$0.00	\$0.00	\$258,560.63	\$1,290,068.00	
24	Planning & Development	Regular Salaries	1001	\$35,002.34	\$36,056.56	\$34,948.47	\$106,007.37	\$0.00	\$0.00	\$0.00	\$106,007.37	\$475,685.00	
		Seasonal/ASND	1003	\$757.00	\$1,155.00	\$1,252.50	\$3,164.50	0	\$0.00	\$0.00	\$3,164.50	\$15,000.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,516.00	
				\$35,759.34	\$37,211.56	\$36,200.97	\$109,171.87	\$0.00	\$0.00	\$0.00	\$109,171.87	\$492,201.00	
29	Information Tech-GIS	Regular Salaries	1001	\$48,194.54	\$50,830.54	\$53,466.55	\$152,491.63	\$0.00	\$0.00	\$0.00	\$152,491.63	\$679,298.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,219.00	
				\$48,194.54	\$50,830.54	\$53,466.55	\$152,491.63	\$0.00	\$0.00	\$0.00	\$152,491.63	\$687,517.00	
30	General-General	Regular Salaries	1001			\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
		Separation Payout	1005	\$8,089.69	\$0.00	\$2,227.17	\$10,316.86	\$0.00	\$0.00	\$0.00	\$10,316.86	\$120,000.00	
				\$8,089.69	\$0.00	\$2,227.17	\$10,316.86	\$0.00	\$0.00	\$0.00	\$10,316.86	\$120,000.00	
40	Public Works	Regular Salaries	1001	\$297,082.66	\$269,982.42	\$268,400.10	\$835,465.18	\$0.00	\$0.00	\$0.00	\$835,465.18	\$3,705,476.00	
		Seasonal/ASND	1003	\$0.00	\$41.49	\$186.67	\$228.16	\$0.00	\$0.00	\$0.00	\$228.16	\$132,452.00	
		Overtime	1005	\$21,017.48	\$2,950.04	\$1,908.30	\$25,875.82	\$0.00	\$0.00	\$0.00	\$25,875.82	\$139,223.00	
				\$318,100.14	\$272,973.95	\$270,495.07	\$861,569.16	\$0.00	\$0.00	\$0.00	\$861,569.16	\$3,977,151.00	
41	Noxious Weed	Regular Salaries	1001	\$37,290.68	\$34,236.26	\$34,143.73	\$105,670.67	\$0.00	\$0.00	\$0.00	\$105,670.67	\$447,359.00	
		Seasonal/ASND	1003	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$1,721.05	\$489.90	\$311.29	\$2,522.24	\$0.00	\$0.00	\$0.00	\$2,522.24	\$12,406.00	
				\$39,011.73	\$34,726.16	\$34,455.02	\$108,192.91	\$0.00	\$0.00	\$0.00	\$108,192.91	\$459,765.00	
150	Solid Waste Payroll	Regular Salaries	1001	\$17,201.36	\$15,032.54	\$15,677.22	\$47,911.12	\$0.00	\$0.00	\$0.00	\$47,911.12	\$191,080.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$12.02	\$0.00	\$12.02	\$0.00	\$0.00	\$0.00	\$12.02	\$16,822.00	
				\$17,201.36	\$15,044.56	\$15,677.22	\$47,923.14	\$0.00	\$0.00	\$0.00	\$47,923.14	\$207,902.00	
183	Fire District #1	Regular Salaries	1001	\$20,824.17	\$20,775.26	\$14,860.20	\$56,459.63	\$0.00	\$0.00	\$0.00	\$56,459.63	\$267,949.00	
		Seasonal/ASND	1003	\$2,856.00	\$3,544.00	\$5,593.00	\$11,993.00	\$0.00	\$0.00	\$0.00	\$11,993.00	\$72,450.00	
		Overtime	1005	\$0.00	\$0.00	\$8.78	\$8.78	\$0.00	\$0.00	\$0.00	\$8.78	\$671.00	
				\$23,680.17	\$24,319.26	\$20,461.98	\$68,461.41	\$0.00	\$0.00	\$0.00	\$68,461.41	\$341,070.00	
400	Health Dept.-General	Regular Salaries	1001	\$31,183.50	\$32,739.54	\$32,568.98	\$96,492.02	\$0.00	\$0.00	\$0.00	\$96,492.02	\$345,543.00	
		Seasonal/ASND	1003	\$ -	\$ -		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$213.30	\$149.32	\$362.62	\$0.00	\$0.00	\$0.00	\$362.62	\$1,930.00	
				\$31,183.50	\$32,952.84	\$32,718.30	\$96,854.64	\$0.00	\$0.00	\$0.00	\$96,854.64	\$347,473.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-03 (14650 : Year to date budget and

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	12.b
	<u>Department</u>												
410 -	Health Dept.-Grants	Regular Salaries	1001	\$217,995.89	\$219,878.79	\$217,601.90	\$655,476.58	\$0.00	\$0.00	\$0.00	\$655,476.58	\$2,828,382.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		Overtime	1005	\$0.00	\$8.47	\$0.00	\$8.47	\$0.00	\$0.00	\$0.00	\$8.47	\$19,210.00	
				\$217,995.89	\$219,887.26	\$217,601.90	\$655,485.05	\$0.00	\$0.00	\$0.00	\$655,485.05	\$2,847,592.00	
2000	Community Corrections	Regular Salaries	1001	\$25,479.38	\$25,256.92	\$11,741.06	\$62,477.36	\$0.00	\$0.00	\$0.00	\$62,477.36	\$327,830.00	
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$173.01	\$180.35	\$353.36	\$0.00	\$0.00	\$0.00	\$353.36	\$0.00	
				\$25,479.38	\$25,429.93	\$11,921.41	\$62,830.72	\$0.00	\$0.00	\$0.00	\$62,830.72	\$327,830.00	
2001	Community Corrections	Regular Salaries	1001	\$20,802.35	\$20,736.21	\$12,471.11	\$54,009.67	\$0.00	\$0.00	\$0.00	\$54,009.67	\$278,928.00	
	-Juvenile	Seasonal/ASND	1003	\$ 2,222.16	1415.75	1904.12	\$5,542.03	\$0.00	\$0.00	\$0.00	\$5,542.03	\$11,466.00	
		Overtime	1005	\$0.00	\$108.10	\$223.88	\$331.98	\$0.00	\$0.00	\$0.00	\$331.98	\$0.00	
				\$23,024.51	\$22,260.06	\$14,599.11	\$59,883.68	\$0.00	\$0.00	\$0.00	\$59,883.68	\$290,394.00	
2002	Community Corrections	Regular Salaries	1001	\$3,279.59	\$3,279.60	\$3,284.79	\$9,843.98	\$0.00	\$0.00	\$0.00	\$9,843.98	\$67,230.00	
	-Juvenile reinvestment	Seasonal/ASND	1003	\$ -		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$168.90	\$168.90	\$0.00	\$0.00	\$0.00	\$168.90	\$0.00	
				\$3,279.59	\$3,279.60	\$3,453.69	\$10,012.88	\$0.00	\$0.00	\$0.00	\$10,012.88	\$67,230.00	
2003	Community Corrections	Regular Salaries	1001	\$4,072.50	\$5,272.00	\$5,379.09	\$14,723.59	\$0.00	\$0.00	\$0.00	\$14,723.59	\$68,536.00	
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$812.54	\$499.72	\$1,312.26	\$0.00	\$0.00	\$0.00	\$1,312.26	\$0.00	
				\$4,072.50	\$6,084.54	\$5,878.81	\$16,035.85	\$0.00	\$0.00	\$0.00	\$16,035.85	\$68,536.00	
	Totals			\$1,597,526.89	\$1,506,526.50	\$1,500,918.90	\$4,604,972.29	\$0.00	\$0.00	\$0.00	\$4,604,972.29	\$21,204,019.00	
											\$4,604,972.29	\$21,204,019.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-03 (14650 : Year to date budget and

2024 YTD BUDGET ACTIVITY

% of Year 25

12.c

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,856,887	\$183,800	\$196,907	\$187,571	\$568,279	\$0	\$0	\$0	\$568,279	\$2,288,608	19.89%
	Clerk	\$1,440,925	\$95,649	\$103,281	\$100,787	\$299,716	\$0	\$0	\$0	\$299,716	\$1,141,209	20.80%
	County Commissioners	\$296,259	\$16,761	\$16,857	\$24,364	\$57,982	\$0	\$0	\$0	\$57,982	\$238,277	19.57%
	Admin. Svcs/Counselor	\$829,699	\$50,964	\$53,524	\$52,368	\$156,855	\$0	\$0	\$0	\$156,855	\$672,844	18.91%
	Register of Deeds	\$574,159	\$44,215	\$37,712	\$38,449	\$120,376	\$0	\$0	\$0	\$120,376	\$453,783	20.97%
	Treasurer	\$1,477,499	\$124,077	\$97,876	\$103,976	\$325,929	\$0	\$0	\$0	\$325,929	\$1,151,570	22.06%
	District Court	\$185,080	\$5,520	\$11,593	\$18,059	\$35,172	\$0	\$0	\$0	\$35,172	\$149,908	19.00%
1.00	Emergency Management	\$285,041	\$23,742	\$23,407	\$23,066	\$70,215	\$0	\$0	\$0	\$70,215	\$214,826	24.63%
	Coroner	\$132,000	\$4,167	\$12,083	\$5,274	\$21,523	\$0	\$0	\$0	\$21,523	\$110,477	16.31%
	Juvenile Detention	\$112,000	\$16,424	\$0	\$0	\$16,424	\$0	\$0	\$0	\$16,424	\$95,576	14.66%
	Fair	\$110,500	\$3,376	\$3,412	\$565	\$7,354	\$0	\$0	\$0	\$7,354	\$103,146	6.65%
1.00	Museum	\$497,666	\$36,268	\$38,077	\$38,431	\$112,776	\$0	\$0	\$0	\$112,776	\$384,890	22.66%
	Election	\$950,543	\$32,401	\$63,049	\$49,586	\$145,036	\$0	\$0	\$0	\$145,036	\$805,507	15.26%
	Ambulance	\$5,854,658	\$411,338	\$399,399	\$421,940	\$1,232,677	\$0	\$0	\$0	\$1,232,677	\$4,621,981	21.05%
	Appraiser	\$1,971,216	\$136,628	\$149,332	\$134,547	\$420,508	\$0	\$0	\$0	\$420,508	\$1,550,708	21.33%
	Planning & Development	\$744,156	\$49,205	\$50,619	\$77,386	\$177,211	\$0	\$0	\$0	\$177,211	\$566,945	23.81%
	Budget Appropriations	\$1,922,463	\$866,232	\$0	\$50,018	\$916,250	\$0	\$0	\$0	\$916,250	\$1,006,213	47.66%
	Insurance	\$887,340	\$3,538	\$337,997	\$0	\$341,535	\$0	\$0	\$0	\$341,535	\$545,805	38.49%
	Information Systems	\$1,882,246	\$66,139	\$124,952	\$97,377	\$288,468	\$0	\$0	\$0	\$288,468	\$1,593,778	15.33%
	County General-General	\$5,686,207	\$50,104	\$117,401	\$87,769	\$255,274	\$0	\$0	\$0	\$255,274	\$5,430,933	4.49%
	Public Works	\$9,818,041	\$462,942	\$640,746	\$634,489	\$1,738,177	\$0	\$0	\$0	\$1,738,177	\$8,079,864	17.70%
	Noxious Weed	\$894,703	\$51,608	\$86,968	\$48,510	\$187,086	\$0	\$0	\$0	\$187,086	\$707,617	20.91%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$134	-\$110	-\$23	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0	\$0	\$7,312,193	\$0	\$0	\$0	\$7,312,193	\$0	100.00%
	County General subtotal	\$46,722,881	\$10,047,424	\$2,565,083	\$2,194,509	\$14,807,016	\$0	\$0	\$0	\$14,807,016	\$31,915,865	31.69%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$42,722,881										

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 25

12.c

			JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$402,316	\$428,056	\$415,433	\$1,245,806	\$0	\$0	\$0	\$1,245,806	\$4,355,950	22.24%
	Disaster Fund #3	\$6,773,382	\$0	\$296,434	\$1,155	\$297,589	\$0	\$0	\$0	\$297,589	\$6,475,793	4.39%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0	\$0	\$25,938	\$0	\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,088	0.00%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0	\$0	\$22,795	\$0	\$0	\$0	\$22,795	\$199,751	0.00%
	LATCF Funds #54	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$0	\$3,708	\$2,044	\$5,752	\$0	\$0	\$0	\$5,752	\$193,118	2.89%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%
	County Auction #118	\$42,206	\$0	\$361	\$1,371	\$1,731	\$0	\$0	\$0	\$1,731	\$40,475	4.10%
	P.A.T.F #128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Motor Vehicle Operations #130	\$393,298	\$357	\$2,494	\$2,419	\$5,270	\$0	\$0	\$0	\$5,270	\$388,028	1.34%
	Special Alcohol Programs #132	\$25,106	\$0	\$0	\$5,616	\$5,616	\$0	\$0	\$0	\$5,616	\$19,490	22.37%
2.00	Community Corrections #144	\$1,250,832	\$308,508	\$0	\$0	\$308,508	\$0	\$0	\$0	\$308,508	\$942,324	24.66%
	KDOC Adult Services - 2000	\$488,857	\$44,433	\$50,149		\$94,582	\$0	\$0	\$0	\$94,582	\$394,275	19.35%
	KDOC Juvenile Services - 2001	\$373,864	\$32,406	\$34,262		\$66,668	\$0	\$0	\$0	\$66,668	\$307,196	17.83%
	KDOC Juv Reinvestment - 2002	\$117,230	\$5,050	\$5,051		\$10,101	\$0	\$0	\$0	\$10,101	\$107,129	8.62%
	BJA Grant - 2003	\$158,894	\$12,352	\$24,174		\$36,526	\$0	\$0	\$0	\$36,526	\$122,368	22.99%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$790	\$56		\$847	\$0	\$0	\$0	\$847	\$25,091	3.26%
	Kansas Fights Addiction - 2005	\$180,601	\$11,102	\$6,926		\$18,027	\$0	\$0	\$0	\$18,027	\$162,574	9.98%
	City Alcohol Funds - 2006	\$27,300	\$16	\$17,438		\$17,454	\$0	\$0	\$0	\$17,454	\$9,846	63.93%
	RL County Alcohol Funds - 2007	\$0	-\$239	\$244		\$4	\$0	\$0	\$0	\$4	-\$4	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$87,324	0.00%
	Caroline Peine Grant - 2009	\$2,978	\$480	\$710		\$1,190	\$0	\$0	\$0	\$1,190	\$1,788	39.96%
	GMCF Grant - 2010	\$4,640	\$1,549	\$338		\$1,887	\$0	\$0	\$0	\$1,887	\$2,753	40.67%
	Daniel Keating Foundation - 2011	\$4,865	\$0	\$375		\$375	\$0	\$0	\$0	\$375	\$4,490	7.71%
	Capital Improvements Fund #145	\$7,990,119	\$182,100	\$67,197	\$11,289	\$260,586	\$0	\$0	\$0	\$260,586	\$7,729,533	3.26%
	Economic Development #146	\$259,053	\$84,542.15	\$0	\$1,895	\$86,437	\$0	\$0	\$0	\$86,437	\$172,616	33.37%
	Emergency 911 #148	\$502,665	\$169,336.33	\$3,106	\$6,882	\$179,325	\$0	\$0	\$0	\$179,325	\$323,340	35.67%
	Solid Waste #150	\$3,672,807	\$26,724.56	\$225,060	\$241,797	\$493,581	\$0	\$0	\$0	\$493,581	\$3,179,226	13.44%
	County Building #152	\$430,000	\$6,436.16	\$23,518	\$19,027	\$48,982	\$0	\$0	\$0	\$48,982	\$381,018	11.39%
	Road & Bridge Capital Projects #157	\$6,892,240	\$0.00	\$39,488	\$16,628	\$56,116	\$0	\$0	\$0	\$56,116	\$6,836,124	0.81%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,354,013.07	\$29,630		\$1,383,643	\$0	\$0	\$0	\$1,383,643	\$4,361,949	24.08%
	Landfill Closure #180	\$52,623	\$0.00	\$941		\$941	\$0	\$0	\$0	\$941	\$51,682	1.79%
	Bond & Interest # 181	\$478,856	\$0.00	\$30,469		\$30,469	\$0	\$0	\$0	\$30,469	\$448,387	6.36%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$88,137.95	\$52,355		\$140,493	\$0	\$0	\$0	\$140,493	\$1,228,293	10.26%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$112,269	0.00%
	Fire Station Projects #185	\$513,850	\$6,845.55	\$0		\$6,846	\$0	\$0	\$0	\$6,846	\$507,004	1.33%

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 25

12.c

			JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$168,034	\$185.00	\$3,160		\$3,345	\$0	\$0	\$0	\$3,345	\$164,689	1.99%
	Univ Park W/S Reserve #284	\$173,850	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$0.00	\$834		\$834	\$0	\$0	\$0	\$834	\$37,752	2.16%
	Hunters Island Reserve #241	\$11,225	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$0.00	\$1,064		\$1,064	\$0	\$0	\$0	\$1,064	\$78,752	1.33%
	Carson Sewer Reserve #237	\$73,687	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$0.00	\$175		\$175	\$0	\$0	\$0	\$175	\$11,174	1.54%
	Deep Creek Reserve #243	\$39,243	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$39,243	0.00%
	Moehlman Bottoms #244	\$26,565	\$0.00	\$195		\$195	\$0	\$0	\$0	\$195	\$26,370	0.73%
	Moehlman Bottoms Reserve #245	\$18,456	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$0.00	\$990		\$990	\$0	\$0	\$0	\$990	\$65,255	1.49%
	Terra Hts Sinking #254	\$137,400	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$137,400	0.00%
	Konza Water Operations #256	\$121,900	\$0.00	\$2,676		\$2,676	\$0	\$0	\$0	\$2,676	\$119,224	2.20%
	Konza Water Reserve #257	\$157,647	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0.00	\$0		\$0	\$0	\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$0.00	\$806		\$806	\$0	\$0	\$0	\$806	\$66,223	1.20%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$12	\$218		\$230	\$0	\$0	\$0	\$230	\$2,115	9.81%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$2,786,369	\$1,352,660	\$725,555	\$4,864,399	\$0	\$0	\$0	\$4,864,399	\$44,857,160	
	Total including General Fund	\$96,444,440	\$12,833,793	\$3,917,743	\$2,920,064	\$19,671,415	\$0	\$0	\$0	\$19,671,415	\$76,773,025	

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 25

DEPARTMENT	MARCH		MARCH	YEAR-TO-DATE THRU MARCH		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$183,118	\$187,571	\$4,454	\$532,383	\$568,279	\$35,896	\$2,856,887
Clerk	\$96,195	\$100,787	\$4,592	\$274,991	\$299,716	\$24,725	\$1,440,925
County Commissioners	\$18,398	\$24,364	\$5,966	\$52,164	\$57,982	\$5,818	\$296,259
Admin. Svcs/Counselor	\$52,850	\$52,368	-\$482	\$160,211	\$156,855	-\$3,356	\$829,699
Register of Deeds	\$33,261	\$38,449	\$5,188	\$103,195	\$120,376	\$17,181	\$574,159
Treasurer	\$102,272	\$103,976	\$1,703	\$303,700	\$325,929	\$22,229	\$1,477,499
District Court	\$12,429	\$18,059	\$5,630	\$35,666	\$35,172	-\$494	\$185,080
Emergency Management	\$22,027	\$23,066	\$1,039	\$66,747	\$70,215	\$3,468	\$285,041
Coroner	\$8,316	\$5,274	-\$3,042	\$22,927	\$21,523	-\$1,404	\$132,000
Juvenile Detention	\$0	\$0	\$0	\$17,409	\$16,424	-\$986	\$112,000
Fair	\$3,748	\$565	-\$3,183	\$10,269	\$7,354	-\$2,916	\$110,500
Museum	\$35,372	\$38,431	\$3,058	\$105,974	\$112,776	\$6,802	\$497,666
Election	\$33,560	\$49,586	\$16,026	\$96,945	\$145,036	\$48,091	\$950,543
Ambulance	\$345,362	\$421,940	\$76,578	\$1,039,159	\$1,232,677	\$193,518	\$5,854,658
Appraiser	\$132,386	\$134,547	\$2,161	\$386,705	\$420,508	\$33,803	\$1,971,216
Planning & Development	\$72,548	\$77,386	\$4,839	\$168,004	\$177,211	\$9,207	\$744,156
Budget Appropriations	\$0	\$50,018	\$50,018	\$859,499	\$916,250	\$56,751	\$1,922,463
Insurance	-\$29,783	\$0	\$29,784	\$254,210	\$341,535	\$87,325	\$887,340
Information Systems/GIS	\$92,216	\$97,377	\$5,161	\$281,193	\$288,468	\$7,275	\$1,882,246
County General-General	\$85,779	\$87,769	\$1,990	\$302,683	\$255,274	-\$47,409	\$5,686,207
Public Works	\$487,381	\$634,489	\$147,108	\$1,406,511	\$1,738,177	\$331,666	\$9,818,041
Noxious Weed	\$57,140	\$48,510	-\$8,630	\$182,800	\$187,086	\$4,287	\$894,703
General Fund	\$1,844,575	\$2,194,533	\$349,958	\$6,663,346	\$7,494,823	\$831,476	\$39,409,288

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 25

DEPARTMENT	MARCH		MARCH	YEAR-TO-DATE THRU MARCH		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$431,246	\$415,433	-\$15,813	\$1,295,689	\$1,245,806	-\$49,884	\$5,601,756
Disaster Fund - 3	\$0	\$1,155	\$1,155	\$0	\$297,589	\$297,589	\$6,773,382
EMS Grants Fund - 52	\$833	\$0	-\$833	\$833	\$0	-\$833	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$22,795	\$22,795	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	\$1,752	\$2,044	\$292	\$1,752	\$5,752	\$4,000	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
County Auction - 118	\$311	\$1,371	\$1,060	\$589	\$1,731	\$1,142	\$42,206
P.A.T.F - 128	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations - 130	\$1,603	\$2,419	\$815	\$4,323	\$5,270	\$947	\$393,298
Special Alcohol Programs - 132	\$5,325	\$5,616	\$291	\$5,325	\$5,616	\$291	\$25,106
Community Corrections - 144	\$93,192	\$2,050	-\$91,142	\$273,158	\$2,050	-\$271,108	\$1,250,832
KDOC Adult Services - 2000	\$0	\$27,454	\$27,454	\$0	\$122,036	\$122,036	\$488,857
KDOC Juvenile Services - 2001	\$0	\$24,193	\$24,193	\$0	\$90,861	\$90,861	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$5,230	\$5,230	\$0	\$15,332	\$15,332	\$117,230
BJA Grant - 2003	\$0	\$11,146	\$11,146	\$0	\$47,672	\$47,672	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$1,386	\$1,386	\$0	\$2,233	\$2,233	\$25,938
Kansas Fights Addiction - 2005	\$0	\$6,895	\$6,895	\$0	\$24,922	\$24,922	\$180,601
City Alcohol Funds - 2006	\$0	-\$2,390	-\$2,390	\$0	\$15,064	\$15,064	\$27,300
RL County Alcohol Funds - 2007	\$0	\$0	\$0	\$0	\$4	\$4	\$0
RL Salary Appropriations - 2008	\$0	\$21,831	\$21,831	\$0	\$21,831	\$21,831	\$87,324
Caroline Peine Grant - 2009	\$0	\$34	\$34	\$0	\$1,224	\$1,224	\$2,978
GMCF Grant - 2010	\$0	\$0	\$0	\$0	\$1,887	\$1,887	\$4,640
Daniel Keating Foundation - 2011	\$0	\$0	\$0	\$0	\$375	\$375	\$4,865
Capital Improvements Fund - 145	\$10,737	\$11,289	\$552	\$340,614	\$260,586	-\$80,029	\$7,990,119

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 25

DEPARTMENT	MARCH		MARCH	YEAR-TO-DATE THRU MARCH		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$0	\$1,895	\$1,895	\$84,052	\$86,437	\$2,385	\$259,053
Radio Infrastructure Project - 147	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency 911 - 148	\$24,475	\$6,882	-\$17,593	\$176,295	\$179,325	\$3,030	\$502,665
Solid Waste -150	\$217,014	\$241,797	\$24,783	\$472,540	\$493,581	\$21,041	\$3,672,807
County Building - 152	\$26,712	\$19,027	-\$7,685	\$72,211	\$48,982	-\$23,229	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$0	\$16,628	\$16,628	\$0	\$56,116	\$56,116	\$6,892,240
Road & Bridge Capital Projects 0.2	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$19,330	\$38,519	\$19,190	\$1,400,594	\$1,422,163	\$21,569	\$5,745,592
Landfill Closure - 180	\$619	\$1,282	\$663	\$1,341	\$2,223	\$882	\$52,623
Bond & Interest - 181	\$0	\$0	\$0	\$33,644	\$30,469	-\$3,175	\$478,856
Riley Co Fire Dist #1 - 183	\$125,101	\$253,774	\$128,673	\$227,309	\$394,267	\$166,958	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269
Fire Station Projects - 185	\$0	\$2,583	\$2,583	\$0	\$9,428	\$9,428	\$513,850
University Park W&S - 230	\$8,273	\$7,580	-\$694	\$13,881	\$10,925	-\$2,956	\$168,034
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	\$0	\$0	\$0	\$0	\$0	\$0	\$173,850
Hunters Island Water - 238	\$2,284	\$3,329	\$1,046	\$3,247	\$4,163	\$916	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$1,517	\$1,202	-\$315	\$1,636	\$2,266	\$630	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$302	\$429	\$127	\$513	\$605	\$92	\$11,349
Deep Creek Reserve - 243	\$0	\$0	\$0	\$0	\$0	\$0	\$349,243
Moehlman Bottoms - 244	\$842	\$1,187	\$345	\$978	\$1,382	\$403	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$863	\$1,398	\$535	\$1,986	\$2,388	\$402	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400
Konza Water Operations -256	\$5,539	\$6,691	\$1,153	\$7,433	\$9,368	\$1,934	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$178	\$698	\$520	\$333	\$1,504	\$1,171	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$39	\$169	\$131	\$71	\$399	\$328	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230
Total Including General Fund	\$2,822,658	\$3,336,760	\$514,101	\$11,083,695	\$12,441,448	\$1,357,753	\$89,440,847

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 25

COUNTY GENERAL-GENERAL		BUDGET	JAN EXP.	FEB EXP.	MAR EXP.	1st QTR EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$141,612	\$8,191	-\$101	\$2,227	\$10,317	\$0	\$0	\$0	\$10,317	\$131,295	7.29%
Contractual	2000	\$1,502,095	\$41,913	\$116,073	\$85,542	\$243,528	\$0	\$0	\$0	\$243,528	\$1,258,567	16.21%
Commodities	3000	\$2,500	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$400	\$2,100	15.98%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$0	\$1,030	\$0	\$1,030	\$0	\$0	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$50,104	\$117,401	\$87,769	\$255,274	\$0	\$0	\$0	\$255,274	\$5,430,933	4.49%
Other Expense Totals		Year-To- Date	Budget									
Indigent Attorney		\$93,487	\$520,000									
Incidentals:												
Postage		\$57										
Computer Software												
Mileage		\$508										
Copies		\$617										
Misc Fees		\$479										
Meals		\$0										
		\$1,662										
Base Panel fees		\$0										
Off Panel		\$91,825										

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 25

RCPD EXPENSES PAID BY RILEY COUNTY										
2024 YTD EXPENSES										
	BUDGET	JAN	FEB	MAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$240,000	\$16,162	\$21,032	\$31,055	\$68,249	\$0	\$0	\$0	\$68,249	\$171,751
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$140,000	\$2,878	\$7,649	\$6,515	\$17,041	\$0	\$0	\$0	\$17,041	\$122,959
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Office Space Rental	\$12,000	\$950	\$950	\$950	\$2,850	\$0	\$0	\$0	\$2,850	\$9,150
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budget Appropriation	\$5,336,092	\$1,334,023	\$0	\$0	\$1,334,023	\$0	\$0	\$0	\$1,334,023	\$4,002,069
TOTAL	\$5,745,592	\$1,354,013	\$29,630	\$38,519	\$1,422,163	\$0	\$0	\$0	\$1,422,163	\$4,323,429

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 25

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$68,249	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$17,041	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$2,850	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$1,334,023	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$1,422,163	\$20,396,770

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 25

RCPD								
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE								
INCLUDED IN 2024 \$31,000 POOL								
	JAN	FEB	MAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$142	\$1,611	\$1,675	\$3,428	\$0	\$0	\$0	\$3,428
Prescriptions	\$0	\$8,937	\$7,800	\$16,737	\$0	\$0	\$0	\$16,737
Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$142	\$10,549	\$9,474	\$20,164	\$0	\$0	\$0	\$20,164
Savings from Medicaid Rate				\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$30,858	\$20,310	\$10,836					\$10,836
Quarterly ADP: (Contract)								
County Inmate (72 base census)	104	104	103	311	0	0	0	
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Attachment: March Financial reports 2024 (14650 : Year to date budget and expenditure reports)



**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 8, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 04.08.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ October, 2023 and through April 3, 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:

Attachment: FINAL_Commission List 04.08.2024 (14657 : Clancy's Commission List)

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,

Attachment: FINAL_Commission List 04.08.2024 (14657 : Clancy's Commission List)

& 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:



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: April 8, 2024

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- 040824 Project Update (DOCX)

Project Update

Public Works Department

3/11/2024

Kitten Creek Culvert Replacement (N.5-22.5)

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

Winkler Mills Bridge (H.0-5.9)

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

Fancy Creek Bridge (K.0-6.2)

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

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- [Ebert Construction – July 15th Start](#)

Marlatt Rd Improvement

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

Parks:

- [3 new full-time staff hired. 1 seasonal](#)
- [Begin to turn on water to water fountains, sprinklers, etc.](#)
- [Opening restrooms in parks.](#)
- [Watering new trees planted last fall.](#)
- [Ordered new mower.](#)

Operations:

- [Crack Sealing and shouldering of asphalt roads.](#)
- [Small structure inspections and repairs.](#)
- [Swede Creek Pre-Cast RCB has been placed. Open to traffic Friday\(4/5\).](#)

- Pre-cast box culverts ordered. Kansas Ave. in Riley is first on list to be completed.
 - Ober Rd – 4’x4’x40’
 - W 69th Ave. – 10’x6’x36’
 - Kansas Ave (Riley) – 12’x4’x30’
 - Lasita Rd. – 12’x7’x54’
 - Wildcat Creek Rd. – 12’x10’x66’
- To date we have used a little over 90% of our rock budget on roads since the snow.
- Sealing Oil out for bid. Bid opening April 25th.
- Asphalt bids approved – Schilling Construction. Start May. Blue River Hills Rd. and Stockdale Park Rd.
- Patching of roads ahead of asphalt overlay.
- Rocking and grading of roads as needed.
- Taking orders for dust control until end of month.

Miscellaneous

- Open Positions: Purchasing Agent, Seasonal Parks.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Terracon report complete. Design of lift station and lagoon now that location is confirmed.
- RCPS Headquarters Station – BHS GMP \$9,587,108. Rezoning to Public Improvement District Urban Area Planning Board hearing is March 14th @ 6pm.
- 4th floor CPE Renovation. Icon Structures. Framing to start Monday (4/8)
- Purple Wave: Go live March 28th. Bids close April 30.
- Working on new water contract for University Park.
- Marlatt Ave. Corridor project. Working on contract with Benesch and MOU with City.
- Transfer Station load out scales bid approved. WS Scale - \$49,880 estimated mid-June start.
- EMS HQ. First reading of resolution for rezoning was held, second reading April 16th. Working on plans for groundbreaking ceremony.



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: April 8, 2024

SUBJECT: Staff Report - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

April 8, 2024

1. Visitation and Tours:

Site Name	JAN 2024	FEB 2024	MAR 2024
Museum	165	192	205
Goodnow House	31	52	52
Wolf House	49	22	33
Pioneer Log Cabin	0	0	0
Programs & Outreach	184	105	162
TOTAL	429	371	452

Volunteer Hours	JAN 2024	FEB 2024	MAR 2024
General	38.5	53.0	38.0
RCHS Board of Directors	96.0	74.5	62.0
Community Service	0	6.5	10.5
TOTAL	134.5	134.0	110.5

2. Education and Outreach

The March Fireside Chat was canceled and rescheduled for April due to various staff members out with illness.

Curator Highsmith and Director Hensler provided two off-site educational presentations in March - one on March 6 to the County Township Supervisors with 55 attendees (cemetery restoration and preservation) and one on March 20 to the Optimist Club with 38 attendees (Riley County's Leading Ladies/Women's History Month).

March 6 - Staff provided specialized tours at the Museum for Dr. Lauren Ritterbush's Museum Studies Certificate program classes at KSU. 19 students and professors attended.

March 25 - the RCHS hosted their Quarterly Meeting in conjunction with Museum staff at the Wareham Opera House. 50 attended.

Sign-ups for 4th grade field trips at the Wolf House have closed for students. Currently, there are 529 student sign-ups and 76 of the 102 volunteer spots have been filled.

3. Collections:

Collections Numbers	JAN 2024	FEB 2024	MAR 2024
Number of Collections Donated	5	10	4
Individual Items Donated	26	63	16
Backlogged Collections Processed	1	3	3
Backlogged Items Processed	37	83	175
Museum Acquisitions Processed	0	0	0

The collections division has been moving forward with our obligation to adhere to the recent Native American Graves Protection and Repatriation Act (NAGPRA) revisions. As a professional museum, the RCHM and RCHS are required to identify our Indigenous collection through summary and share this summary with national NAGPRA for distribution to the potentially associated tribes. Our deadline for accomplishing this step is July 12, 2024.

Curators Munger and Highsmith met with tribal representatives on Monday, April 1 to discuss the Native American objects the Museum had on exhibit prior to January 12, 2024. It was a very positive meeting and the representatives were able to provide us with guidance in moving forward concerning the indigenous exhibit on site.

This ultimately will be a lengthy and time consuming process and while we may need to make some alterations to our exhibit, we are looking forward to building relationships with the tribes and generating positive conversations through this process.

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

Library and Archives Requests	JAN 2024	FEB 2024	MAR 2024
Research (external)	12	6	10
Research (internal)	3	1	1
In-Person Appointments	2	1	5
Walk-In Appointments	1	1	5
TOTAL	18	9	21

5. **Building and Grounds** - Nothing new to report.
6. **Staffing** - Nothing new to report.
7. **RCHS** - The society has received five proposals in response to an RFP concerning strategic planning and organizational development. The search committee has narrowed their selection down to two contractors and will make a decision at the upcoming April 10 board meeting. Work on this project could start as early as May 2024.

The Hartford House, a property of the RCHS and on the Museum grounds, recently had its door reconstructed and installed by Ron Wells and Jerry Haffener, respectively. Additional restoration work is being planned for this National Register listed property to include fixing leaks in the roof, repainting and replacing the interior walls and ceiling which have been deteriorating over the years.

The Wolf House roof has been replaced with a synthetic wood shake product. Months of extensive research went into the decision to go with this product rather than authentic wooden shingles. The State Historic Preservation Office (SHPO) and the City of Manhattan planning department reviewed the product and the RCHS proposal and approved of the alternative material. This property is also listed on the National Register. Additional restoration projects are being proposed for this property in 2024-2025 to include the rebuilding of the front door, repainting the back porch, repairing the screen on the porch, and enhancing the landscaping around the Wolf House Museum.

8. **Upcoming Events**

April 9 - (***Rescheduled***) Fireside Chat, ***The Banjo and its Masters***, with Derrick Doty at Flight Crew Coffee, 5:30-7pm

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

April 22 - Grow Green Match Day, 7am-11:59pm, online and in person at the Greater Manhattan Community Foundation, 555 Poyntz Ave.

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

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

May 3 - ***Walking Tour of City Park*** through UFM, 10am at Manhattan's City Park, four spots still open, must register through UFM at <https://ufmprograms.org>

May 4 - Flint Hills Festival, 10am-5pm, Blue Earth Plaza, Manhattan

May 8 - RCHS Board of Directors Monthly Meeting, 3:30pm, RCHM Dallas Gallery

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

May 14 - Fireside Chat, ***This Place Matters! Historic Preservation Month***, presenter TBA, Flight Crew Coffee, 5:30-7pm

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

Enclosures:



COUNTY 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: April 8, 2024

SUBJECT: Working session - Employee Policy Manual proposal

PRESENTER: Elizabeth Ward

BACKGROUND

The last formal update to the Riley County Employee Manual was approved in 2012. Since then, many laws and regulations have changed, as well as operational practices at Riley County. Many of these changes were documented through resolutions, or individual Department Policies.

Having an updated and accurate employee manual is a vital tool to communicate expectations to current and future employees, assist supervisors in managing their teams, and preventing legal liability.

Therefore, a workgroup has collaborated with Keystone risk management group to draft a new Employee Manual and Employee Procedures Manual for Riley County.

The result is a shorter, more concise, and more accurate policy manual. The process also gave us the opportunity to evaluate the policies and update them to the best standard practices for managing our responsibilities as an employer.

DISCUSSION

The below outlines the significant changes to policy proposed in the new manual draft.

Policy changes

- 1) Page 35 - Dress code -Professional Appearance Policy

Recommended motion: I recommend the policy be modified to state:

Business-Casual Attire: Employees working in an office environment and not required to wear a department-specific uniform are expected to adhere to a business-casual dress code. Examples of prohibited clothing include, but are not limited to:

- Clothing that is oversized, extremely tight, or revealing.
- Frayed, tattered, or torn clothing.
- Leisure wear, jogging suits, sweatpants, yoga or stretch pants, shorts, or cutoffs.
- Overalls, painter's pants, military, or camouflaged clothing.
- Jeans or denim pants (unless approved by the Department Head).
- Graphic t-shirts.
- Flip flops, clogs/Crocs, or athletic shoes (unless medically necessary).
 - Flip-flops are defined as an open toed shoe, with a strap between the toes or across the bridge of the foot and no raised heel.
 - Athletic shoes are defined as sports shoes with enhanced stability features, cushioning and traction intended for use in sports.
- Hats worn indoors (Riley County-provided baseball caps are acceptable when approved by the Department Head and worn with the bill facing forward).

Additional Guidelines: During any working time, the following rules apply:

- Jeggings, leggings, or tights may only be worn with an appropriate length dress/skirt/tunic.
- Appropriate undergarments should be worn and should not be visible.
- Offensive body odor and poor personal hygiene are not acceptable.
- Dresses/skirts/tunics hemlines should not meet or exceed mid-thigh when sitting AND should be no more than 2 inches above the knee when standing.
- Jewelry (including piercings) and tattoos may be worn as long as they do not interfere with an employee's ability to perform their position effectively and safely, and as long as the jewelry or tattoos are not offensive or harassing toward co-workers, customers, or others with whom the County does business. If jewelry or tattoos present a conflict, the employee will be asked to remove excess jewelry, cover tattoos, or the employee and supervisor can identify other appropriate options. Jewelry or tattoos that are worn as an expression of a sincerely held religious belief (defined in the federal code of regulations: §1605.1: Religious nature of a practice or belief) are permitted.
 - Tattoos deemed offensive or distracting include tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty.
 - Jewelry may be restricted for safety-sensitive positions.
 - Objects, articles, jewelry (including expanders), or ornamentation shall not be worn/ attached to or through the skin if visible on the tongue, any part of the mouth, or cheek.

- 2) Page 36 - County ID badges - HD requires employees to visibly wear their name badges.**
The suggestion was made to require this for all employees.

- 3) Page 37-40 - Drug and Alcohol policy - this was updated to current practice and is in line with local and federal guidelines.
 - o Removed specific CDL drug and alcohol testing - this is in appendix.
- 4) Page 41-42- Electronic Communication policy and Bring Your Own Device policy both reflect current practice but are expected to be updated within the year.
- 5) Page 44 Use of Social Media policy was added.
- 6) Page 47 - Re-Employment after separation - the policy was expanded to allow employees who return to work to start accruing leave at the rate when they left.
- 7) Page 50 - Violence and Weapons policy - ATTACHED
- 8) Page 53 - Appendix - definitions moved to the back of the policy. Several new definitions required by new manual and some removed.

FISCAL IMPACT

None

RECOMMENDATION(S)

Recommendation is to review the changes proposed to the Personnel Manual and, if you have no concerns, bring it back for approval.

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:

- Violence.weapons.policy.cdh.proposal_updated 2024-25 (DOCX)

1.1 Violence and Weapons Policy

The County strictly prohibits and will not tolerate any form of workplace violence against employees or other individuals. It is the duty of every employee to report such conduct and to cooperate in any investigation of such conduct which will determine whether an employee or individual has violated this policy. All employees and Individuals shall comply with this policy, including those employees or individuals authorized to carry a concealed handgun. All employees and individuals are prohibited from using any firearm* and any other weapon of any kind in violation of this policy, state statute, federal law, or applicable local city ordinance.

*A firearm is defined as any item which is designed or has been converted to expel a projectile by explosive force, or by compressed air, or by any other force and includes replicas of any such item. A handgun is defined as a firearm which is designed or has been converted to be capable of firing in one hand. A weapon is defined as any item of personal property which is not a firearm, but which is used in violation of this policy. Employee or individuals may possess a small non-lethal item of personal property which is designed for personal protection (such as mace or an audible hand-held alarm), provided such item is not prohibited by state or federal law or applicable local city ordinance, unless such item is used, or attempted to be used for workplace violence as described in this policy.

It is the sole responsibility of every employee who carries a concealed handgun while engaged in the duties of their employment to do so only when and where they are allowed to do so by state and federal law, applicable local city ordinance and this policy. Only then, is such employee authorized to carry a concealed handgun while on County premises, or otherwise engaged in their duties of employment. Every employee authorized to carry a concealed handgun pursuant to this policy while engaged in the duties of their employment shall always have the concealed handgun on their person and in their control. If an employee who is authorized to carry a concealed handgun removes the handgun from their person at any time while engaged in the duties of their employment, the handgun shall be secured in a locked drawer, locker, or vehicle glove compartment accessible only to that employee. Failure to secure the handgun in such a secure location may subject the employee to disciplinary actions up to and including termination.

Any individual who makes threats of violence, displays threatening behavior, or engages in violent acts, with or without use of a firearm or weapon, on County property shall be removed from the area as soon as safely possible, and shall be prohibited from entering County premises until an investigation of the conduct in question has been completed.

No employee is authorized to carry a concealed handgun in the Riley County Courthouse or Pawnee Mental Health. Apart from the Riley County Courthouse and Pawnee Mental Health, any employee not prohibited from possessing a firearm under federal or state law is authorized to carry a concealed handgun while working.

No employee or individual is authorized to openly carry a firearm on any Riley County premises, except for authorized law enforcement personnel.

Any employee who carries a firearm in violation of this policy will be subject to disciplinary actions up to and including immediate termination.

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior. It ranges from threats and verbal abuse to physical assaults and even homicide. The County strictly prohibits any workplace violence including, but not limited to:

- Aggressive or hostile acts such as throwing objects at another, fighting or damaging property.
- Injuring another person physically.
- Oral or written threats to injure an individual or to damage property.
- Engaging in behavior that creates a reasonable fear of injury to another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Bullying, intimidating, or harassing another person (making obscene phone calls or using threatening body language or gestures i.e. standing close to someone or shaking a fist at them).

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated. If an employee receives or becomes aware of threatening communications from an employee or outside third party, or if they suspect or witness an act of violence, it must be reported immediately to any supervisor. The County prohibits any form of discipline, reprisal, intimidation, or retaliation for a good faith report of workplace violence of any kind, pursuing a workplace violence complaint or cooperating in related investigations. Do not engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to an employee or visitor to our premises, call 911 immediately.

**An employee who lawfully possesses a firearm may store such in a privately-owned vehicle in the County's parking lot where the vehicle is locked, and the firearm is out of sight within the trunk, glove box, or other enclosed compartment or area within the vehicle. In addition, the County will not deny or condition employment upon an agreement by a prospective employee that prohibits the prospective employee from engaging in the foregoing.*