



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 10, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Apr 6, 2023 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

6. Year to date budget and expenditure reports

9:15 AM

Katharine Hensler, Museum Director

7. Staff Update - Riley County Historical Museum

9:30 AM

Press Conference

8. Upcoming gardening programs - Gregg Eyestone (2-3 minutes)

9:35 AM

John Ellermann, Public Works Director/County Engineer

9. Request to fill position
10. Request to Hire Custodial Worker 1
11. 2023 Equipment & Vehicle Internet Auction

- 9:50 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
- 12. Administrative Work Session
 - 13. Pending County Projects County Counselor
 - 14. Nationwide Settlement Agreement of Opioid Litigation—Opportunity to “Opt In”—Five New Settling Defendants
- 10:10 AM** **John Ellermann, Public Works Director/County Engineer**
- 15. Public Works Project Update
- 10:30 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
- 16. Virtual Legislative Conference

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 11, 2023 (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.



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon

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 - Darell Edie, Budget and Finance Officer

7. Monthly Cash Flow Reports

Attachment: 04-13-23 tentative agenda (12828 : Tentative Agenda)

Adjournment

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

Attachment: 04-13-23 tentative agenda (12828 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 17, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Anne Smith, aTa Bus Director

1. aTa Bus update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:35 AM

Lori Feldkamp, Big Lakes Development Director

3. Letter of Support for Big Lakes for application to KDOC Community Service Tax Program

9:40 AM

Amanda Webb, Planning/Special Projects Director

4. Britts floodplain questions

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Elizabeth Ward, Human Resource Director

6. COLA

Attachment: 04-17-23 tentative agenda (12828 : Tentative Agenda)

7. New positions

12:00 PM Law Enforcement Agency Meeting

Adjournment

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

Attachment: 04-17-23 tentative agenda (12828 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: April 10, 2023

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2023 YTD Wage-Overtime Report Overview 2023-03 (PDF)
- 2023 YTD Wage-Overtime Report Detail Page 2023-03 (PDF)
- 2023 Riley County Financial Reports March (PDF)

2023 YTD Wages/Overtime Compared to Budget

% of Year Used

25.00%

March

YTD Wages

Budgeted
Wages

YTD OT

Budgeted
OvertimeTotal YTD
Wages & OT2023 Total
BudgetBudget
SpentDepartment

1 Attorney	\$377,874.47	\$1,663,906.62	\$1,105.92	\$4,291.25	\$378,980.39	\$1,668,197.87	22.72%
2 Clerk	\$198,613.93	\$860,540.00	\$36.51	\$4,723.00	\$198,650.44	\$865,263.00	22.96%
3 Commissioners	\$37,182.78	\$161,125.00	\$0.00	\$0.00	\$37,182.78	\$161,125.00	23.08%
4 Administrative Services	\$119,105.43	\$539,658.00	\$0.00	\$1,616.00	\$119,105.43	\$541,274.00	22.00%
6 Register of Deeds	\$78,547.22	\$341,888.00	\$0.00	\$928.00	\$78,547.22	\$342,816.00	22.91%
7 Treasurer	\$213,834.26	\$944,071.00	\$0.00	\$5,941.00	\$213,834.26	\$950,012.00	22.51%
10 Emergency Mgt	\$46,479.11	\$176,699.00	\$0.00	\$0.00	\$46,479.11	\$176,699.00	26.30%
17 Museum	\$81,989.83	\$331,141.00	\$0.00	\$0.00	\$81,989.83	\$331,141.00	24.76%
19 Election	\$52,808.05	\$411,932.00	\$0.00	\$3,114.00	\$52,808.05	\$415,046.00	12.72%
20 EMS/Ambulance	\$470,230.75	\$2,111,572.00	\$201,596.53	\$1,293,562.00	\$671,827.28	\$3,405,134.00	19.73%
22 Appraiser	\$266,048.81	\$1,083,795.00	\$2,028.99	\$11,323.00	\$268,077.80	\$1,232,935.00	21.74%
24 Planning & Development	\$103,399.95	\$466,581.00	\$0.00	\$950.66	\$103,399.95	\$467,531.66	22.12%
29 Information Tech-GIS	\$134,450.88	\$697,157.00	\$0.00	\$7,081.15	\$134,450.88	\$704,238.15	19.09%
30 General Serv.-Separation	\$9,227.25	\$75,000.00	\$0.00	\$0.00	\$9,227.25	\$75,000.00	12.30%
40 Public Works	\$755,696.22	\$3,588,192.00	\$10,344.11	\$90,716.00	\$766,040.33	\$3,678,908.00	20.82%
41 Noxious Weed	\$92,981.24	\$415,646.14	\$0.00	\$7,770.88	\$92,981.24	\$423,417.02	21.96%
NON-GENERAL FUNDS							
Solid Waste payroll	\$43,751.70	\$200,506.38	\$622.69	\$12,788.03	\$44,374.39	\$213,294.41	20.80%
Fire District #1	\$65,655.78	\$333,259.00	\$14.78	\$553.00	\$65,670.56	\$333,812.00	19.67%
Subtotal-All County Funds	\$3,147,877.66	\$14,402,669.14	\$215,749.53	\$1,445,357.97	\$3,363,627.19	\$15,985,844.11	
Health Dept.-General Fund	\$104,374.23	\$423,806.43	\$0.00	\$1,579.79	\$104,374.23	\$425,386.22	24.54%
Health Dept.-Grant Funds	\$607,426.37	\$2,602,104.41	\$40.50	\$12,717.45	\$607,466.87	\$2,614,821.86	23.23%
Full Grant Funds							
Youth Court Svcs	\$12,564.44	\$0.00	\$0.00	\$0.00	\$12,564.44	\$0.00	0.00%
Juvenile Services	\$59,787.64	\$335,248.79	\$621.25	\$0.00	\$60,408.89	\$335,248.79	18.02%
Adult Services	\$72,101.12	\$311,345.38	\$1,541.35	\$0.00	\$73,642.47	\$311,345.38	23.65%
Subtotal Grant Funds	\$144,453.20	\$646,594.17	\$2,162.60	\$0.00	\$146,615.80	\$646,594.17	
Totals	\$4,004,131.46	\$18,075,174.15	\$217,952.63	\$1,459,655.21	\$4,222,084.09	\$19,672,646.36	

Attachment: 2023 YTD Wage-Overtime Report Overview 2023-03 (13308 : Year to date budget and expenditure reports)

Dept			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget	
	Department											
1	Attorney	Regular Salaries	1001	\$126,050.08	\$125,893.28	\$125,931.11	\$377,874.47	\$0.00	\$0.00	\$0.00	\$377,874.47	\$1,636,816.62
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$27,090.00
		Overtime	1005	\$85.71	\$942.93	\$77.28	\$1,105.92	\$0.00	\$0.00	\$0.00	\$1,105.92	\$4,291.25
				\$126,135.79	\$126,836.21	\$126,008.39	\$378,980.39	\$0.00	\$0.00	\$0.00	\$378,980.39	\$1,668,197.87
2	Clerk	Regular Salaries	1001	\$66,167.14	\$66,084.64	\$62,897.15	\$195,148.93	\$0.00	\$0.00	\$0.00	\$195,148.93	\$845,370.00
		Seasonal/ASND	1003	\$1,155.00	\$1,155.00	\$1,155.00	\$3,465.00	\$0.00	\$0.00	\$0.00	\$3,465.00	\$15,170.00
		Overtime	1005	\$0.00	\$36.51	\$0.00	\$36.51	\$0.00	\$0.00	\$0.00	\$36.51	\$4,723.00
				\$67,322.14	\$67,276.15	\$64,052.15	\$198,650.44	\$0.00	\$0.00	\$0.00	\$198,650.44	\$865,263.00
3	Commissioners	Regular Salaries	1001	\$12,394.26	\$12,394.26	\$12,394.26	\$37,182.78	\$0.00	\$0.00	\$0.00	\$37,182.78	\$161,125.00
4	Administrative Svcs	Regular Salaries	1001	\$39,701.82	\$39,701.81	\$39,701.80	\$119,105.43	\$0.00	\$0.00	\$0.00	\$119,105.43	\$539,658.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,616.00
				\$39,701.82	\$39,701.81	\$39,701.80	\$119,105.43	\$0.00	\$0.00	\$0.00	\$119,105.43	\$541,274.00
6	Register of Deeds	Regular Salaries	1001	\$26,429.24	\$26,404.12	\$25,713.86	\$78,547.22	\$0.00	\$0.00	\$0.00	\$78,547.22	\$341,888.00
		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	\$928.00
				\$26,429.24	\$26,404.12	\$25,713.86	\$78,547.22	\$0.00	\$0.00	\$0.00	\$78,547.22	\$342,816.00
7	Treasurer	Regular Salaries	1001	\$69,588.36	\$73,292.07	\$70,953.83	\$213,834.26	\$0.00	\$0.00	\$0.00	\$213,834.26	\$944,071.00
		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	\$44.34	\$302.26	\$346.60	\$0.00	\$0.00	\$0.00	\$346.60	\$5,941.00
				\$69,588.36	\$73,336.41	\$71,256.09	\$214,180.86	\$0.00	\$0.00	\$0.00	\$214,180.86	\$950,012.00
10	Emergency Mgt	Regular Salaries	1001	\$15,500.94	\$15,489.08	\$15,489.09	\$46,479.11	\$0.00	\$0.00	\$0.00	\$46,479.11	\$152,041.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,658.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$15,500.94	\$15,489.08	\$15,489.09	\$46,479.11	\$0.00	\$0.00	\$0.00	\$46,479.11	\$176,699.00
17	Museum	Regular Salaries	1001	\$26,918.15	\$27,638.51	\$18,204.42	\$72,761.08	\$0.00	\$0.00	\$0.00	\$72,761.08	\$323,791.00
		Seasonal/ASND	1003	\$3,076.25	\$3,076.25	\$3,076.25	\$9,228.75	\$0.00	\$0.00	\$0.00	\$9,228.75	\$7,350.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$29,994.40	\$30,714.76	\$21,280.67	\$81,989.83	\$0.00	\$0.00	\$0.00	\$81,989.83	\$331,141.00
19	Election	Regular Salaries	1001	\$17,334.34	\$17,890.45	\$14,955.03	\$50,179.82	\$0.00	\$0.00	\$0.00	\$50,179.82	\$213,206.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$2,628.23	\$2,628.23	\$0.00	\$0.00	\$0.00	\$2,628.23	\$198,726.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,114.00
				\$17,334.34	\$17,890.45	\$17,583.26	\$52,808.05	\$0.00	\$0.00	\$0.00	\$52,808.05	\$415,046.00
20	EMS/Ambulance	Regular Salaries	1001	\$173,508.66	\$147,896.92	\$131,763.86	\$453,169.44	\$0.00	\$0.00	\$0.00	\$453,169.44	\$2,075,167.00
		Seasonal/ASND	1003	\$10,099.75	\$3,629.25	\$3,332.31	\$17,061.31	\$0.00	\$0.00	\$0.00	\$17,061.31	\$36,405.00
		Overtime	1005	\$65,935.70	\$67,180.83	\$68,480.00	\$201,596.53	\$0.00	\$0.00	\$0.00	\$201,596.53	\$1,293,562.00

6.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-03 (13308 : Year to date budget and

Dept			January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget		
	Department												
			\$249,544.11	\$218,707.00	\$203,576.17	\$671,827.28	\$0.00	\$0.00	\$0.00	\$671,827.28	\$3,405,134.00		
22	Appraiser	Regular Salaries	1001	\$86,407.07	\$86,236.13	\$91,376.62	\$264,019.82	\$0.00	\$0.00	\$0.00	\$264,019.82	\$1,206,442.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$2,028.99	\$2,028.99	\$0.00	\$0.00	\$0.00	\$2,028.99	\$15,170.00	
		Overtime	1005	\$0.00	\$0.00	\$499.50	\$499.50	\$0.00	\$0.00	\$0.00	\$499.50	\$11,323.00	
			\$86,407.07	\$86,236.13	\$93,905.11	\$266,548.31	\$0.00	\$0.00	\$0.00	\$266,548.31	\$1,232,935.00		
24	Planning & Development	Regular Salaries	1001	\$34,739.16	\$34,723.93	\$33,291.86	\$102,754.95	\$0.00	\$0.00	\$0.00	\$102,754.95	\$451,411.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$645.00	\$645.00	0	\$0.00	\$0.00	\$645.00	\$15,170.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$950.66	
			\$34,739.16	\$34,723.93	\$33,936.86	\$103,399.95	\$0.00	\$0.00	\$0.00	\$103,399.95	\$467,531.66		
29	Information Tech-GIS	Regular Salaries	1001	\$44,816.96	\$44,816.96	\$44,816.96	\$134,450.88	\$0.00	\$0.00	\$0.00	\$134,450.88	\$697,157.00	
		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	\$7,081.15	
			\$44,816.96	\$44,816.96	\$44,816.96	\$134,450.88	\$0.00	\$0.00	\$0.00	\$134,450.88	\$704,238.15		
30	General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
		Separation Payout	1005	\$0.00	\$3,957.92	\$5,269.33	\$9,227.25	\$0.00	\$0.00	\$0.00	\$9,227.25	\$75,000.00	
			\$0.00	\$3,957.92	\$5,269.33	\$9,227.25	\$0.00	\$0.00	\$0.00	\$9,227.25	\$75,000.00		
40	Public Works	Regular Salaries	1001	\$254,945.30	\$250,807.48	\$249,886.40	\$755,639.18	\$0.00	\$0.00	\$0.00	\$755,639.18	\$3,477,827.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$57.04	\$57.04	\$0.00	\$0.00	\$0.00	\$57.04	\$110,365.00	
		Overtime	1005	\$521.70	\$8,219.44	\$1,602.97	\$10,344.11	\$0.00	\$0.00	\$0.00	\$10,344.11	\$90,716.00	
			\$255,467.00	\$259,026.92	\$251,546.41	\$766,040.33	\$0.00	\$0.00	\$0.00	\$766,040.33	\$3,678,908.00		
41	Noxious Weed	Regular Salaries	1001	\$31,978.14	\$29,416.51	\$31,586.59	\$92,981.24	\$0.00	\$0.00	\$0.00	\$92,981.24	\$415,646.14	
		Seasonal/ASND	1003	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$336.21	\$395.66	\$294.69	\$1,026.56	\$0.00	\$0.00	\$0.00	\$1,026.56	\$7,770.88	
			\$32,314.35	\$29,812.17	\$31,881.28	\$94,007.80	\$0.00	\$0.00	\$0.00	\$94,007.80	\$423,417.02		
150	Solid Waste Payroll	Regular Salaries	1001	\$15,142.61	\$13,602.97	\$15,006.12	\$43,751.70	\$0.00	\$0.00	\$0.00	\$43,751.70	\$128,990.33	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,516.05	
		Overtime	1005	\$7.69	\$615.00	\$0.00	\$622.69	\$0.00	\$0.00	\$0.00	\$622.69	\$12,788.03	
			\$15,150.30	\$14,217.97	\$15,006.12	\$44,374.39	\$0.00	\$0.00	\$0.00	\$44,374.39	\$213,294.41		
183	Fire District #1	Regular Salaries	1001	\$19,164.20	\$19,139.58	\$19,727.00	\$58,030.78	\$0.00	\$0.00	\$0.00	\$58,030.78	\$274,896.00	
		Seasonal/ASND	1003	\$1,291.00	\$2,628.00	\$3,706.00	\$7,625.00	\$0.00	\$0.00	\$0.00	\$7,625.00	\$58,363.00	
		Overtime	1005	\$0.00	\$7.39	\$7.39	\$14.78	\$0.00	\$0.00	\$0.00	\$14.78	\$553.00	
			\$20,455.20	\$21,774.97	\$23,440.39	\$65,670.56	\$0.00	\$0.00	\$0.00	\$65,670.56	\$333,812.00		
400	Health Dept.-General	Regular Salaries	1001	\$33,468.86	\$34,406.45	\$31,023.30	\$98,898.61	\$0.00	\$0.00	\$0.00	\$98,898.61	\$369,385.00	
		Seasonal/ASND	1003	\$ 1,825.21	\$ 1,825.21	\$ 1,825.21	\$5,475.62	\$0.00	\$0.00	\$0.00	\$5,475.62	\$54,421.43	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,579.79	
			\$35,294.07	\$36,231.66	\$32,848.51	\$104,374.23	\$0.00	\$0.00	\$0.00	\$104,374.23	\$425,386.22		

6.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-03 (13308 : Year to date budget and

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget	
	Department												
410	Health Dept.-Grants	Regular Salaries	1001	\$201,918.56	\$202,363.86	\$203,143.95	\$607,426.37	\$0.00	\$0.00	\$0.00	\$607,426.37	\$2,557,401.41	
		Part Time	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,703.00	
		Overtime	1005	\$0.00	\$0.00	\$40.50	\$40.50	\$0.00	\$0.00	\$0.00	\$40.50	\$12,717.45	
				\$201,918.56	\$202,363.86	\$203,184.45	\$607,466.87	\$0.00	\$0.00	\$0.00	\$607,466.87	\$2,614,821.86	
500	Community Corrections	Regular Salaries	1001	\$24,114.26	\$23,949.66	\$24,037.20	\$72,101.12	\$0.00	\$0.00	\$0.00	\$72,101.12	\$311,345.38	
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$512.80	\$531.91	\$496.64	\$1,541.35	\$0.00	\$0.00	\$0.00	\$1,541.35	\$0.00	
				\$24,627.06	\$24,481.57	\$24,533.84	\$73,642.47	\$0.00	\$0.00	\$0.00	\$73,642.47	\$311,345.38	
501	Community Corrections	Regular Salaries	1001	\$18,766.83	\$18,583.72	\$18,161.22	\$55,511.77	\$0.00	\$0.00	\$0.00	\$55,511.77	\$287,602.99	
	-Juvenile	Seasonal/ASND	1003	\$ 1,290.00	1230	1755.87	\$4,275.87	\$0.00	\$0.00	\$0.00	\$4,275.87	\$47,645.80	
		Overtime	1005	\$249.21	\$169.00	\$203.04	\$621.25	\$0.00	\$0.00	\$0.00	\$621.25	\$0.00	
				\$20,306.04	\$19,982.72	\$20,120.13	\$60,408.89	\$0.00	\$0.00	\$0.00	\$60,408.89	\$335,248.79	
502	Community Corrections	Regular Salaries	1001	\$4,308.36	\$4,121.60	\$4,134.48	\$12,564.44	\$0.00	\$0.00	\$0.00	\$12,564.44		
	-Youth Court	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		Overtime	1005	\$0.00	\$38.64	\$57.96	\$96.60	\$0.00	\$0.00	\$0.00	\$96.60	\$0.00	
				\$4,308.36	\$4,160.24	\$4,192.44	\$12,661.04	\$0.00	\$0.00	\$0.00	\$12,661.04	\$0.00	
	Totals			\$1,429,749.53	\$1,410,537.27	\$1,381,737.57	\$4,222,024.36	\$0.00	\$0.00	\$0.00	\$4,222,024.36	\$19,672,646.36	
											\$4,222,024.36	\$19,672,646.36	

6.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-03 (13308 : Year to date budget and

2023 YTD BUDGET ACTIVITY

% of Year 25%

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,529,299	\$172,035	\$177,231	\$183,118	\$532,383	\$0	\$0	\$0	\$532,383	\$1,996,916	21.05%
	Clerk	\$1,322,992	\$88,541	\$90,255	\$96,195	\$274,991	\$0	\$0	\$0	\$274,991	\$1,048,001	20.79%
	County Commissioners	\$276,310	\$15,442	\$18,324	\$18,398	\$52,164	\$0	\$0	\$0	\$52,164	\$224,146	18.88%
	Admin. Svcs/Counselor	\$803,003	\$52,594	\$54,767	\$52,850	\$160,211	\$0	\$0	\$0	\$160,211	\$642,792	19.95%
	Register of Deeds	\$537,353	\$34,082	\$35,853	\$33,261	\$103,195	\$0	\$0	\$0	\$103,195	\$434,158	19.20%
	Treasurer	\$1,386,845	\$97,906	\$103,523	\$102,272	\$303,700	\$0	\$0	\$0	\$303,700	\$1,083,145	21.90%
	District Court	\$177,000	\$8,915	\$14,322	\$12,429	\$35,666	\$0	\$0	\$0	\$35,666	\$141,334	20.15%
1.00	Emergency Management	\$311,312	\$22,175	\$22,545	\$22,027	\$66,747	\$0	\$0	\$0	\$66,747	\$244,565	21.44%
	Coroner	\$117,000	\$4,167	\$10,445	\$8,316	\$22,927	\$0	\$0	\$0	\$22,927	\$94,073	19.60%
	Juvenile Detention	\$101,650	\$0	\$17,409	\$0	\$17,409	\$0	\$0	\$0	\$17,409	\$84,241	17.13%
	Fair	\$110,500	\$2,700	\$3,821	\$3,748	\$10,269	\$0	\$0	\$0	\$10,269	\$100,231	9.29%
1.00	Museum	\$466,472	\$34,667	\$35,935	\$35,372	\$105,974	\$0	\$0	\$0	\$105,974	\$360,498	22.72%
	Election	\$732,394	\$24,298	\$39,086	\$33,560	\$96,945	\$0	\$0	\$0	\$96,945	\$635,449	13.24%
	Ambulance	\$5,393,865	\$351,352	\$342,446	\$345,362	\$1,039,159	\$0	\$0	\$0	\$1,039,159	\$4,354,706	19.27%
	Appraiser	\$1,878,456	\$129,328	\$124,990	\$132,386	\$386,705	\$0	\$0	\$0	\$386,705	\$1,491,751	20.59%
	Planning & Development	\$707,392	\$46,705	\$48,752	\$72,548	\$168,004	\$0	\$0	\$0	\$168,004	\$539,388	23.75%
	Budget Appropriations	\$1,877,098	\$859,499	\$0	\$0	\$859,499	\$0	\$0	\$0	\$859,499	\$1,017,599	45.79%
	Insurance	\$811,218	\$320,657	-\$36,663	-\$29,783	\$254,210	\$0	\$0	\$0	\$254,210	\$557,008	31.34%
	Information Systems	\$1,753,072	\$84,587	\$104,391	\$92,216	\$281,193	\$0	\$0	\$0	\$281,193	\$1,471,879	16.04%
	County General-General	\$10,369,446	\$88,470	\$128,434	\$85,779	\$302,683	\$0	\$0	\$0	\$302,683	\$10,066,763	2.92%
	Public Works	\$9,098,647	\$438,523	\$480,606	\$487,381	\$1,406,511	\$0	\$0	\$0	\$1,406,511	\$7,692,136	15.46%
	Noxious Weed	\$833,997	\$83,139	\$42,521	\$57,140	\$182,800	\$0	\$0	\$0	\$182,800	\$651,197	21.92%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$3,368,922	\$3,368,922	\$0	\$0	\$3,368,922	\$0	\$0	\$0	\$3,368,922	\$0	100.00%
	County General subtotal	\$44,965,643	\$6,328,701	\$1,858,993	\$1,844,575	\$10,032,268	\$0	\$0	\$0	\$10,032,268	\$34,933,375	22.31%
	Less Budget Stabilization	\$3,050,000										
	General Fund w/out Budget Stabilization	\$41,915,643										

Attachment: 2023 Riley County Financial Reports March (13308 : Year to date budget and expenditure

2023 YTD BUDGET ACTIVITY

% of Year 25%

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,321,818	\$463,195	\$401,249	\$431,246	\$1,295,689	\$0	\$0	\$0	\$1,295,689	\$4,026,129	24.35%
	Disaster Fund #3	\$7,112,736	\$0	\$0	\$206	\$206	\$0	\$0	\$0	\$206	\$7,112,530	0.00%
	EMS Grants #52	\$5,356	\$0	\$0	\$833	\$833	\$0	\$0	\$0	\$833	\$4,523	15.55%
	Register of Deeds Tech Fund #106	\$166,459	\$0	\$0	\$1,752	\$1,752	\$0	\$0	\$0	\$1,752	\$164,707	1.05%
	Clerk's Tech Fund #107	\$163,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$163,713	0.00%
	Treasurer's Tech Fund #108	\$88,985	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$88,985	0.00%
	War Memorial #112	\$11,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,370	0.00%
	County Auction #118	\$238,637	\$0	\$279	\$311	\$589	\$0	\$0	\$0	\$589	\$238,048	0.25%
	P.A.T.F #128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Motor Vehicle Operations #130	\$381,700	\$4,322	-\$1,602	\$1,603	\$4,323	\$0	\$0	\$0	\$4,323	\$377,377	1.13%
	Special Alcohol Programs #132	\$7,883	\$0	\$0	\$5,325	\$5,325	\$0	\$0	\$0	\$5,325	\$2,558	67.55%
2.00	Community Corrections #144	\$1,180,778	\$88,061	\$91,906	\$93,192	\$273,158	\$0	\$0	\$0	\$273,158	\$907,620	23.13%
	Capital Improvements Fund #145	\$7,987,210	\$288,003	\$41,875	\$10,737	\$340,614	\$0	\$0	\$0	\$340,614	\$7,646,596	4.26%
	Economic Development #146	\$472,636	\$84,052	\$0	\$0	\$84,052	\$0	\$0	\$0	\$84,052	\$388,584	17.78%
	Emergency 911 #148	\$907,952	\$163,074	-\$11,255	\$24,475	\$176,295	\$0	\$0	\$0	\$176,295	\$731,657	19.42%
	Solid Waste #150	\$2,700,393	\$23,289	\$232,238	\$217,014	\$472,540	\$0	\$0	\$0	\$472,540	\$2,227,853	17.50%
	County Building #152	\$393,000	\$11,272	\$34,227	\$26,712	\$72,211	\$0	\$0	\$0	\$72,211	\$320,789	18.37%
	Road & Bridge Capital Projects #157	\$3,736,590	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,736,590	0.00%
	RCPD Operations #173	\$5,362,913	\$1,360,316	\$20,948	\$19,330	\$1,400,594	\$0	\$0	\$0	\$1,400,594	\$3,962,319	26.12%
	Landfill Closure #180	\$56,143	\$0	\$723	\$619	\$1,341	\$0	\$0	\$0	\$1,341	\$54,802	2.39%
	Bond & Interest # 181	\$545,592	\$0	\$33,644	\$0	\$33,644	\$0	\$0	\$0	\$33,644	\$511,948	6.17%
	Riley Co Fire Dist #1 #183	\$1,258,295	\$49,997	\$52,211	\$125,101	\$227,309	\$0	\$0	\$0	\$227,309	\$1,030,986	18.06%
	Riley Co Fire Dist Cap Out #184	\$412,666	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$412,666	0.00%
	Fire Station Projects #185	\$1,014,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,014,000	0.00%

Attachment: 2023 Riley County Financial Reports March (13308 : Year to date budget and expenditure

2023 YTD BUDGET ACTIVITY

% of Year 25%

		JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$164,165	\$0	\$5,607	\$8,273	\$13,881	\$0	\$0	\$0	\$13,881	\$150,284 8.46%
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
	Exp of Univ Park/Lakeside Heights #235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
	Univ Park W/S Reserve #284	\$141,624	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$141,624 0.00%
	Hunters Island Water #238	\$31,335	\$13	\$951	\$2,284	\$3,247	\$0	\$0	\$0	\$3,247	\$28,088 10.36%
	Hunters Island Reserve #241	\$10,123	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,123 0.00%
	Carson Sewer Operations #239	\$64,083	\$0	\$119	\$1,517	\$1,636	\$0	\$0	\$0	\$1,636	\$62,447 2.55%
	Carson Sewer Reserve #237	\$71,533	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,533 0.00%
	Deep Creek Sewer #242	\$15,334	\$0	\$211	\$302	\$513	\$0	\$0	\$0	\$513	\$14,821 3.34%
	Deep Creek Reserve #243	\$26,056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,056 0.00%
	Moehlman Bottoms #244	\$18,462	\$0	\$137	\$842	\$978	\$0	\$0	\$0	\$978	\$17,484 5.30%
	Moehlman Bottoms Reserve #245	\$7,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,353 0.00%
	Terra Hts Sewer #252	\$47,229	\$0	\$1,123	\$863	\$1,986	\$0	\$0	\$0	\$1,986	\$45,243 4.21%
	Terra Hts Sinking #254	\$85,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,216 0.00%
	Konza Water Operations #256	\$109,703	\$0	\$1,895	\$5,539	\$7,433	\$0	\$0	\$0	\$7,433	\$102,270 6.78%
	Konza Water Reserve #257	\$164,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$164,327 0.00%
	Valleywood Cap Reserve #282	\$94,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94,740 0.00%
	Valleywood Operations #248	\$42,015	\$0	\$155	\$178	\$333	\$0	\$0	\$0	\$333	\$41,682 0.79%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183 0.00%
	Lakeside Heights Sewer #285	\$2,500	\$0	\$33	\$39	\$71	\$0	\$0	\$0	\$71	\$2,429 2.85%
	Lakeside Heights Sewer Capital #286	\$5,759	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,759 0.00%
		\$40,634,565	\$2,535,593	\$906,672	\$978,289	\$4,420,554	\$0	\$0	\$0	\$4,420,554	\$36,214,011
	Total including General Fund	\$85,600,208	\$8,864,294	\$2,765,665	\$2,822,865	\$14,452,823	\$0	\$0	\$0	\$14,452,823	\$71,147,385

Attachment: 2023 Riley County Financial Reports March (13308 : Year to date budget and expenditure

2023 COUNTY GENERAL-GENERAL

% 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	\$87,883	\$0	\$3,958	\$5,678	\$9,636	\$0	\$0	\$0	\$9,636	\$78,247	10.96%
Contractual	2000	\$1,292,150	\$88,470	\$124,476	\$79,855	\$292,801	\$0	\$0	\$0	\$292,801	\$999,349	22.66%
Commodities	3000	\$2,500	\$0	\$0	\$247	\$247	\$0	\$0	\$0	\$247	\$2,253	9.88%
Misc-Budget Stabilization		\$3,050,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	4000	\$2,508,389	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,508,389	0.00%
Transfers Out	604	\$3,428,524	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,428,524	0.00%
Grand Total		\$10,369,446	\$88,470	\$128,434	\$85,779	\$302,683	\$0	\$0	\$0	\$302,683	\$10,066,763	2.92%
Other Expense Totals		Year-To-Date	Budget									
Indigent Attorney		\$119,410	\$400,550									
Incidentals:												
Postage		\$39										
Computer Software		\$0										
Mileage		\$372										
Copies		\$0										
Misc Fees		\$2,003										
Meals		\$0										
		\$2,415										
Base Panel fees		\$0										
Off Panel		\$119,410										

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	March		March DIFFERENCE	YEAR-TO-DATE THRU MARCH		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Attorney	\$144,425	\$183,118	\$38,693	\$435,963	\$532,383	\$96,420	\$2,529,299
Clerk	\$76,224	\$96,195	\$19,971	\$224,561	\$274,991	\$50,430	\$1,322,992
County Commissioners	\$14,846	\$18,398	\$3,551	\$42,270	\$52,164	\$9,894	\$276,310
Admin. Svcs/Counselor	\$45,499	\$52,850	\$7,351	\$134,877	\$160,211	\$25,334	\$803,003
Register of Deeds	\$29,489	\$33,261	\$3,772	\$87,857	\$103,195	\$15,339	\$537,353
Treasurer	\$66,063	\$102,272	\$36,209	\$197,440	\$303,700	\$106,260	\$1,386,845
District Court	\$12,224	\$12,429	\$205	\$36,959	\$35,666	-\$1,293	\$177,000
Emergency Management	\$18,573	\$22,027	\$3,454	\$56,975	\$66,747	\$9,773	\$311,312
Coroner	\$9,857	\$8,316	-\$1,541	\$20,309	\$22,927	\$2,618	\$117,000
Juvenile Detention	\$0	\$0	\$0	\$22,074	\$17,409	-\$4,665	\$101,650
Fair	\$3,182	\$3,748	\$566	\$9,377	\$10,269	\$892	\$110,500
Museum	\$22,324	\$35,372	\$13,049	\$66,821	\$105,974	\$39,153	\$466,472
Election	\$92,211	\$33,560	-\$58,650	\$149,624	\$96,945	-\$52,679	\$732,394
Ambulance	\$279,423	\$345,362	\$65,938	\$828,854	\$1,039,159	\$210,305	\$5,393,865
Appraiser	\$112,391	\$132,386	\$19,996	\$348,217	\$386,705	\$38,488	\$1,878,456
Planning & Development	\$42,699	\$72,548	\$29,848	\$128,869	\$168,004	\$39,135	\$707,392
Budget Appropriations	\$0	\$0	\$0	\$817,851	\$859,499	\$41,648	\$1,877,098
Insurance	\$10,925	-\$29,783	-\$40,709	\$300,473	\$254,210	-\$46,263	\$811,218
Information Systems/GIS	\$98,126	\$92,216	-\$5,910	\$228,246	\$281,193	\$52,947	\$1,753,072
County General-General	\$130,550	\$85,779	-\$44,771	\$242,424	\$302,683	\$60,259	\$6,612,038
Public Works	\$373,938	\$487,381	\$113,444	\$1,195,958	\$1,406,511	\$210,553	\$9,098,647
Noxious Weed	\$39,747	\$57,140	\$17,393	\$161,860	\$182,800	\$20,940	\$833,997
General Fund	\$1,622,716	\$1,844,575	\$221,859	\$5,737,858	\$6,663,346	\$925,489	\$37,837,913

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	March		March DIFFERENCE	YEAR-TO-DATE THRU MARCH		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Health Department	\$364,796	\$431,246	\$66,450	\$1,091,866	\$1,295,689	\$203,823	\$5,321,818
Disaster Fund	\$0	\$206	\$206	\$0	\$206	\$206	\$7,112,736
EMS Grants Fund	\$53	\$833	\$780	\$53	\$833	\$780	\$5,356
Register of Deeds Tech Fund	\$10,607	\$1,752	-\$8,855	\$12,938	\$1,752	-\$11,187	\$166,459
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$163,713
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$88,985
War Memorial	\$0	\$0	\$0	\$0	\$0	\$0	\$11,370
County Auction	\$0	\$311	\$311	\$8	\$589	\$582	\$318,637
P.A.T.F	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations	\$25,304	\$1,603	-\$23,700	\$74,827	\$4,323	-\$70,503	\$381,700
Special Alcohol Programs	\$0	\$5,325	\$5,325	\$0	\$5,325	\$5,325	\$7,883
Community Corrections	\$73,101	\$93,192	\$20,091	\$222,991	\$273,158	\$50,167	\$1,180,778
Capital Improvements Fund	\$64,822	\$10,737	-\$54,085	\$150,610	\$340,614	\$190,004	\$7,987,210
Economic Development	\$0	\$0	\$0	\$82,394	\$84,052	\$1,659	\$472,636
Radio Infrastructure Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency 911	\$7,294	\$24,475	\$17,181	\$155,333	\$176,295	\$20,962	\$907,952
Solid Waste	\$171,301	\$217,014	\$45,713	\$388,502	\$472,540	\$84,038	\$2,700,393
County Building	\$15,823	\$26,712	\$10,889	\$43,281	\$72,211	\$28,930	\$393,000
Road & Bridge Capital Projects	\$6,139	\$0	-\$6,139	\$10,652	\$0	-\$10,652	\$3,736,590
RCPD Operations	\$16,774	\$19,330	\$2,556	\$1,204,144	\$1,400,594	\$196,449	\$5,362,913
Landfill Closure	\$705	\$619	-\$86	\$1,322	\$1,341	\$20	\$56,143
Bond & Interest	\$0	\$0	\$0	\$37,909	\$33,644	-\$4,265	\$545,592
Riley Co Fire Dist #1	\$104,138	\$125,101	\$20,963	\$201,688	\$227,309	\$25,621	\$1,258,295
Riley Co Fire Dist Cap Ou	\$0	\$0	\$0	\$86,006	\$0	-\$86,006	\$412,666

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	March		March DIFFERENCE	YEAR-TO-DATE THRU MARCH		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Fire Station Projects	\$0	\$0	\$0	\$150	\$0	-\$150	\$1,014,000
University Park W&S	\$5,465	\$8,273	\$2,808	\$14,603	\$13,881	-\$722	\$164,165
University Park Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exp of Univ Park/Lakeside Heights	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$141,624
Hunters Island Water	\$4,903	\$2,284	-\$2,620	\$6,220	\$3,247	-\$2,973	\$31,335
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$10,123
Carson Sewer Operations	\$987	\$1,517	\$530	\$2,830	\$1,636	-\$1,194	\$64,083
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$71,533
Deep Creek Sewer	\$718	\$302	-\$416	\$1,449	\$513	-\$936	\$15,334
Deep Creek Reserve	\$0	\$0	\$0	\$9,146	\$0	-\$9,146	\$26,056
Moehlman Bottoms	\$1,299	\$842	-\$458	\$1,846	\$978	-\$868	\$18,462
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$7,353
Terra Hts Sewer	\$1,920	\$863	-\$1,057	\$2,459	\$1,986	-\$473	\$47,229
Terra Hts Sinking	\$1,809	\$0	-\$1,809	\$1,809	\$0	-\$1,809	\$85,216
Konza Water Operations	\$8,582	\$5,539	-\$3,043	\$11,489	\$7,433	-\$4,055	\$109,703
Konza Water Reserve	\$815	\$0	-\$815	\$815	\$0	-\$815	\$164,327
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$94,740
Valleywood Operations	\$313	\$178	-\$135	\$517	\$333	-\$184	\$42,015
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$50	\$39	-\$11	\$87	\$71	-\$16	\$2,500
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$5,759
Total Including General Fund	\$2,510,433	\$2,822,865	\$312,431	\$9,555,801	\$11,083,901	\$1,528,100	\$78,552,478

**RCPD EXPENSES PAID BY RILEY COUNTY
2023 YTD EXPENSES**

	BUDGET	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$17,456	\$16,162	\$16,162	\$49,781				\$0	\$0	\$0	\$49,781	\$115,219
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	\$100,000	\$1,200	\$3,886	\$2,235	\$7,321				\$0	\$0	\$0	\$7,321	\$92,679
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	\$10,500	\$900	\$900	\$900	\$2,700				\$0	\$0	\$0	\$2,700	\$7,800
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$15,000	\$32	\$0	\$32	\$64				\$0	\$0	\$0	\$64	\$14,936
Storm Drainage	\$2,000	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0
Budget Appropriation	\$5,362,913	\$1,340,728	\$0	\$0	\$1,340,728				\$0	\$0	\$0	\$1,340,728	\$4,022,185
TOTAL	\$5,672,913	\$1,360,316	\$20,948	\$19,330	\$1,400,594	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400,594	\$4,272,319

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

	2016	2017	2018	2019	2020	2021	2022	2023	Total
Dental	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$191,373	\$206,854	\$49,781	\$1,141,555
Laboratory	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$3,323	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$210	\$473	\$0	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$15	\$391	\$0	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$71,043	\$60,486	\$7,321	\$585,201
Land Rental/Lease	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$251	\$0	\$125	\$0	\$0	\$0	\$0	\$501
Office Space Rental	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$10,500	\$10,500	\$2,700	\$74,475
Juvenile Transport	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$152	\$237	\$0	\$29,332
Water, Electric	\$0	\$0	\$0	\$0	\$252	\$444	\$352	\$64	\$1,112
Storm Drainage	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$0	\$0	\$400,000	\$8,091	\$693,906	\$91,239	\$21,447	\$0	\$1,214,683
Budget Appropriation	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$4,391,746	\$4,597,175	\$1,340,728	\$29,837,005
Total	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$4,756,498	\$4,897,050	\$1,400,594	\$32,899,850

Attachment: 2023 Riley County Financial Reports March (13308 : Year to date budget and expenditure

Prepared by: Darell Edie
 Budget and Finance Officer

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

	JAN	FEB	MAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0			\$0	\$0	\$0	\$0	\$0
Physician	\$3,878			\$3,878	\$0	\$0	\$0	\$3,878
Laboratory	\$0			\$0	\$0	\$0	\$0	\$0
Hospital	\$0			\$0	\$0	\$0	\$0	\$0
Prescriptions	\$309		\$1,729	\$2,039	\$0	\$0	\$0	\$2,039
Supplies	\$0			\$0	\$0	\$0	\$0	\$0
TOTAL	\$4,187	\$0	\$1,729	\$5,917	\$0	\$0	\$0	\$5,917
Savings from Medicaid Rate	\$0			\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$26,813	\$26,813	\$25,083	\$25,083	\$25,083	\$25,083	\$25,083	\$25,083

Quarterly ADP: (Contract)								
County Inmate (72 base census)	102	109	115	326				
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler

MEETING: April 10, 2023

SUBJECT: Staff Update - Riley County Historical Museum

PRESENTER: Katharine Hensler, RCHM Director

Riley County Historical Museum - Director's Report

April 10, 2023

1. Visitation and Tours - In the month of March, there were 181 visitors to the Museum and 35 to the Goodnow House, 18 at the Wolf House Museum, and while the Pioneer Log Cabin was still closed for the season, we had 3 walk-in visitors that occurred during cleaning and preparation for opening weekend. The Pioneer Log Cabin reopened for tours on Sunday, April 2 from 2-5pm. The 2023 season will run until October 29.

Volunteer hours for the month totaled 42.25 hours and were generated by 14 volunteers. Our RCHS Board of Directors contributed an additional minimum of 48.5 hours. The Museum also had 3 community service workers in March who assisted with outdoor cleanup of the site with 27.75 hours.

2. Education and Outreach - On March 8, Curator Highsmith and Director Hensler attended the Riley County Township Officers' meeting where they provided an exhibit on the installation of electrical lighting in Manhattan. This gave us an opportunity to meet with community leaders as well as market the programs and services that we offer through the Museum and Society.

On March 20, Curator Highsmith, participated in the KMAN In-Focus program and spoke about Gertrude Doud Tetrick, a local woman who was an actress, musician, journalist, business owner, and local personality. March was Women's History Month so sharing the story of Mrs. Tetrick was quite fitting. She was also the topic of the monthly presentation given by Curator Highsmith to Stoneybrook on March 28. 20 guests attended.

Director Hensler taught a class for a UFM non-credit course on March 16 on the history of museums in the United States and the origination of the Riley County Historical Society beginning in 1914. The course was titled, "History of the History Keepers." 17 enrolled and 15 attended.

Curator Highsmith has been working with USD383 on the upcoming field trip season. 4th grade field trips will occur this month at the Wolf House Museum. Currently, there are 425 students and teachers signed up and 20 volunteers who have committed to helping. Volunteer training will take place this week. The RCHS provides a grant to the classes to cover the cost of their bus transportation. At this time, nine classes will be utilizing these grant funds.

An additional group from Bluemont Elementary will be coming to the Museum and Goodnow House in early May for a field trip. Currently, 37 are scheduled to attend and they will be touring the Museum, Goodnow House, and will be participating in an interactive scavenger hunt.

The RCHS held their quarterly meeting "Lunch and Learn" on Wednesday, March 22. Speaker Derrick Doty presented the history of the Pioneer Log Cabin, the RCHS' first museum. There was a \$15 fee for lunch, but the presentation itself was free. 43 guests enjoyed lunch and another three attended for the presentation only. The Programs committee are looking at other types of meetings they can introduce for future quarterly meetings. The next proposed meeting will be on June 20, 7pm, at the Manhattan Public Library Auditorium, with presenter Marla Day. This event will be free and open to the public. Topic TBD.

Curator Highsmith continues to work on the new exhibit which will be installed in the Museum's temporary gallery replacing the Women's Suffrage exhibit that has been up since 2020. The new exhibit, which will document and interpret the County's early medical field and practices will open on July 1, 2023. The current exhibit will close at 5pm on Sunday, June 18. The final two weeks in June will be the time frame in which we will be switching out exhibits, so there will be a slight disruption and lack of public access to those specific spaces. However, the Museum, all other exhibits, the research library, and the Goodnow House will all remain open and accessible to guests as normal.

3. Collections - Curators Munger and Highsmith conducted a seasonal inventory at the Pioneer Log Cabin during the week of March 20 to prepare for our 2023 open season. This process includes noting all artifacts and teaching tools on site and assessing them for change. In addition to conducting the inventory reconciliation, they created and installed interpretive labels for the exhibits which will allow for a more thorough educational experience for visitors.

In the month of March, four donations of items came into the Museum. Amongst those donations, 143 individual items were included. Curator Munger was able to process six backlogged collections which totaled 71 individual items accessioned and added to the Museum collection.

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

Curator Glasgow is getting a few volunteers trained to assist her in the library and with research requests. The library is in great need of cleaning up and organization. These volunteers should be able to assist her in making progress in those areas.

5. Building and Grounds - The Pioneer Log Cabin sustained damage to one of its windows due to vandalism again. This incident occurred between 5pm on March 21 and 2pm on March 22. A police report was made to the RCPD. Staff member Derrick Doty was kind enough to temporarily secure the broken pane until it can be repaired. Heritage Builders has been contacted about getting an estimate. They noted that they are two months out on estimates, but will try to work us in. In the meantime, the RCHS Preservation committee has been notified and are discussing the need to install screens over the windows as well as a security system. This is the second vandalism incident since August of 2022. The first incident, where three panes were broken, cost the RCHS \$478.18 in repairs.

The Pioneer Log Cabin has now reopened for the 2023 season on Sunday, April 2. Opening day brought in 29 visitors. The site will be open for free tours every Sunday from 2-5pm (April-October). This year, we have hired a second site host, Tony Conners, to assist Derrick Doty with tours and scheduling. Please swing by and visit them this season.

The Wolf Photography Studio repairs remain a priority and immediate action must be taken. Director Hensler has requested updated estimates from the contractors that were presented last fall. John Wood with WoodWorks Restoration has submitted an updated estimate and had availability to begin work as early as the end of March pending board approval. Mr. Wood would be working on the windows, doors, and their frames and he estimates that the proposed work would be complete in July under this timeline. Precision Painting and Carpentry is working on their updated proposal and have projected that their available start date would be late July or early August. Two more contractors were contacted since the last board meeting and neither have the availability to offer the services in a timely manner. Mel Borst, who was consulted on the matter noted that he originally recommended Precision Painting and Carpentry and recommended that they be considered.

In addition to these ongoing needs at the Wolf Photography Studio, staff recently noticed an issue with the roof leaking from the inside. Danker Roofing came out to look at it on March 23 and noted that the shingles are in a failing state. This information has been shared with the Preservation and Wolf House Committees for further review and they will ultimately make recommendations to the board.

Seven volunteers attended a site visit at Rocky Ford Schoolhouse with Doug Tippin, Chair of the RFS Friends Committee, on Friday, March 10. Thank you to the board members who also came out that afternoon and a huge thank you to Brad Hartenstein for safely removing the unauthorized stone memorial that had been glued to our bench. We still do not know exactly who is responsible for placing it on RCHS property, but we have retained the stone so if the party comes forward, it can be returned to them undamaged. It is being stored in one of the back rooms of the schoolhouse.

Doug Tippin will begin working on the merry-go-round restoration and once the wooden parts have been installed, we will host a volunteer work day for anyone interested in helping. The site needs to be cleaned on the inside and outside, the classroom will need to be rearranged, the merry go round painted, and there are a few minor repairs that will need the expertise of a qualified contractor such as the repair/replacement of some of the interior ceiling plaster.

Local Preservationist Mel Borst has been helping with small projects on the RCHS' historic sites. In March, he replaced the broken screen on the back porch of the Wolf House and made the porch door more secure. He has offered to assist the RCHS with other minor in-kind repair projects throughout the year. He has offered us consulting services and will be assisting Allana Parker with components of her preservation plan for the RCHS sites. If you know Mel or see him out and about, please be sure to extend a thanks on behalf of the RCHS. His servant leadership is invaluable to our local preservation community.

Additionally, local viticulturalist, Roy Garrett will be visiting the Goodnow site on April 7 to look at the grapevine. We are trying to determine its variety, age, and the best way to care for it. This too will be an in-kind contribution. Once we know this information, we will be able to better incorporate its history into the site interpretation.

Kansas Historical Society archaeologists, Chris Garst and Shelby Beltz visited the Museum and Goodnow site on April 4 to inspect the collection of items found on the Goodnow grounds since 2011. These items, mainly shards of glass, ceramics, nails, other metals, etc. have been unearthed due to erosion and normal disturbances. They selected a small number of artifacts to take back to their laboratory in Topeka. These items, due to their association to the Goodnow state property belong to KHS.

There has never been an organized or intentional archaeological survey or dig at the site. RCHM staff feel that this process should be done so as not to disturb any deposits further into the future. KHS will run some additional analysis on the grounds to determine if the Goodnow site could be a potential field school or workshop opportunity. They will also be giving us confirmation as to whether or not we could use the grounds behind and to the east the barn as a potential educational garden.

Due to a lack of funding, the Kansas Historical Society has indicated they will not be able to fund a summer 2023 preservation workshop at the Goodnow House. They are still waiting on their grant to fund the barn repairs of the windows, doors, and woodwork. Initially, they had expected to begin the work by June 2023, but they now estimate that they will begin in the fall of 2023.

6. Special Projects - Curator Highsmith and Director Hensler have been working on a few new educational offerings that will be announced shortly. These include monthly fireside chats with local Manhattan partner, Flight Crew Coffee, the interpretive garden at the Goodnow House, and walking tours throughout the spring, summer, and fall season. More to come once dates have been confirmed.
7. Other - April 21 is this year's Grow Green event hosted by the Greater Manhattan Community Foundation. The RCHS will be participating in this special day of giving. On this day, the GMCF will provide a 50% match on all donations to the RCHS up to \$20,000 total (total max match amount for any participating organization is \$10,000). Donations can be made in advance by email and on the day of electronically and in-person. Marketing material has just been shared through the GMCF. We will be working to get the material distributed effectively. The RCHS has two funds through the GMCF that each year rotate with the event. This year, the fund specifically for Wolf House complex will be supported. Therefore, all donations that come in through Grow Green can be used for the Wolf House complex to include operations, programs, education, maintenance, and preservation. Please mark your calendars and join us in supporting the RCHS on April 21.

Staff Report (ID # 13312)

Meeting of April 10, 2023

Enclosures:



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Mary Graham
MEETING: April 10, 2023
SUBJECT: Request to fill position
PRESENTER: John Ellermann, Director/County Engineer

BACKGROUND

We are requesting to fill the Parks Seasonal Laborer positions for 2023. These laborers assist in maintaining weeding and mowing activities in all county parks and properties. Total budgeted hours is 4680, spread across multiple workers.

DISCUSSION

These positions assist our park crew with the Riley County Fair.

FISCAL IMPACT

budgeted positions

RECOMMENDATION(S)

Recommend board approve filling these positions.

POSSIBLE MOTION(S)

Move to approve

Enclosures:

- Parks Seasonals Position Description (PDF)
- 2023-04 PW-Seasonal Parks PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	SEASONAL - PARKS	
Department:	Public Works & Parks	Division:
Reports To:	Parks Supervisor, Parks Manager, or Director	
Pay Grade:	SEASONAL	Status: Temp-Seasonal
FLSA Status:	Non-Exempt	

Position Summary: Position assists Park crew members in various capacities on a seasonal basis.

ESSENTIAL FUNCTIONS:

- Cuts weeds and trims trees along county roads and in county parks.
- Assists in maintaining related county buildings and grounds.
- Operates air tools or light equipment.
- Assists with work in county shop.

SECONDARY FUNCTIONS:

- Performs related work as directed.

POSITION REQUIREMENTS:

Knowledge/Skills:

- Ability to understand and follow oral or written instructions.
- Ability to establish and maintain effective working relations with employees and general public.
- Willingness to work in unpleasant weather conditions.
- Ability to lift 25 lbs.
- Ability to operate equipment as directed in an efficient and safe manner.
- Experience in turf maintenance and mowing is desired.
- Valid Class C driver's license.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision.

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

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; explosives; risk of vibration. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, near power tools, large moving equipment. The noise level in the work environment is usually loud.

Updated 2019

Attachment: Parks Seasonals Position Description [Revision 1] (13306 : Request to Fill Parks Seasonal Laborer Positions)

This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Julie Winter on 04/05/2023 at 02:47 PM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Seasonal Laborers [SEASNL]	Work Location
Job ID 1642123	Salary Salary range \$14.00 - \$14.84	Supervisor Position No
Pay Grade Seasonal	EEO Class --	Workers Compensation --
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot SEASONA-1		

Supervisor: Jeremiah Noll

Department Head: John Ellerman

☐ No changes to Position or Budget

☒ Budgeted

☐ New request for budget (details attached)

☐ Position Description attached

☐ New or updated position description

Total annual hours 4680

total annual cost \$74,833.67

Additional Position Comments: _____

BoCC Chairman

BoCC Member

BoCC Member

Date: _____

Date: _____

Date: _____



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: April 10, 2023

SUBJECT: Request to Hire Custodial Worker 1

PRESENTER: John Ellermann

BACKGROUND

The County budgets for ten full time custodial positions to take care of 13 buildings spread out around Manhattan.

DISCUSSION

One of our custodial employees has been offered a job with the Park Division. We need to hire a replacement Custodial Worker 1.

FISCAL IMPACT

This is a budgeted position.

RECOMMENDATION(S)

It is recommended the Commissioners approve filling this position.

POSSIBLE MOTION(S)

Move to approve.

Enclosures:

- Custodian I Position Description (PDF)
- 2023-04 PW-Custodial1 PAF (DOCX)

**RILEY COUNTY, KANSAS
JOB DESCRIPTION**

Job Title:	CUSTODIAL WORKER I	
Department:	Public Works	Division: Custodial
Reports To:	Custodial Manager	
Pay Grade:	1	Status Full Time
FLSA Status:	Non-Exempt	

PURPOSE: Ensures Riley County facilities are maintained in a clean and safe environment for employees and the general public. This employee will perform custodial duties and assist in special projects by following verbal and written instructions in compliance with established guidelines.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs custodial tasks which include sweeping, dusting, mopping, rinsing, stripping and waxing of floors, polishing, vacuuming and spot cleaning of carpet, cleaning and sanitizing restrooms, emptying trash, wiping down walls, cleaning interior windows and cleaning glass entry doors
- Ensures restrooms are cleaned and sanitary by following prescribed cleaning procedures and supplies are replenished.
- Provides regular and predictable attendance and fosters a cooperative work environment. Participates in special cleaning projects.
- Meets daily with the Custodial Manager
- Responds to emergency situations such as water leaks, flooding, overflowing restroom fixtures and accidents.
- Reports damage to buildings, furnishings and equipment to the Custodial Manager
- Prepares meetings rooms and outside locations for meetings and special events.
- Assists in policing of paper, glass and miscellaneous waste on the Courthouse Plaza grounds,
- Empties outside trash receptacles and takes trash to dumpster.
- Assists in the removal of snow and ice from the sidewalks by shoveling snow and spreading ice melt.
- Assists with the removal of all recyclable materials from office areas and the transporting of these materials to the local recycle center.
- Attends meetings and training.
- Work overtime as needed, outside of normal work hours, including evenings and weekends
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

License(s)/Certificate(s): Valid driver's license required. Must pass a criminal background check.

Experience: Minimum of 1 year previous custodial experience in an office environment required. Experience in operating a computer required. Experience with custodial practices and equipment in an office environment required. A combination of applicable experience, education or training which provides the required knowledge, skill and ability will be considered.

Skills: Excellent organization and communication skills, both oral and written, are required. Requires initiative. Knowledge of how to safely use cleaning supplies and chemicals. Knowledge of appropriate personal protective equipment when using cleaning chemicals, working with the threat of blood borne pathogens and the disposal of residual chemical products. Ability to deal tactfully with people. Ability to be able to multi-task with work interruptions. Ability to read and comprehend written instructions. Ability to write or print legibly. Ability to perform independently on the basis of current procedures.

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

While performing the duties of this job, the employee is often required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must be capable of regularly lifting and/or moving up to 30 pounds and occasionally 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision. Physically able to lift and bend on a continuous basis and climb a ladder to perform some duties.

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

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold. The noise level in the work environment is usually moderate.

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

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

RILEY COUNTY POSITION ACTION FORM

10.b

Requisition Approval Process

- Submitted by Julie Winter on 04/05/2023 at 02:26 PM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Custodian I [CUSTODI]	Work Location
Job ID 1642049	Salary Salary range \$15.50 - \$16.43	Supervisor Position No
Pay Grade 1	EEO Class --	Workers Compensation --
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot CUSTODI-1		

Supervisor: Jeremiah Noll

Department Head: John Ellerman

☐ No changes to Position or Budget

☐ Position Description attached

Total annual hours _____
2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

total annual cost _____

Additional Position Comments: _____ \$47,673.29

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2022-11



PUBLIC WORKS
Auction

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: April 10, 2023

SUBJECT: 2023 Equipment & Vehicle Internet Auction

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

Periodically the county conducts a public auction to dispose of excess County property. We currently have vehicles and equipment stored at the Public Works facility that are no longer usable by Riley County. All items have been inventoried and are ready to sell. We would like to request permission to move forward with the 2023 Equipment & Vehicle Internet Auction. Attached is a list of the vehicles and equipment for sale.

DISCUSSION

If approved all items will be auctioned by "Internet Only". The equipment will be sold on-line and can be viewed at the Riley County Public Works facility located at 6215 Tuttle Creek Blvd. in Manhattan, Kansas.

Purple Wave, Inc. is currently contracted to conduct sales for the State of Kansas. All normal procedures will be followed in accordance with the statutory requirements for the sale of surplus County property as adopted in Riley County Commission RESOLUTION NO. 011107-03.

The notice of intent to sell excess personal property will be published in the legal notice section of the "The Manhattan Mercury" and the "The Riley Countian" newspapers according to the statutes outlined.

FISCAL IMPACT

There are no costs to Riley County for contracting with Purple Wave to conduct this auction. Buyers will pay a 10% premium to Purple Wave to cover auction costs.

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

Staff recommends the Commission authorize the Public Works Department to begin the process of disposing of the surplus property by public auction and to enter into a contract with Purple Wave.

POSSIBLE MOTION(S)

Move to authorize staff to move forward and to authorize Public Works to contract with Purple Wave, Inc, of Manhattan, Kansas to conduct an "Internet Only" auction to sell surplus vehicles and equipment and to begin the process to dispose of surplus property.

Enclosures:

- 2023 - Purple Wave Auction List (PDF)

Purple Wave Auction: 2023

Public Works Vehicles:

Unit	Year	Description
16	2012	2500 Chevrolet 4X4
28	2012	2500 Chevrolet 4X4
87	2010	F 250 Ford 4X4
88	2010	F 250 Ford 4X4
89	2010	Chevrolet Impala

Riley County Fire Vehicles:

1541	1994	FL80D Freightliner Pumper Truck
1501	1995	3500 Dodge 4X4
1519	1993	4900 International Fire Tender Truck

Weed Department Items:

Chainsaws –
 Echo CS – 340
 Echo CS – 3000
 Echo CS – 520
 Poulan 221 Pro
 Stihl HT-75 Pole Saw
 Stihl FS-80 Weedcater

 1987 Beam 500 gal. Sprayer
 2010 Case IH Tractor with Tiger 5 ft. side mower
 Tiger 5 ft. side mower and 5 ft. 3point mower
 2 – 8 ft. x 18 in. x 13 in. truck mount toolboxes
 Salt Spreader V-maxx 8500
 Trailer 10 ft. x 6 ft.
 Coat 40-40S Tire Machine
 Simplicity Snowblower 724
 Bilson Snowblower, Model 55203-47591
 Cam Spray Power Washer Model 550G
 Delta over wheel well toolbox
 100 gal. Diesel Tank
 Tractor Tire – Titan Hi-Traction Lug 8 ply tubeless 14.9-24, maybe used with tube
 Tractor Tire – Titan Hi-Traction Lug 8 ply Tube 16.9-30



**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 10, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 04.10.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ November, 2022 and through April 5, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Work staff of Clerk’s office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22;11-1-22;11-2-22) Attend District Court Case Management conference in Riley County District Court on pending appeal of County’s approval of update to Prairiewood’s preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) Work on information for annual audit. (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on “Prairiewood” neighboring landowner appeal to Riley County District Court of BOCC’s method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court’s decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review’s placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to “case management order” provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal’s certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited

Attachment: FINAL Commission List 04.10.2023 (13310 : Clancy's Commission List)

information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant's attorney's office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22; 12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of "RAISE" federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23; 2-6-23) Forward KORA request to this department's staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities' sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23; 2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23; 2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23; 2-24-23; 2-27-23; 2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23; 3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23; 3-17-23) Staffing with multiple county office representatives on real property ownership issue. (3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion. (3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-

26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) ***Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23.***

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

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

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

“Dark Store”:

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

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this

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

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22) ***Work with HR and Department Head on personnel matter. (4-5-23)***

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

created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23;2-13-23;2-14-23-2-15-23;2-16-23;2-19-23;2-20-23;2-21-23;2-22-23;2-24-23;2-26-23;2-27-23;2-28-23;3-1-23;3-2-23;3-3-23; 3-4-23;3-6-23; 3-7-23;3-8-23) 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)

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

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

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

26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers’ Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk’s association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County’s testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser’s input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers’ association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county’s request—they are struggling with a number of “nuisance” real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member’s question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling “virtual” follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023 or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) ***Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23)***

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

Legislation: Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) ***Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23)***

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)

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

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

Riley County Annual Legislative Conference: Discussion with County Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Rural Economic Development Advisory Board:

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

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

II. Projects by Department:

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

Riley County Appraiser's Office: Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23)

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

Riley County Clerk: Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23)

Riley County Community Corrections: Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) *Discuss pending legal matter with Department Head. (4-5-23)*

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Extension:

Riley County Fire District No. 1:

Riley County GIS:

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22;12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23)

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

Riley County Planning & Development: Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22;11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) ***Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23)***

Riley County Public Information Officer: *Work with PIO scheduling my review of 2 proposed policies. (4-5-23)*

Riley County Public Works: Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as "Construction Management at Risk" for 11-17-22 public meeting. (11-15-22) Work on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion

with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following week days and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues.(3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation.(3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) ***Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation.*** (3-30-23) ***Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden.*** (4-4-23) ***Work with Department Head on short term financing issues related to University Park and Lagoon Project.*** (4-4-23). ***Approve "as to form" contract extension with Howies.*** (4-3-23) ***Respond to Craig's concept of potential new grant or loan opportunity for benefit district project.*** (4-5-23)

Riley County Register of Deeds: Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Riley County Treasurer: Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board"): Prepare 2023 proposed lease on "Aggieville Substation" for consideration by BOCC at upcoming

public meeting. (11-22-22) Approved by BOCC. (11-28-22) Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts.(3-22-23)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

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

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22;12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk’s Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I’ll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser’s office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) **Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023.(4-5-23)**

Continuing Legal Education:

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

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday’s Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county’s daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) **Attend and participate in committee meeting. (4-5-23)**

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

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

Staff Budget and Planning Committee: Attend meeting. (10-25-22) Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Day Planning Committee: Tour with members of staff committee proposed

venue for event. (9-14-22) Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23)

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 10, 2023

SUBJECT: Nationwide Settlement Agreement of Opioid Litigation—Opportunity to “Opt In”—Five New Settling Defendants

PRESENTER: Clancy Holeman

BACKGROUND

Attached for your review is material from the “National Opioids Settlement Administrator” notifying Riley County of its opportunity to “opt in” and participate in national “opioid litigation settlements” entered into by 5 newly settling business entities.

My purpose today is to obtain your authorization allowing me to sign these settlement “participation” and “release” documents on your behalf—thereby allowing Riley County to receive a “share” of settlements expected to be finalized with these 5 newly settling business entities.

You will recall you previously authorized me to sign settlement documents on your behalf involving the initial national “opioid litigation” and 3 pharmaceutical distributors of opioids and 1 manufacturer and its parent company. Those 3 settling pharmaceutical distributors were: McKesson, Cardinal Health and AmersourceBergen. The 1 settling opioid manufacturer was Janssen Pharmaceuticals, Inc., and its parent company, Johnson & Johnson. Once the Board “opted in” to those settlements, it entitled Riley County to begin receiving distributions from the State of Kansas, through the Attorney General’s Office. There have already been 2 resulting distributions to Riley County and a third is anticipated to occur this August, 2023. It is estimated by the Attorney General’s Office that Riley County is likely to receive a total of approximately \$1.1 Million Dollars in distributions from those 3 initial settlements over the next 18 years.

DISCUSSION

The 5 newly settling “opioid litigation” defendants involved in the attached settlement documents are: Teva; Allergan; CVS; Walgreens; and Walmart.

I must submit electronically the attached documents on your behalf before April 18, 2023, in order to have Riley County eligible to participate in distributions resulting from settlements by these 5 newly settling entities.

The amount Riley County eventually receives as a result will depend (as did the previously described “opioid litigation settlements”) upon the number of cities and counties who decide to “opt in” as participants by the April 18, 2023, deadline.

FISCAL IMPACT

The amount of any distributions to Riley County in this second (and likely final) group of defendant settlements is undetermined because it depends upon how many Kansas cities and counties participate by “opting in.”

RECOMMENDATION(S)

I recommend the Board authorize me to sign the attached documents (and any related follow up documents) on the Board’s behalf.

POSSIBLE MOTION(S)

- A. “I move the Board authorize counsel to sign on its behalf as recommended.”
- B. “I move the Board authorize counsel to only sign on its behalf under the following conditions... .”
- C. “I move the Board **not** authorize counsel to sign on its behalf.”
- D. “I move the Board authorize only _____ to sign on its behalf.”
- E. “I move the Board not “opt in” to the new settlements as described herein.”

Enclosures:

- New National Opioid Settlements (PDF)

New National Opioids Settlements: Teva, Allergan, CVS, Walgreens, and Walmart
 Opioids Implementation Administrator
opioidsparticipation@rubris.com

Riley County, KS
 Reference Number: CL-385434

TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOID SETTLEMENTS. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: April 18, 2023

Five new proposed national opioid settlements ("*New National Opioid Settlements*") have been reached with **Teva, Allergan, CVS, Walgreens, and Walmart** ("*Settling Defendants*"). This *Participation Package* is a follow-up communication to the *Notice of National Opioid Settlements* recently received electronically by your subdivision or special district ("*subdivision*").

You are receiving this *Participation Package* because Kansas is participating in the following settlements:

- **Teva**
- **Allergan**
- **CVS**
- **Walgreens**
- **Walmart**

If a state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

This electronic envelope contains:

- *Participation Forms* for Teva, Allergan, CVS, Walgreens, and Walmart, including a release of any claims.

The *Participation Form for each settlement* must be executed, without alteration, and submitted on or before April 18, 2023, in order for your subdivision to be considered for initial participation calculations and payment eligibility.

Based upon subdivision participation forms received on or before April 18th, the subdivision participation rate will be used to determine whether participation for each deal is sufficient for the settlement to move forward and whether a state earns its maximum potential payment under the settlement. If the settlement moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate may also reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive settlement funds by participating; decisions on how settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the *New National Opioid Settlements* with your counsel, your Attorney General's Office, and other contacts within your state. Many states are implementing and allocating funds for these new settlements the same as they did for the prior opioid settlements with McKesson, Cardinal, Amerisource, and J&J/Janssen, but states may choose to treat these settlements differently.

Information and documents regarding the *New National Opioid Settlements* and how they are being implemented in your state and how funds will be allocated within your state allocation can be found on the national settlement website at <https://nationalopioidsettlement.com/>. This website will be supplemented as additional documents are created.

How to return signed forms:

There are three methods for returning the executed *Participation Forms* and any supporting documentation to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Participation Forms* electronically through DocuSign will return the signed forms to the Implementation Administrator and associate your forms with your subdivision's records. Electronic signature is the most efficient method for returning *Participation Forms*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning manually signed *Participation Forms* via DocuSign will associate your signed forms with your subdivision's records.
- (3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return executed *Participation Forms* using DocuSign, signed *Participation Forms* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and reference ID of your subdivision in the body of the email and use the subject line Settlement Participation Forms - [Subdivision Name, Subdivision State] - [Reference ID].

Detailed instructions on how to sign and return the *Participation Forms*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com>. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on April 18, 2023.

If you have any questions about executing these forms, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or Christopher Teters at the Kansas Attorney General's Office at 785-368-8429 or chris.teters@ag.ks.gov.

Thank you,

National Opioids Settlements Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the respective settlement agreements referenced above and to manage the collection of settlement participation forms for each settlement.

EXHIBIT K
Subdivision and Special District Settlement Participation Form

Will your subdivision or special district be signing the settlement participation forms for the Allergan and Teva Settlements at this time?

☐ Yes ☐ No

Governmental Entity: Riley County	State: KS
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("Governmental Entity"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 ("Allergan Settlement"), and acting through the undersigned authorized official, hereby elects to participate in the Allergan Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Allergan Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Allergan Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Allergan Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within fourteen (14) days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the MDL Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
4. The Governmental Entity agrees to the terms of the Allergan Settlement pertaining to Subdivisions and Special Districts as defined therein.
5. By agreeing to the terms of the Allergan Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Allergan Settlement solely for the purposes provided therein.



7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Allergan Settlement.
8. The Governmental Entity has the right to enforce the Allergan Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Allergan Settlement, including, but not limited to, all provisions of **Section V (Release)**, and along with all departments, agencies, divisions, boards, commissions, Subdivisions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist in bringing, or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Allergan Settlement are intended to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Allergan Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Allergan Settlement.
11. In connection with the releases provided for in the Allergan Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Allergan Settlement.

12. Nothing herein is intended to modify in any way the terms of the Allergan Settlement, to which the Governmental Entity hereby agrees. To the extent this Settlement Participation Form is interpreted differently from the Allergan Settlement in any respect, the Allergan Settlement controls.



I have all necessary power and authorization to execute this Settlement Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Attachment: New National Opioid Settlements (13313 : Opioid Settlement)



Exhibit K
Subdivision and Special District Settlement Participation Form

Governmental Entity: Riley County	State: KS
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 ("*Teva Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Teva Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Teva Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Teva Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Teva Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
4. The Governmental Entity agrees to the terms of the Teva Settlement pertaining to Subdivisions as defined therein.
5. By agreeing to the terms of the Teva Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Teva Settlement solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Teva Settlement.



8. The Governmental Entity has the right to enforce the Teva Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Teva Settlement, including but not limited to all provisions of Section V (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Teva Settlement are intended by Released Entities and the Governmental Entity to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Teva Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Teva Settlement.
11. In connection with the releases provided for in the Teva Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Teva Settlement.

12. Nothing herein is intended to modify in any way the terms of the Teva Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Teva Settlement in any respect, the Teva Settlement controls.



I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Attachment: New National Opioid Settlements (13313 : Opioid Settlement)



EXHIBIT K**Subdivision Participation and Release Form**

Will your subdivision or special district be signing the settlement participation form for the CVS Settlement at this time?

☐ Yes ☐ No

Governmental Entity: Riley County	State: KS
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 ("*CVS Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the CVS Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the CVS Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the CVS Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
3. The Governmental Entity agrees to the terms of the CVS Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the CVS Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the CVS Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the CVS Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the CVS Settlement.
7. The Governmental Entity has the right to enforce the CVS Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the CVS Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the CVS Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The CVS Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the CVS Settlement.
10. In connection with the releases provided for in the CVS Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the CVS Settlement.



11. Nothing herein is intended to modify in any way the terms of the CVS Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the CVS Settlement in any respect, the CVS Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Attachment: New National Opioid Settlements (13313 : Opioid Settlement)



EXHIBIT K**Subdivision Participation and Release Form**

Will your subdivision or special district be signing the settlement participation form for the Walgreens Settlement at this time?

☐ Yes ☐ No

Governmental Entity: Riley County	State: KS
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 ("*Walgreens Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Walgreens Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walgreens Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Walgreens Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
3. The Governmental Entity agrees to the terms of the Walgreens Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the Walgreens Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Walgreens Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walgreens Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Walgreens Settlement.
7. The Governmental Entity has the right to enforce the Walgreens Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walgreens Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walgreens Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walgreens Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Walgreens Settlement.
10. In connection with the releases provided for in the Walgreens Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walgreens Settlement.



11. Nothing herein is intended to modify in any way the terms of the Walgreens Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Walgreens Settlement in any respect, the Walgreens Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Attachment: New National Opioid Settlements (13313 : Opioid Settlement)



EXHIBIT K**Subdivision Participation Form**

Will your subdivision or special district be signing the settlement participation form for the Walmart Settlement at this time?

☐ Yes ☐ No

Governmental Entity: Riley County	State: KS
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("Governmental Entity"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated November 14, 2022 ("Walmart Settlement"), and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walmart Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Walmart Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event within 14 days of the Effective Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com/>.
3. The Governmental Entity agrees to the terms of the Walmart Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Walmart Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Walmart Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walmart Settlement.
7. The Governmental Entity has the right to enforce the Walmart Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walmart Settlement, including but not limited to all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walmart Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walmart Settlement shall be a complete bar to any Released Claim.
9. In connection with the releases provided for in the Walmart Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walmart Settlement.

10. Nothing herein is intended to modify in any way the terms of the Walmart Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Walmart Settlement in any respect, the Walmart Settlement controls.



I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Attachment: New National Opioid Settlements (13313 : Opioid Settlement)





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 10, 2023

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- 041023 Project Update (PDF)

Project Update

Public Works Department

4/10/2023

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds.
- Looking for grants and property for lagoons

Kitten Creek Culvert Replacement (N.5-22.5)

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

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- Working with [SHPO to document bridge](#).

Parallel Rd. Culvert (C.7-0.0)

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

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

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- [Bid documents and date](#).

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- [Bid documents and date](#).

Tabor Valley Bridge

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

- Bridge will be open to traffic today. Removal of shoo-fly's and clean-up.

Parks:

- Applied pre-emergent to landscape beds.
- Reseeded football fields at Fairmont Park.
- Planted trees in flagpole area at Keats Park. Planning other landscaping.
- Project to level baseball field at Keats Park will start this week. Will take about 1 week.

Operations:

- Asphalt Overlay Project Bids approved. Schilling Const..
- Sealing asphalt bids approved. Ergon.
- Tabor Valley Bridge opened to traffic today.
- Gravel road maintenance. Hauling gravel where needed.
- Tree Trimming and ditch cleaning and shouldering along road right-of-way various locations.
- Crack filling ahead of sealing and overlay projects.
- Install entrance to N. County EMS this week.

Miscellaneous

- Dump Trucks:
 - 2020 has been built and at dealer for bed and snow equipment installation.
 - Told the other 2 will be built later this month (April)
- RCPS Headquarters Station –Continue meeting with Archimages and BHS about budgets. Working on CM@R agreement with BHS.
- North County Station – Schultz Construction was low bid @ \$799,000. Road crew to install entrance this week.
- University Park Treatment Plant-SMH working on lagoon design. Flow meter installed (extended metering for another month) to help with sizing of the lagoon. Grant and funding applications.
- Open Positions: Purchasing Agent, Traffic Control Technician (offer), Facility & Grounds Technician (filled), Custodian
- Court House courtroom carpet project completed.
- Flooring and painting project for Treasurers office has begun. Paint is done. Flooring started Thursday.
- Working with Clancy to get a Transfer Station contract with Hamm and new rates once the contract is approved.
- Marlatt Ave design
- Ogden Overlook (Carl Treece)
- aTa Bus project is expected to bid soon.
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