



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 10, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Clay County Letter of Support
4. Sign Riley County Employee Action Form(s)
5. Discuss Joint City/County/County Meeting Agenda
6. Discuss Intergovernmental Luncheon

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 7, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

10. Administrative Work Session

9:20 AM

Jacob Hansen, Deputy County Counselor

11. Addendum to Lease between Pawnee Mental Health Services and Riley County

9:30 AM

Shilo Heger, Treasurer

12. March 2025 Revenue Reporting - Riley County Treasurer

- 9:45 AM** **Jason Smith, Manhattan Area Chamber of Commerce**
13. Economic development update
- 10:00 AM** **Diane Creek, Health Department Director and Jacob Clarke, Clinic Supervisor**
14. Staff update
- 10:30 AM** **Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**
15. Monthly Cash Flow Report for March 2025
- 10:45 AM** **Katharine Hensler, Museum Director**
16. Monthly Staff Update - Riley County Historical Museum
- 11:00 AM** **Bryant Parker, Counselor/Director of Administrative Services**
17. Executive session to discuss a performance matter involving non-elected personnel
- 11:30 AM** **Bryant Parker, Counselor/Director of Administrative Services**
18. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

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



**COMMUNITY
CORRECTIONS**
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis and Brittany Phillips
MEETING: April 10, 2025
SUBJECT: Clay County Letter of Support
PRESENTER: Brittany Phillips

POSSIBLE MOTION(S)

Move to approve signing letter of support.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Clay County Funding Request 2026 (DOCX)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: boccc@rileycountyks.gov

April 14, 2025

Board of Clay County Commissioners
 712 5th Street
 Clay Center, KS 67432

Re: Request to Share in Funding

Dear Commissioners:

Riley County Community Corrections directly supervises *primarily felony offenders* serving their probation pursuant to sanctions imposed by the District Courts in both Clay County and Riley County. The work of Riley County Community Corrections staff involves direct contact with those felony offenders anywhere from weekly to monthly, depending upon Community Corrections' staff's professional risk/needs assessment. That direct supervision makes daily life safer for the citizens of both counties.

Drug Court and Youth Court are two of the most publicly visible programs which Riley County Community Corrections provides. And both those programs are available to and are used by citizens of both our two counties.

But the Board of Riley County Commissioners is the only governing body which currently funds a now-recurring shortfall in the state's annual appropriation to the Community Corrections program currently serving both Riley County and Clay County.

As you are aware, because Clay and Riley Counties are in the same judicial district, it is Riley County Community Corrections which receives the annual state grant for these services, under K.S.A. 75-52, 103. And it is Riley County which takes sole responsibility to administer all aspects of that grant. Personnel costs make up the majority of each year's grant. State funding of that annual grant has been flat for the past 11 years. And the Board of Riley County Commissioners has begun making up that shortfall in state funding in order to recruit and retain skilled professionals willing to do this critical work within the criminal justice system.

Fiscal Impact for 2026:

Intensive Supervision Cost After KDOC Allocation \$27,069.19
 50% of Stipends for On-Call Juvenile Intake, including FICA and State Unemployment Insurance
 \$9,060.70

Attachment: Clay County Funding Request 2026 (15665 : Clay County Funding Request Letter)

20% of Hourly Juvenile Intake Staff including FICA and State unemployment insurance is \$1,661.96
Total Request \$ 37,791.85

Our only ask is that your Board agree to fund the single Intensive Supervision Officer that is housed in Clay County, and 50% of the cost of Juvenile Intake and Assessment. We believe this is fair because our county's taxpayers will continue to fund the remainder of all administrative and personnel expenses needed to keep Riley County Community Corrections providing direct supervision in Clay County. This cost sharing will help us make the case to Riley County taxpayers their property tax dollars are being carefully and logically spent.

Thank you for giving our request your careful consideration.

Sincerely,

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 10, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-04 AOrellana EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Andrea Orellana**Status Change Date:** 04/05/2025**Status Change:** Separation**Date of Hire:** 01/08/2024**Seniority:** 1 Year(s), 3 Month(s)**Position:** DEC Coord**Position Type:** Temp Part Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$20.54**Annualized Pay:** \$21,361.60**Funds Codes:** 400 - HD-General/ 983 - All Hands-on DECK**Supervisor:** Shanika Rose**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-04 AOrellana EAF (15670 : Employee Action Form (Green Sheet))

City/County Meeting: (at county offices)

Topics for Agenda:
(April 17, 2025)

1. Konza Prairie Community Health Center update – Dani Hallgren

Attachment: topics (15668 : Joint City/County/County Agenda Meeting Information)



INTERGOVERNMENTAL LUNCHEON

Monday, April 28, 2025
12:00-1:00 p.m.

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

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A. Food and Farm Council – Vickie James, Coordinator
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, June 23, 2025
- VIII. Adjournment

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

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 14, 2025**

115 North 4th Street
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www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

- 8:30 AM** **Call to Order**
- Pledge of Allegiance**
- Public Comment**
- Commission Comments**
- Business Meeting**
- Review Minutes**
- Review Tentative Agenda**
- Press Conference Topics**
- 9:00 AM** **Rich Vargo, County Clerk**
1. Year to date budget and expenditure reports
- 9:15 AM** **Laurie Harrison, Emergency Management Coordinator**
2. Out of State Travel Request
- 9:20 AM** **Elizabeth Ward, Human Resources Director and Vivienne Leyva, PIO**
3. Flint Hills Leadership Program and NACo Leadership Academy 2025
- 9:30 AM** **Press Conference**
4. Presentation of Certificate of Recognition for Years of Service to
 Lynne Berry - Greg McKinley (3-5 minutes)
- 9:40 AM** **Jared Tremblay, MPO Planning Manager**
5. EV Readiness Plan
- 10:10 AM** **John Ellermann, Public Works Director/County Engineer**
6. Project update
- 10:40 AM** **Bryant Parker, Counselor/Director of Administrative Services**

Attachment: 04-14-25 tentative agenda (15635 : Tentative Agenda)

7. Administrative Work Session

Adjournment**Announcement**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:00 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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: 04-14-25 tentative agenda (15635 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 17, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Member](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

2. Staff update

9:30 AM

Bryant Parker, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Alvin Perez, Operations and Fleet Manager

4. Bid opening for chip seal

9:55 AM

Alvin Perez, Operations and Fleet Manager

5. Bid opening for asphalt overlay

10:00 AM

Daniel Skucius, Extension Director and Gregg Eyestone, Extension Agent

6. Staff update

10:15 AM

Brian Peete, RCPD Director

7. RCPD update

10:30 AM

Amanda Webb, Planning/Special Projects Director

Attachment: 04-17-25 tentative agenda (15635 : Tentative Agenda)

8. Comp Plan Subcommittee Report

11:00 AM Jacob Hansen, Deputy County Counselor

9. BOCC Findings on City Annexation

4:00 PM Joint City/County/County Meeting (at County Offices)

Adjournment

Announcement

The April Policy Breakfast will be held today 7:15 a.m. - 8:30 a.m. at the DoubleTree by Hilton, 530 Richards Drive.

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: 04-17-25 tentative agenda (15635 : Tentative Agenda)



**Board of Riley County
Commissioners
Special Meeting
TENTATIVE Agenda
April 18, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM Call to Order

8:30 AM Leave for Fence View at the location for Hargrave/Salzman at approximately 9:00 a.m.

1. The fence viewers (Board of Riley County Commissioners) will meet the parties to the fence view as follows on Friday, April 18, 2025, at approximately 9:00 a.m.: Exit onto Walsburg Road from Tuttle Creek Boulevard, approximately one half mile down to the end of Walsburg Road. The viewers will examine, to the extent necessary, the partition fence at issue. See attached “Application for Fence Viewing.”; and aerial). The applicant, Gary and Diana Hargrave, or their representative will, first, for approximately 15 minutes, explain to the viewers applicant’s request in this matter. Steven and Renee Salzman, or their representative will, second, for approximately 15 minutes, explain to the viewers their request in this matter. When the viewers are ready to end the view, after approximately one hour on site, they will do so and leave the property. At a future regular public meeting of the Board of Riley County Commissioners, the Board will announce its decision and order in this matter. The parties will be notified in advance of that date.

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: 04-18-25 special meeting tentative agenda (15635 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Jacob Hansen, Deputy County Counselor

MEETING: April 10, 2025

SUBJECT: Addendum to Lease between Pawnee Mental Health Services and Riley County

PRESENTER: Jacob Hansen, Deputy County Counselor

BACKGROUND

Riley County entered into a lease agreement with Pawnee Mental Health Services (“PMHS”) for the property located on 2001 Claflin Rd., Manhattan, Kansas 66502 on June 22, 2017 and was set for a 10 year term, to expire on June 30, 2027. PMHS has expressed intent to carry out several capital improvement projects on the property and would like to include a significant extension of that lease term.

DISCUSSION

Such improvement projects include:

- Replace and paint building exterior siding with steel siding.
- Tear out and replace the parking lot to correct underlying issues.
- Tear out and replace the exterior drainage system to prevent sewer system backups.
- Paint the interior of the Premises.
- Renovate the breakroom.
- Renovate the downstairs space to accommodate an onsite phlebotomy service and other services.

Any improvements to the project do not appear to require any changes to the actual structure of the building pursuant to a discussion that I, John Ellerman, Rich Vargo, and Brittany Phillips had with PMHS.

FISCAL IMPACT

Riley County receives nominal payment from PMHS to lease this property. By extending the lease for 100 years, any other potential use of the property is limited.

RECOMMENDATION(S)

I recommend the Board approve and sign the lease addendum.

POSSIBLE MOTION(S)

- A. "I move the Board approve the lease addendum as provided."
- B. "I move the Board approve the lease addendum provided, but with the following changes..."
- C. "I move the Board not approve the lease addendum provided and direct staff to. . ."

Enclosures:

- Claflin Lease Addendum (PDF)

ADDENDUM TO LEASE AGREEMENT

This Addendum ("Addendum") is entered into this 10th day of April, 2025, by and between Riley County, Kansas ("Lessor") and Pawnee Mental Health Services ("Lessee"), to amend the Lease Agreement ("Lease") for the property located at 2001 Claflin Rd, Manhattan, KS 66502 ("Premises"), originally executed on June 22nd, 2017.

WHEREAS, the current Lease term is set to expire on June 30, 2027;

WHEREAS, Lessee intends to carry out significant capital improvement projects on the Premises to enhance its functionality, ensure its longevity, and support its expansion by adding physical health services to serve individuals with mental illness and;

WHEREAS, Lessee wishes to extend the term of the Lease to support the long-term viability of its planned investments and continued operations at the Premises;

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to amend the Lease as follows:

1. **Lease Term Extension.** The term of the Lease is hereby extended for an additional one hundred (100) years, commencing July 1, 2027, and expiring June 30, 2127.
2. **Acknowledgment of Planned Capital Improvements.** Lessee intends to undertake the following capital improvements to the Premises, subject to any required approvals:
 - Replace and paint building exterior siding with steel siding.
 - Tear out and replace the parking lot to correct underlying issues.
 - Tear out and replace the exterior drainage system to prevent sewer system backups.
 - Paint the interior of the Premises.
 - Renovate the breakroom.
 - Renovate the downstairs space to accommodate an onsite phlebotomy service and other services.

Lessor shall have the option to approve or deny these Planned Capital Improvements, either in full or in part, once Lessee provides the plans and other related documents requested by Lessor.
3. **Lessee Responsibilities.** In the event that Lessor approves the plans for the Planned Capital Improvements, Lessee's responsibilities, in addition to those responsibilities already contemplated in the original Lease, shall be as follows:
 - Lessee agrees to fund and coordinate the planned improvements, obtaining all necessary permits and approvals.
 - Lessee shall ensure that all work complies with applicable local, state, and federal regulations.
 - Lessee will provide regular updates to Lessor on the progress of the improvements.
 - Lessee shall pay for any costs incurred by Lessor as a result of the capital improvement projects provided herein.
4. **Lessor Responsibilities.** In the event that Lessor approves the plans for the Planned Capital Improvements, Lessor's responsibilities, in addition to those responsibilities already contemplated in the original Lease, shall be as follows:

- Lessor acknowledges and approves the planned capital improvements as described herein.
 - Lessor agrees to cooperate with Lessee to facilitate timely completion of the improvements.
5. **No Other Changes:** Except as expressly modified by this Addendum, all other terms, covenants, and conditions of the original Lease shall remain unchanged and in full force and effect. No other modifications or capital improvements other than those described herein are considered by Lessor unless expressly stated otherwise.
6. **Binding Effect:** This Addendum shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date first written above.

Board of Commissioners of
Riley County, Kansas ("Lessor")
By: Greg McKinley
Title: Chairman

Pawnee Mental Health Services ("Lessee")
By: Michael Rezkalla, MPA
Title: Chief Executive Officer

Signature: _____

Signature: _____

Date: _____

Date: _____

ATTEST:

Rich Vargo, Riley County Clerk



**COUNTY TREASURER'S
OFFICE**
Staff Update

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

STAFF REPORT

FROM: Shilo Heger

MEETING: April 10, 2025

SUBJECT: March 2025 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- March 2025 Financials (PDF)

Riley County Balance Sheet
March 31, 2025

12.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	55,040,646.29	County General		13,266,372.26
KS State Bank-ARP	6,210,684.68	Disaster Fund (ARPA Funds)		6,210,684.68
Riley State Bank	366,269.87	Health Department		2,706,243.40
Outdoor Bank	5,000.00	Capital Improvements Fund		29,616,605.38
		Economic Development		365,152.73
Cash on Hand	68,941.59	RCPD Levy/Inmate Medical		1,990,445.18
CD/CDARS	15,000,000.00	Bond & Interest		493,038.61
		Road & Bridge Capital Projects		5,321,051.00
		Road & Bridge .20 Sales Tax		5,518,755.72
		Landfill Closure		64,016.32
		Special Parks & Recreation		30,448.78
		County Building		385,954.14
		County Auction		425,312.40
		Solid Waste		877,554.68
		Emergency Management		635,404.08
		Fire District #1		1,257,380.72
		Register of Deeds Tech Fund		168,741.31
		Clerk Tech Fund		195,953.29
		Treasurer Tech Fund		126,401.35
		Motor Vehicle Operations		191,037.20
		RCPD Ops/IT Reserve/Seizure		2,702,975.67
		District Court-Technology		139,348.38
		Court Services		3,625.00
		EMS Grants		5,185.21
		Museum Bequest		6,582.25
		War Memorial Fund		11,010.07
		KS Opioid Settlement		222,201.18
		LATCF Funds		100,000.00
		LEPP Grant		10,486.46
		Miscellaneous		26,524.62
		Community Corrections		536,604.52
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		3,258.39
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,223,715.18
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		44,920.48
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		1,808,551.79
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 76,691,542.43	TOTAL LIABILITIES & FUND BAL		76,691,542.43

Attachment: March 2025 Financials (15654 : March Treasurer's Report-2025)

Investments and Interest
March 31, 2025
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2024 Interest
KS State Bank	\$0.00	\$61,251,330.97	\$861,866.82	
Riley State Bank	\$5,300,000.00	\$366,269.87	\$79,749.54	
Peoples State Bank	\$0.00	\$5,000.00	\$24.95	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$0.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$1,000,000.00	\$0.00	\$23,538.75	
Capitol Federal	\$0.00	\$0.00	\$0.00	
Community 1st National Bank	\$2,900,000.00	\$0.00	\$0.00	
United Bank	\$5,800,000.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$0.00	\$0.00	\$22,810.67	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$15,000,000.00	\$61,622,600.84	\$987,990.73	\$4,105,242.72
Cash & Transfer items	\$68,941.59			
Total on Deposit	\$76,691,542.43			

	2025	2024
Interest Transfers		
Capital Improvements #145	\$323,326.97	\$1,052,690.08
Emergency 911 #148	\$8,160.77	\$38,967.79
Reg of Deeds Technology #106	\$2,109.52	\$9,245.12
Clerk Technology #107	\$2,298.76	\$9,595.45
Treasurer Technology #108	\$1,463.70	\$6,085.66
RCPD Seizure Funds	\$3,590.73	\$16,201.97
Total Transfers	\$340,950.45	\$1,132,786.07
Net Interest to County General	\$647,040.28	\$2,972,456.65

Budget	\$ 2,100,000.00	\$2,000,000.00
% Collected	30.81%	148.62%

Interest - ARPA Fund	\$84,938.40	\$695,016.71
Interest rate on active checking account	4.42%	
Interest rate on one year investments	4.27%	

Attachment: March 2025 Financials (15654 : March Treasurer's Report-2025)

**General Fund Revenue Detail
Through March 31, 2025**

12.a

	March		Year To Date		
	Actual	Budget	Actual	Budget	Over/Under Budget
Motor Vehicle					
Motor Vehicle	166,243	154,846	605,380	580,672	24,708
Vehicle Rental Excise	0	0	23,422	21,609	1,813
Recreational Vehicle	1,058	1,443	4,476	5,412	-936
Commercial Vehicles	15,812	20,549	16,750	20,549	-3,799
Ad Valorem					
RL/Oil/PP	522,363	504,003	14,476,056	14,364,081	111,975
Intangible	20,023	7,762	379,075	221,208	157,867
16/20 M Trucks	438	316	12,390	9,001	3,389
Watercraft	1,744	318	11,119	9,067	2,052
Delinquent Tax	94,467	0	230,863	0	230,863
Sales Tax	163,748	183,333	572,439	549,999	22,440
Payment In Lieu of Tax	0	0	0	0	0
City/County Highway	0	0	254,994	256,520	-1,526
Interest/Penalties	25,656	25,000	119,984	75,000	44,984
Investment Interest	256,112	175,000	647,040	525,000	122,040
Recording Fees	27,999	26,667	75,418	80,001	-4,583
Hertiage Trust Fund	2,081	0	5,607	0	5,607
Juvenile Supervision Fees	50	42	50	126	-76
Diversion Fees	0	5,000	9,543	15,000	-5,457
Franchise Fees	0	0	5,614	8,750	-3,136
Miscellaneous	5,922	0	5,969	0	5,969
Departments					
Clerk	0	250	327	750	-423
Register of Deeds	2,395	2,083	6,419	6,249	170
Treasurer	201	667	997	2,001	-1,004
Clerk of the District Court	1,965	3,333	7,964	9,999	-2,035
Emergency Management	0	0	80,911	85,907	-4,996
Coroner	0	0	0	0	0
Fair	2,321	1,667	4,805	5,001	-196
Museum	14	0	14	0	14
Election	20	333	60	999	-939
Ambulance/EMS	147,801	152,231	457,652	456,693	959
Appraiser	251	1,167	5,861	3,501	2,360
Planning & Development	2,200	3,167	8,325	9,501	-1,176
Information Systems	12,327	0	12,327	0	12,327
General-General	2,519	0	13,432	0	13,432
Public Works	61,574	33,333	201,088	99,999	101,089
Noxious Weed	5,648	8,333	18,438	24,999	-6,561
Total Before Transfers	1,542,952	1,310,843	18,274,807	17,447,594	827,213
Transfers In	0	0	0	0	0
Total After Transfers	1,542,952	1,310,843	18,274,807	17,447,594	827,213
Over/Under Budget Before Transfers	17.71%		4.74%		
Over/Under Budget After Transfers	17.71%		4.74%		

Attachment: March 2025 Financials (15654 : March Treasurer's Report-2025)

2025 General Fund Revenue

Year To Date

12.a

	March		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	166,243	154,846	605,380	1,935,572	31.28%
Vehicle Rental Excise	0	0	23,422	43,217	54.20%
Recreational Vehicle	1,058	1,443	4,476	18,039	24.81%
Commercial Vehicles	15,812	20,549	16,750	82,194	20.38%
Ad Valorem					
RL/Oil/PP	522,363	504,003	14,476,056	25,200,141	57.44%
Intangible	20,023	7,762	379,075	388,083	97.68%
16/20 M Trucks	438	316	12,390	15,791	78.46%
Watercraft	1,744	318	11,119	15,907	69.90%
Delinquent Tax	94,467	0	230,863	0	0.00%
Sales Tax	163,748	183,333	572,439	2,200,000	26.02%
Payment In Lieu of Tax	0	0	0	40,000	0.00%
City/County Highway	0	0	254,994	1,026,080	24.85%
Interest/Penalties	25,656	25,000	119,984	300,000	39.99%
Investment Interest	256,112	175,000	647,040	2,100,000	30.81%
Recording Fees	27,999	26,667	75,418	320,000	23.57%
Hertiage Trust Fund	2,081	0	5,607	0	0.00%
Juvenile Supervision Fees	50	42	50	500	10.00%
Diversion Fees	0	5,000	9,543	60,000	15.91%
Franchise Fees	0	0	5,614	35,000	16.04%
Miscellaneous	5,922	0	5,969	0	0.00%
Departments					
Clerk	0	250	327	3,000	10.90%
Register of Deeds	2,395	2,083	6,419	25,000	25.68%
Treasurer	201	667	997	8,000	12.46%
Clerk of the District Court	1,965	3,333	7,964	40,000	19.91%
Emergency Management	0	0	80,911	85,907	0.00%
Coroner	0	0	0	0	0.00%
Fair	2,321	1,667	4,805	20,000	24.03%
Museum	14	0	14	0	0.00%
Election	20	333	60	4,000	1.50%
Ambulance/EMS	147,801	152,231	457,652	1,826,767	25.05%
Appraiser	251	1,167	5,861	14,000	41.86%
Planning & Development	2,200	3,167	8,325	38,000	21.91%
Information Systems	12,327	0	12,327	0	0.00%
General-General	2,519	0	13,432	0	0.00%
Public Works	61,574	33,333	201,088	400,000	50.27%
Noxious Weed	5,648	8,333	18,438	100,000	18.44%
Total Before Transfers	1,542,952	1,310,843	18,274,807	36,345,198	50.28%
Transfers In	0	0	0	325,000	0.00%
Total After Transfers	1,542,952	1,310,843	18,274,807	36,670,198	49.84%
Over/Under Budget Before Transfers	17.71%				
Over/Under Budget After Transfers	17.71%				
March = 25% of the Budget					

Attachment: March 2025 Financials (15654 : March Treasurer's Report-2025)

Sales Tax Received
March 31, 2025

12.a

	County General			2025 Budget	% Over Budget
	2024	2025	Prior Year Variance		
January (Nov)	183,689.10	206,769.34	12.56%	183,333	12.78%
February (Dec)	207,797.81	201,922.45	-2.83%	183,334	10.14%
March (Jan)	170,859.67	163,747.64	-4.16%	183,333	-10.68%
April (Feb)	174,539.13	0.00	-100.00%	183,333	-100.00%
May (Mar)	188,313.31	0.00	-100.00%	183,333	-100.00%
June (Apr)	186,323.40	0.00	-100.00%	183,333	-100.00%
July (May)	195,968.02	0.00	-100.00%	183,333	-100.00%
August (June)	193,612.81	0.00	-100.00%	183,333	-100.00%
September (July)	207,620.11	0.00	-100.00%	183,334	-100.00%
October (Aug)	231,452.41	0.00	-100.00%	183,334	-100.00%
November (Sept)	193,728.85	0.00	-100.00%	183,333	-100.00%
December (Oct)	205,577.99	0.00	-100.00%	183,334	-100.00%
Year to Date	\$2,339,482.61	\$572,439.43		\$ 2,200,000.00	-73.98%

	2024	2025
Sales Tax Collected	\$2,339,482.61	\$572,439.43
Budget	\$2,000,000.00	\$2,200,000.00
% of Budget Collected	116.97%	26.02%
% Over Budget	16.97%	1.02%

Attachment: March 2025 Financials (15654 : March Treasurer's Report-2025)

**Sales Tax Received
March 31, 2025**

12.a

	Road & Bridge			2025 Budget	% Over Budget
	2024	2025	Prior Year Variance		
January (Nov)	212,079.24	236,121.43	11.34%	166,667	41.67%
February (Dec)	239,257.27	241,460.32	0.92%	166,667	44.88%
March (Jan)	196,726.95	195,810.56	-0.47%	166,667	17.49%
April (Feb)	200,963.47	0.00	-100.00%	166,667	-100.00%
May (Mar)	216,822.94	0.00	-100.00%	166,667	-100.00%
June (Apr)	214,531.81	0.00	-100.00%	166,667	-100.00%
July (May)	225,636.56	0.00	-100.00%	166,667	-100.00%
August (June)	221,097.24	0.00	-100.00%	166,667	-100.00%
September (July)	237,092.96	0.00	-100.00%	166,667	-100.00%
October (Aug)	264,308.42	0.00	-100.00%	166,667	-100.00%
November (Sept)	221,229.73	0.00	-100.00%	166,667	-100.00%
December (Oct)	234,760.95	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,684,507.54	\$673,392.31		\$ 2,000,000.00	-66.33%

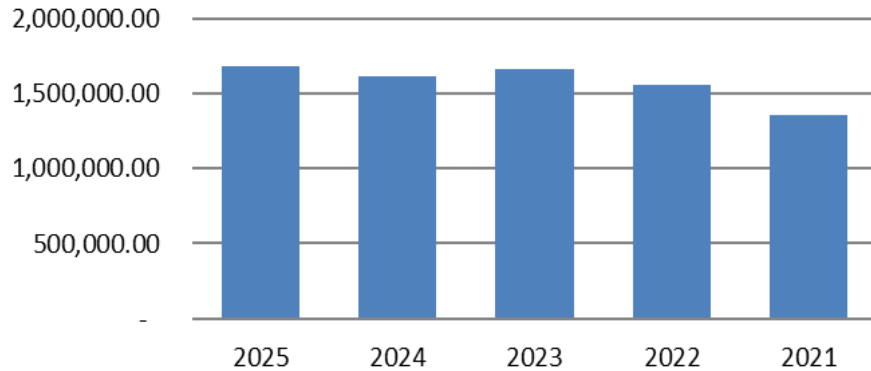
	2024	2025
Sales Tax Collected	\$2,684,507.54	\$673,392.31
Budget	\$2,000,000.00	\$2,000,000.00
% of Budget Collected	134.23%	33.67%
% Over Budget	34.23%	8.67%

Attachment: March 2025 Financials (15654 : March Treasurer's Report-2025)

**Sales Tax Data
March 2025**

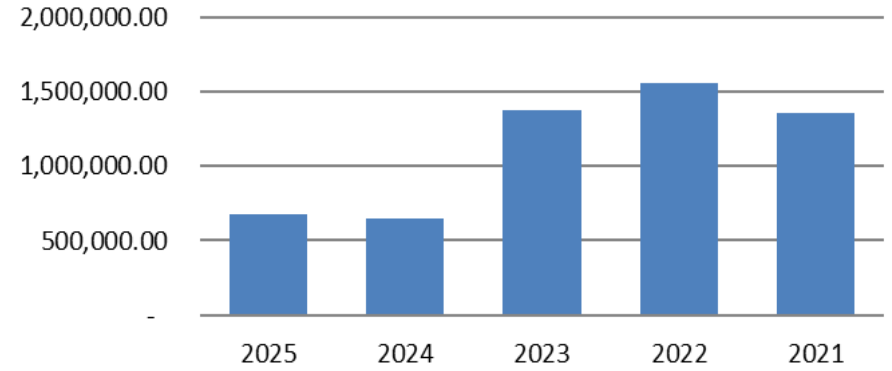
12.a

**.50% General Fund Sales Tax
Year to Date Mar. (Jan. Sales)**



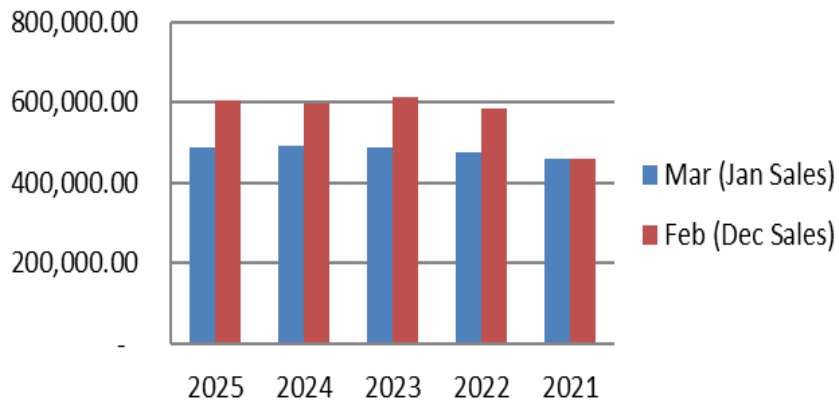
General Fund Sales Tax year to date is 3.91% higher than March 2024

**Road & Bridge Sales Tax
Year to Date Mar. (Jan. Sales)**



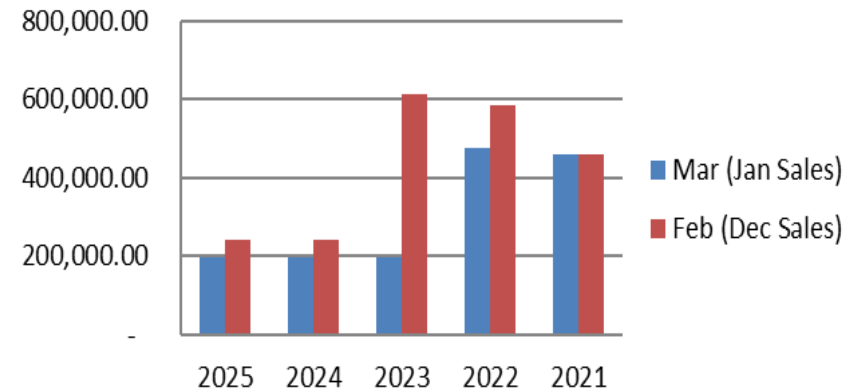
Road & Bridge Sales Tax year to date is 3.91% higher than March 2024

**.50% General Fund Sales Tax
Prior month comparison**



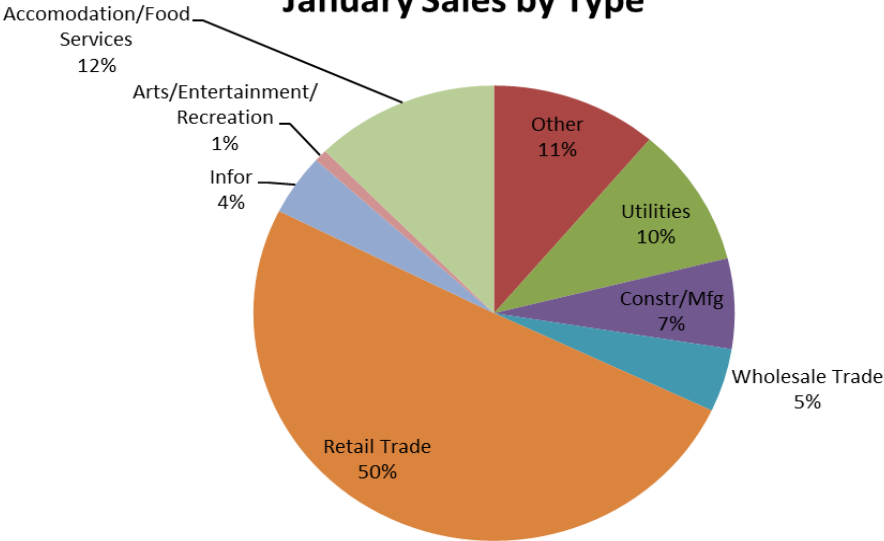
General Fund Sales Tax is 18.91% lower than February 2025.

**R&B Sales Tax
Prior month comparison**



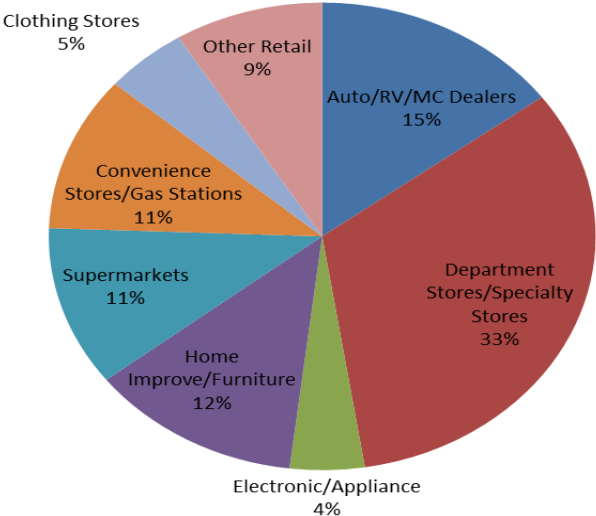
Road & Bridge Sales Tax is 18.91% lower than February 2025.

March Sales Tax Report
January Sales by Type



Other	11.19%	76,582.66
Utilities	9.93%	68,000.72
Constr/Mfg	6.41%	43,883.16
Wholesale Trade	4.50%	30,814.58
Retail Trade	50.38%	344,910.65
Infor	4.34%	29,694.46
Arts/Entertainment/ Recreation	0.87%	5,967.26
Accomodation/Food Services	12.39%	84,798.81
		684,652.30

March Sales Tax Report
January Retail Sales



Auto/RV/MC Dealers	14.85%	51,227.03
Department Stores/Specialty Stores	32.65%	112,604.28
Electronic/Appliance	4.41%	15,211.17
Home Improve/Furniture	12.57%	43,357.63
Supermarkets	11.08%	38,221.63
Convenience Stores/Gas Stations	10.76%	37,098.42
Clothing Stores	4.87%	16,809.89
Other Retail	8.81%	30,380.60
		344,910.65

March 2025 (January 2025 Sales)

			State
Sales Tax			Treasurer
Leonardville	392,417.79	0.003692	1,448.82
Ogden	392,417.79	0.014960	5,870.59
Randolph	392,417.79	0.001228	481.96
Riley	392,417.79	0.009811	3,850.15
Manhattan	392,417.79	0.635338	249,317.85
County	392,417.79	0.334970	131,448.42
		0.999999	392,417.79

Use Tax			
Leonardville	96,423.95	0.003692	355.99
Ogden	96,423.95	0.014960	1,442.50
Randolph	96,423.95	0.001228	118.42
Riley	96,423.95	0.009811	946.05
Manhattan	96,423.95	0.635338	61,261.77
County	96,423.95	0.334970	32,299.22
		0.999999	96,423.95

488,841.74	488,841.74
R&B Sales Tax	195,810.56
	684,652.30



HEALTH DEPARTMENT
Staff Update

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

STAFF REPORT

FROM: Diane Creek, Health Department Director

MEETING: April 10, 2025

SUBJECT: Staff update

PRESENTER: Diane Creek, Health Department Director and Jacob Clarke, Clinic Supervisor

Enclosures:

- Narcan Plan 4-10-2025 (PPTX)
- Community Baby Shower banner-yard sign approval 4-10-2025 (PPTX)
- RCHD PHC BOCC 2025 (PPTX)



Narcan Proposal for Public Health and Safety

Presented by Health Education Team- Health Department

Shanika Rose, MA

Jenni Ebert

The Health Education Team presented to the Commissioners in Fall 2024 information about the opioid crisis and harm reduction strategies. Today we are here to provide an update.



Overdose Prevention: Naloxone

What is Naloxone?

- Naloxone (Narcan) is an opioid overdose reversal medication.
- Available in nasal spray and injection form.

How to Administer Naloxone

- Step-by-step guide on administering naloxone during an overdose (recognizing signs of overdose, using naloxone, calling emergency services).

Distribution and Accessibility

- Where to get naloxone (pharmacies, harm reduction centers, community programs).

Our Asks

- Provide Naxolone (Narcan) to all Riley County Departments. We will do this by adding a OneBox next to all AED Stations in our county offices.
- Provide Narcan training to Riley County Staff as requested.
- Place a Public Health Station outside of each building of the Health Department (for a total of 2).
- Work with our Community Partners to distribute Narcan to our community and provide Narcan training to community partners as requested.



Combined Statement from Health Department and EMS

Proximity to the Public

- Local government offices often serve as hubs for residents, including vulnerable populations who may be at risk of opioid poisoning. By stocking naloxone in these locations, municipalities can provide a safety net for community members and staff in case of emergency.

Life-Saving Potential

- Naloxone is a proven, cost-effective tool in reversing opioid poisonings. Having naloxone on hand in county offices ensures that first responders and public service employees can act quickly to save lives, especially in high-risk areas.

Enhancing Public Safety

- With increasing rates of opioid poisonings and overdoses, public offices have an important role to play in supporting local health initiatives. Offering naloxone at these offices would demonstrate a proactive approach to public health and safety.



An overdose is a medical emergency. **Be prepared.**
Save a life.



Carrying naloxone (Narcan) can save lives. This is the drug that blocks the harmful effects of opioids on the brain. It is specific to opioids. If opioids are not involved with the overdose, it will not cause any harm

This Photo by Unknown Author is licensed under CC BY

Resources

01

**Pawnee Mental Health-
Recovery Services at (785)
587-4300**

02

**Kansas Substance Use
Disorder Hotline-** If you or
someone you know is
struggling with substance use,
know that recovery is possible.
The Kansas Substance Use
Disorder Hotline is available
24/7 by calling 866-645-8216.

03

988 Suicide & Crisis Lifeline

04

SAMHSA's National Helpline is
a great resource to share with
someone who may have a
substance use disorder. Call **1-
800-662-HELP (4537)**.



Attachment: Narcan Plan 4-10-2025 (15669 : Health Department update)

Community Baby Shower

Banner and Yard Sign design approval



Maternal and Child Health
a Riley County Health Department Program



Community Baby Shower

May 31st, 2025 9:30am – 11:00am

Register Here:



Northview Elementary
Manhattan





Maternal and Child Health
a Riley County Health Department Program



Community Baby Shower

MAY 31

REGISTER HERE



9:30-11:00am
Northview Elementary



Public Health Clinic

As prepared by Jacob Clarke,
Clinic Supervisor

Table of Contents

- Service Line Updates
- County Health Data
- PHC Needs





RGHD PHC Service Lines

Immunizations

Reproductive Health

Communicable Disease

Immunizations (CY2024)

- Administered 5,333 vaccines across 2,779 unique patients
- Vaccine outreach events coordinated with local schools and employers across the county
- Contracted with new payors, including:
 - Ambetter
 - Cigna
 - Healthy Blue (new KanCare MCO)
 - ProviDRs Care
 - TriWest (new TRICARE West plan administrator)

Reproductive Health (CY2024)

- Title X-eligible patients
 - 1,009 unique patients served in CY 2024
 - 497 pts uninsured
 - 137 pts publicly insured
 - 375 pts privately insured
- STI Testing
 - 1135 panels performed
- Breast/Cervical Screening



Communicable Disease (CY2024)

- Performed 695 TB Skin Tests
- Investigated multiple outbreaks
- Assigned 133 case investigations for pathologies, including:
 - Blood lead poisoning
 - Campylobacterosis
 - Cryptosporidiosis
 - Hepatitis B and C
 - Histoplasmosis
 - Invasive Streptococcus pneumoniae
 - Lyme Disease
 - Pathologic E. coli
 - Pertussis
 - Rabies
 - Tuberculosis
 - Tularemia





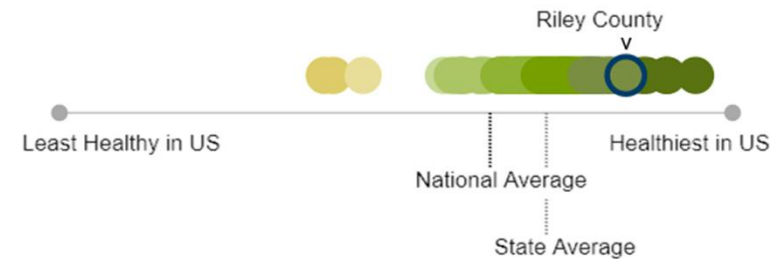
County Health Data

Population Health and Well-being

- Components include:
 - Length of life
 - Premature death
 - Life expectancy
 - Premature age-adjusted mortality
 - Child mortality
 - Infant mortality
 - Quality of Life
 - Poor physical health days
 - Low birth weight
 - Poor mental health days
 - Poor or fair health
 - Frequent physical distress
 - Diabetes prevalence
 - HIV prevalence
 - Adult obesity
 - Frequent mental distress
 - Suicides
 - Feelings of loneliness



Riley County Population Health and Well-being - 2025



Riley County is faring slightly better than the average county in Kansas for Population Health and Well-being, and better than the average county in the nation.

County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>



Population Health and Well-being

Population Health and Well-being				
Length of life		Riley County	Kansas	United States
Premature Death		5,300	8,600	8,400
Additional Length of life (not included in summary)		Riley County	Kansas	United States
Life Expectancy		79.7	76.4	77.1
Premature Age-Adjusted Mortality		290	420	410
Child Mortality		30	60	50
Infant Mortality		5	6	6
Quality of life		Riley County	Kansas	United States
Poor Physical Health Days		3.9	3.7	3.9
Low Birth Weight		7%	7%	8%
Poor Mental Health Days		5.3	5.2	5.1
Poor or Fair Health		17%	15%	17%
Additional Quality of life (not included in summary)		Riley County	Kansas	United States
Frequent Physical Distress		13%	11%	12%
Diabetes Prevalence		11%	10%	10%
HIV Prevalence		91	147	387
Adult Obesity		35%	37%	34%
Frequent Mental Distress		18%	17%	16%
Suicides		12	19	14
Feelings of Loneliness		33%	31%	33%

County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>

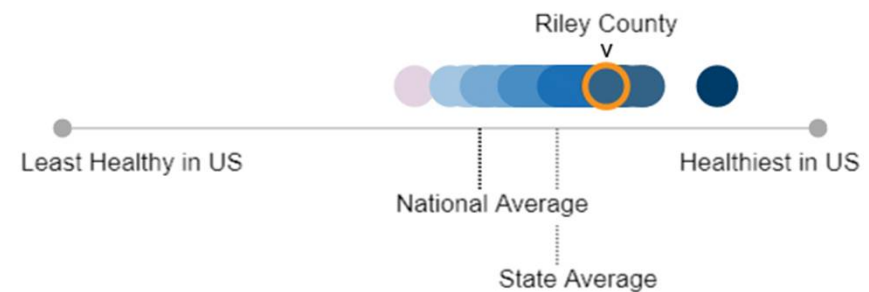


Community Conditions

- Components include:
 - Length of life
 - Premature death
 - Life expectancy
 - Premature age-adjusted mortality
 - Child mortality
 - Infant mortality
 - Quality of Life
 - Poor physical health days
 - Low birth weight
 - Poor mental health days
 - Poor or fair health
 - Frequent physical distress
 - Diabetes prevalence
 - HIV prevalence
 - Adult obesity
 - Frequent mental distress
 - Suicides
 - Feelings of loneliness



Riley County Community Conditions - 2025



Riley County is faring better than the average county in Kansas for Community Conditions, and better than the average county in the nation.



County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>

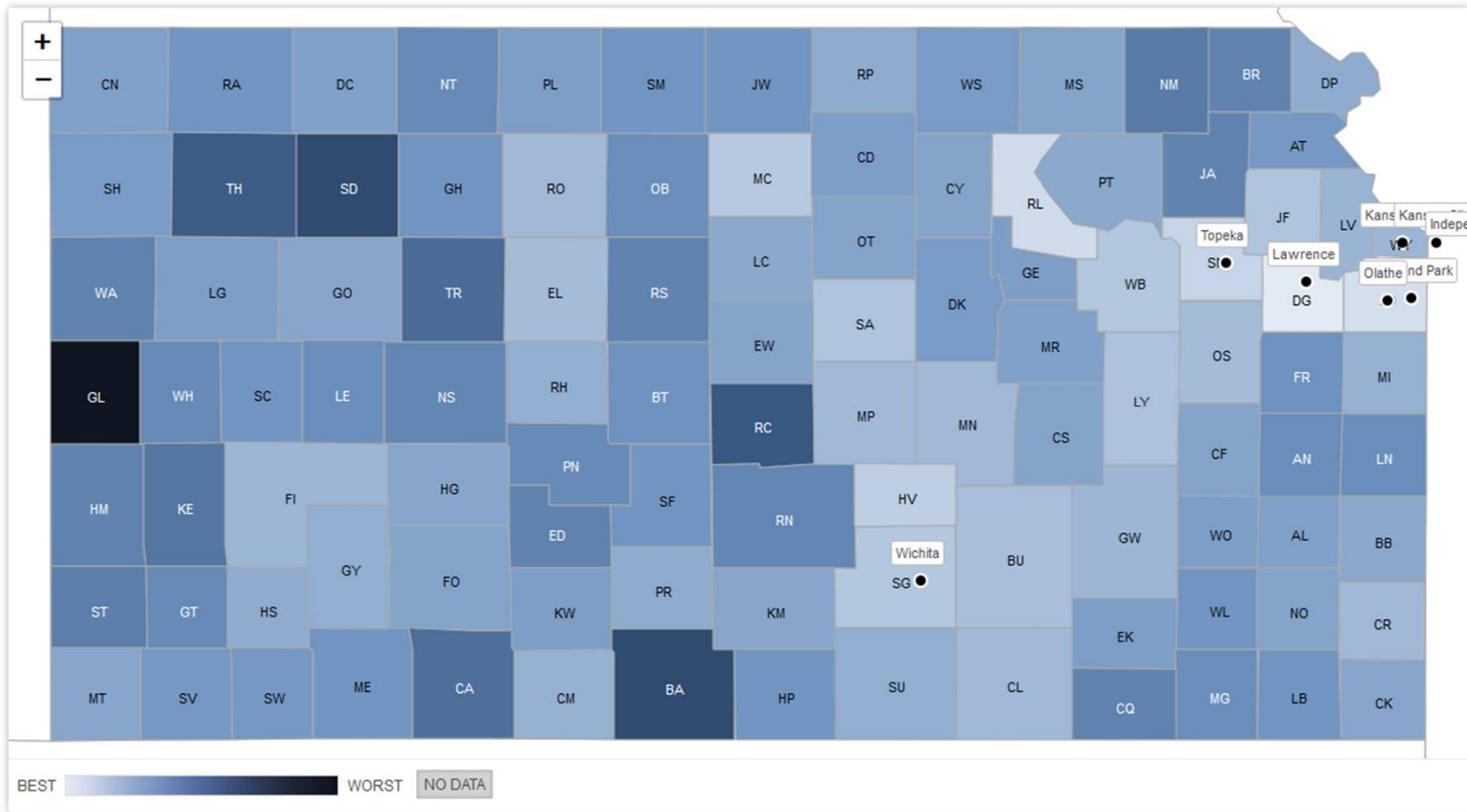
Community Conditions

Community Conditions					
Health infrastructure		Riley County	Kansas	United States	
Flu Vaccinations		61%	49%	48%	▼
Access to Exercise Opportunities		89%	80%	84%	▼
Food Environment Index		5.7	6.8	7.4	▼
Primary Care Physicians		1,440:1	1,280:1	1,330:1	▼
Mental Health Providers		290:1	400:1	300:1	▼
Dentists		1,620:1	1,580:1	1,360:1	▼
Preventable Hospital Stays		1,539	2,529	2,666	▼
Mammography Screening		53%	49%	44%	▼
Uninsured		10%	10%	10%	▼

County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>



Medicare Influenza Vaccination Rates



County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>

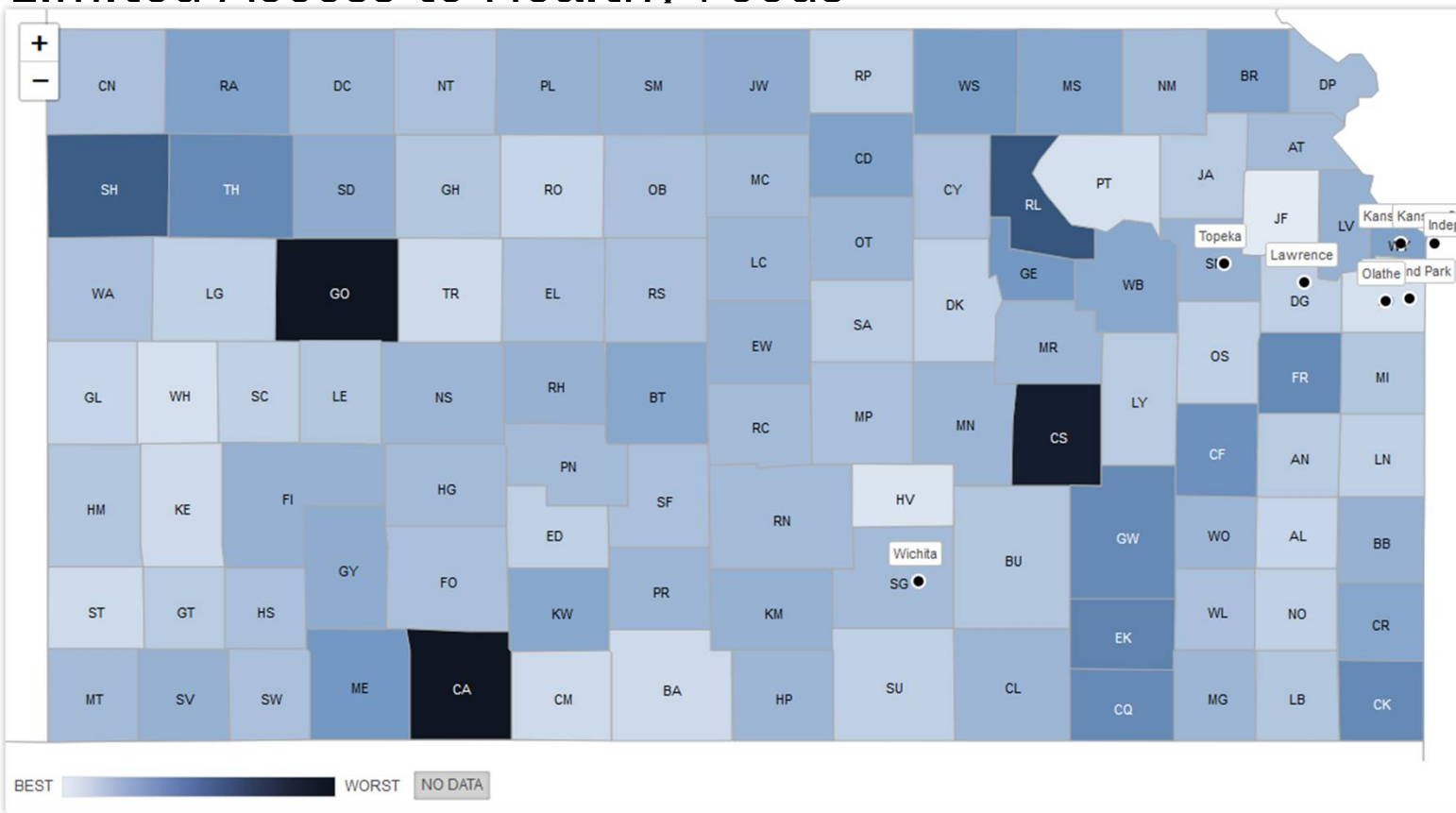
Community Conditions

Additional Health infrastructure (not included in summary)		Riley County	Kansas	United States	
Limited Access to Healthy Foods		25%	8%	6%	▼
Food Insecurity		15%	13%	14%	▼
Insufficient Sleep		38%	37%	37%	▼
Teen Births		8	18	16	▼
Sexually Transmitted Infections		731.3	474.4	495.0	▼
Excessive Drinking		19%	19%	19%	▼
Alcohol-Impaired Driving Deaths		27%	21%	26%	▼
Drug Overdose Deaths		8	22	31	▼
Adult Smoking		17%	15%	13%	▼
Physical Inactivity		26%	23%	23%	▼
Uninsured Adults		12%	12%	11%	▼
Uninsured Children		5%	5%	5%	▼
Other Primary Care Providers		720:1	640:1	710:1	▼

County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>



Limited Access to Healthy Foods



County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>

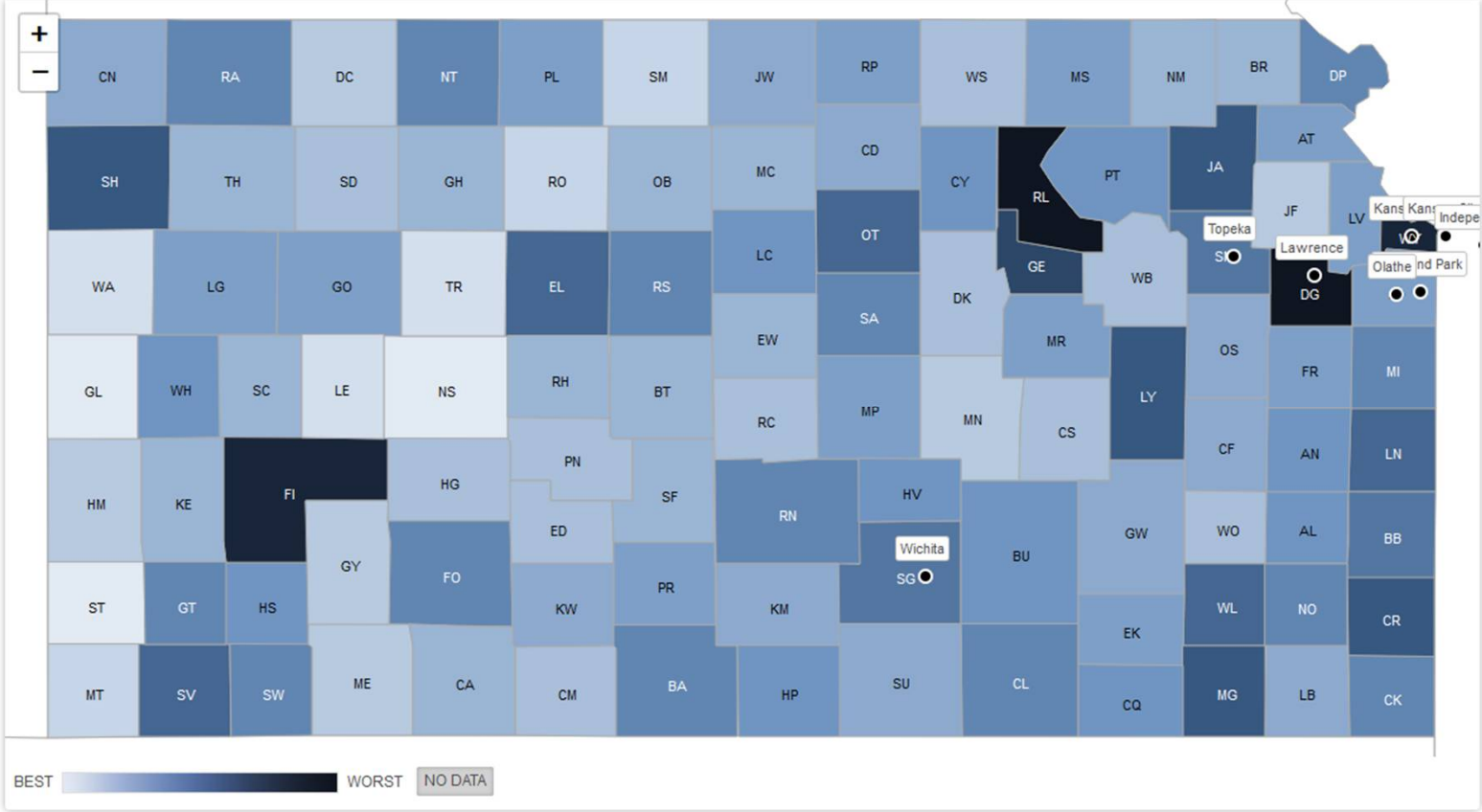
Community Conditions

Physical environment	Riley County	Kansas	United States	
Severe Housing Problems	19%	12%	17%	✓
Driving Alone to Work	64%	77%	70%	✓
Long Commute - Driving Alone	14%	22%	37%	✓
Air Pollution: Particulate Matter	8.3	7.3	7.3	✓
Drinking Water Violations	No			✓
Broadband Access	91%	89%	90%	✓
Library Access	4	3	2	✓
Additional Physical environment (not included in summary)	Riley County	Kansas	United States	
Traffic Volume	70	72	108	✓
Homeownership	45%	67%	65%	✓
Severe Housing Cost Burden	18%	11%	15%	✓
Access to Parks	53%	37%	51%	✓
Adverse Climate Events	3			✓
Census Participation	60.5%		65.2%	✓
Voter Turnout	43.0%	65.4%	67.9%	✓

County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>



Severe Housing Problems



County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>



Community Conditions

Social and economic factors		Riley County	Kansas	United States	
Some College		80%	70%	68%	▼
High School Completion		96%	92%	89%	▼
Unemployment		2.6%	2.7%	3.6%	▼
Income Inequality		5.2	4.4	4.9	▼
Children in Poverty		13%	13%	16%	▼
Injury Deaths		44	85	84	▼
Social Associations		12.0	13.2	9.1	▼
Child Care Cost Burden		26%	19%	28%	▼

County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>



Community Conditions

Additional Social and economic factors (not included in summary)	Riley County	Kansas	United States	
High School Graduation	90%	89%	87%	✓
Reading Scores	3.2	3.0	3.1	✓
Math Scores	3.2	3.0	3.0	✓
School Segregation	0.04	0.20	0.24	✓
School Funding Adequacy	 \$3,699	\$1,479	\$1,411	✓
Children Eligible for Free or Reduced Price Lunch	37%	48%	55%	✓
Gender Pay Gap	1.01	0.79	0.81	✓
Median Household Income	\$63,100	\$70,300	\$77,700	✓
Living Wage	\$42.02	\$42.69		✓
Child Care Centers	5	7	7	✓
Residential Segregation - Black/White	34	59	63	✓
Homicides	2	6	7	✓
Motor Vehicle Crash Deaths	6	14	12	✓
Firearm Fatalities	8	16	13	✓
Disconnected Youth		5%	7%	✓
Lack of Social and Emotional Support	21%	7%	10%	✓

County Health Rankings: <https://www.countyhealthrankings.org/health-data/kansas/riley?year=2025>



KHM- STI Rates for Riley County 2023

County: Riley

6.1

cases/ 1,000 population

Source: Kansas Department of Health and Environment
Measurement period: 2023
Maintained by: Kansas Department of Health and Environment
Last update: April 2024
Filter(s) for this location: Public Health Preparedness Region: Wildcat

COMPARED TO



KS Value
(6.1)



Prior Value
(9.0)

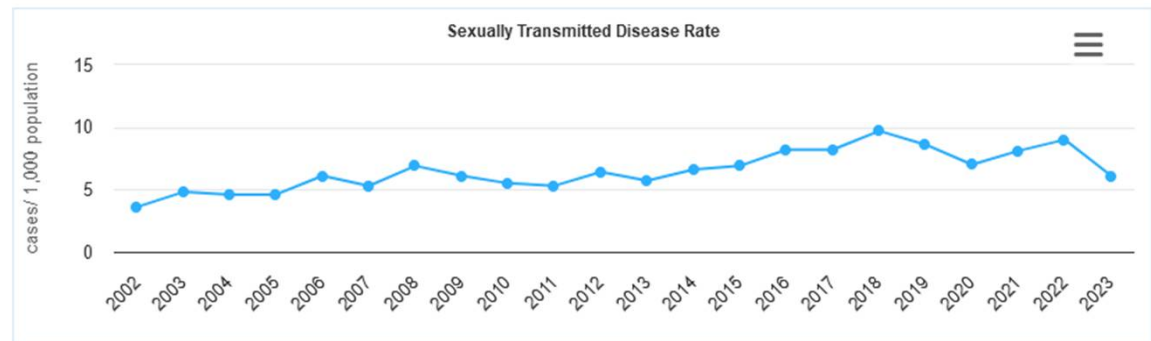


Trend

Graph Selections

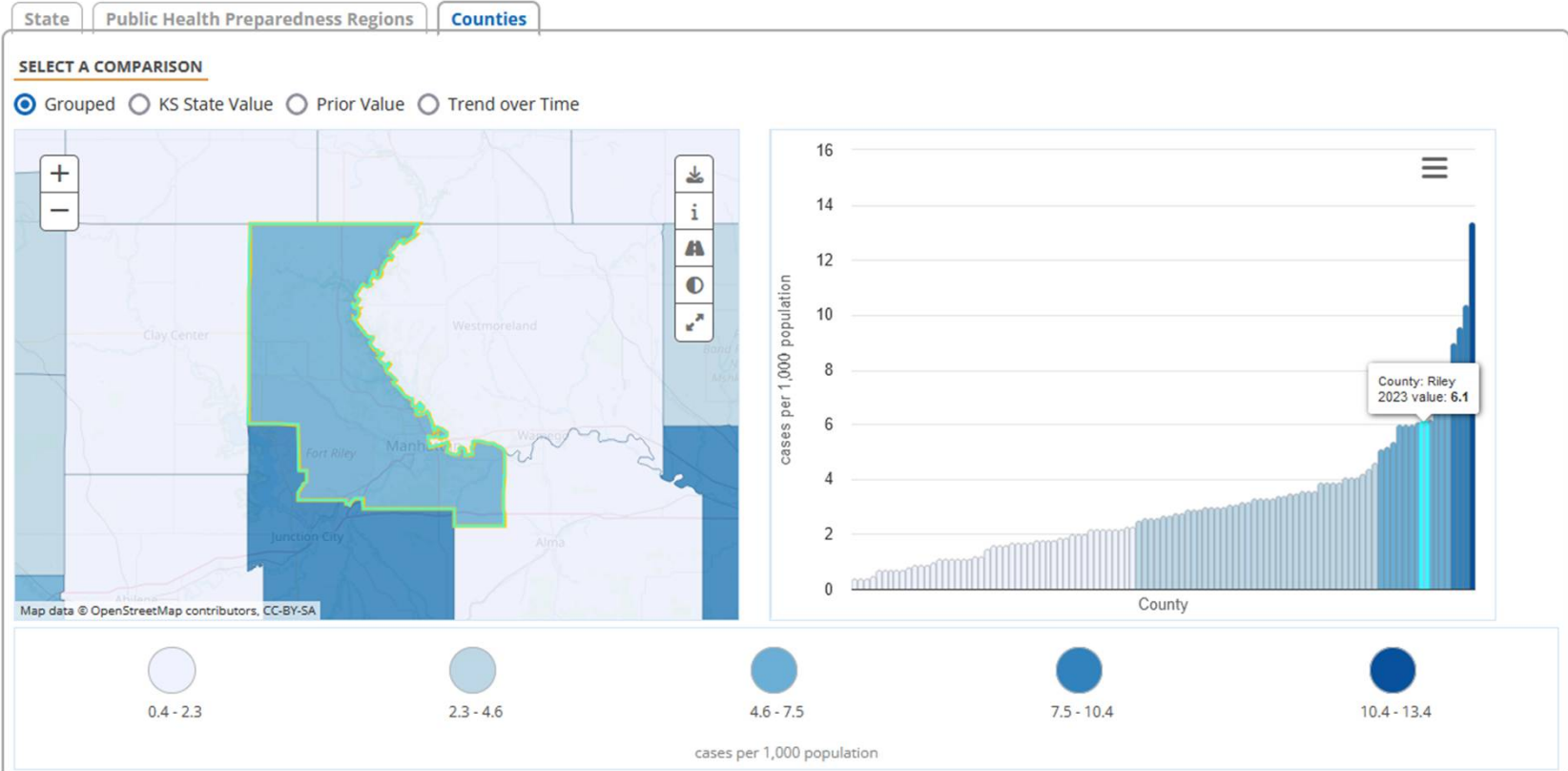
INDICATOR VALUES

☒ Change over Time

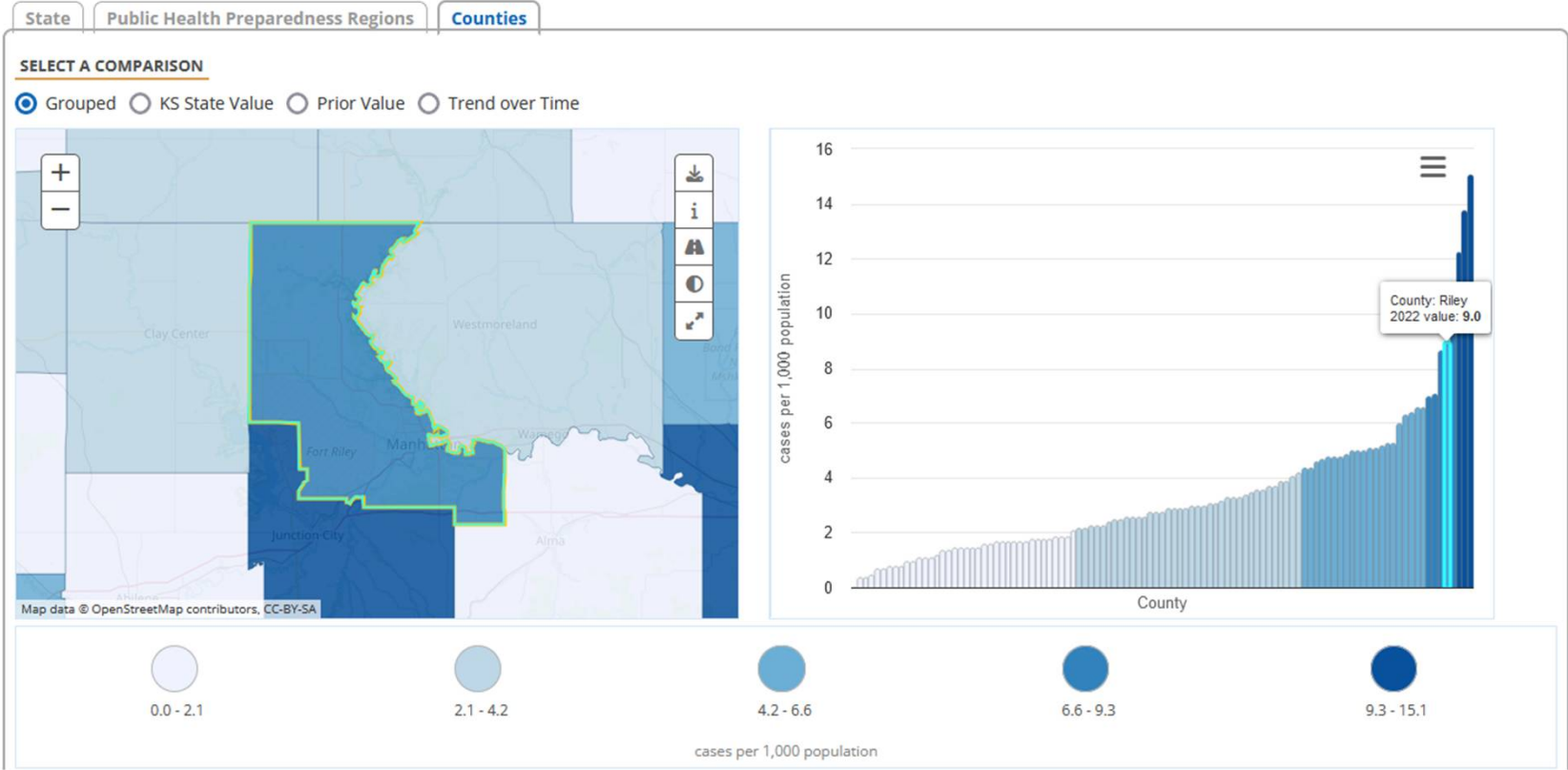


Kansas Health Matters: <https://www.kansashealthmatters.org/indicators/index/view?indicatorId=1395&localeId=1020&localeFilterId=0>

KHM- STI Rates for Riley County 2023 (cont.)



KHM- STI Rates for Riley County 2022

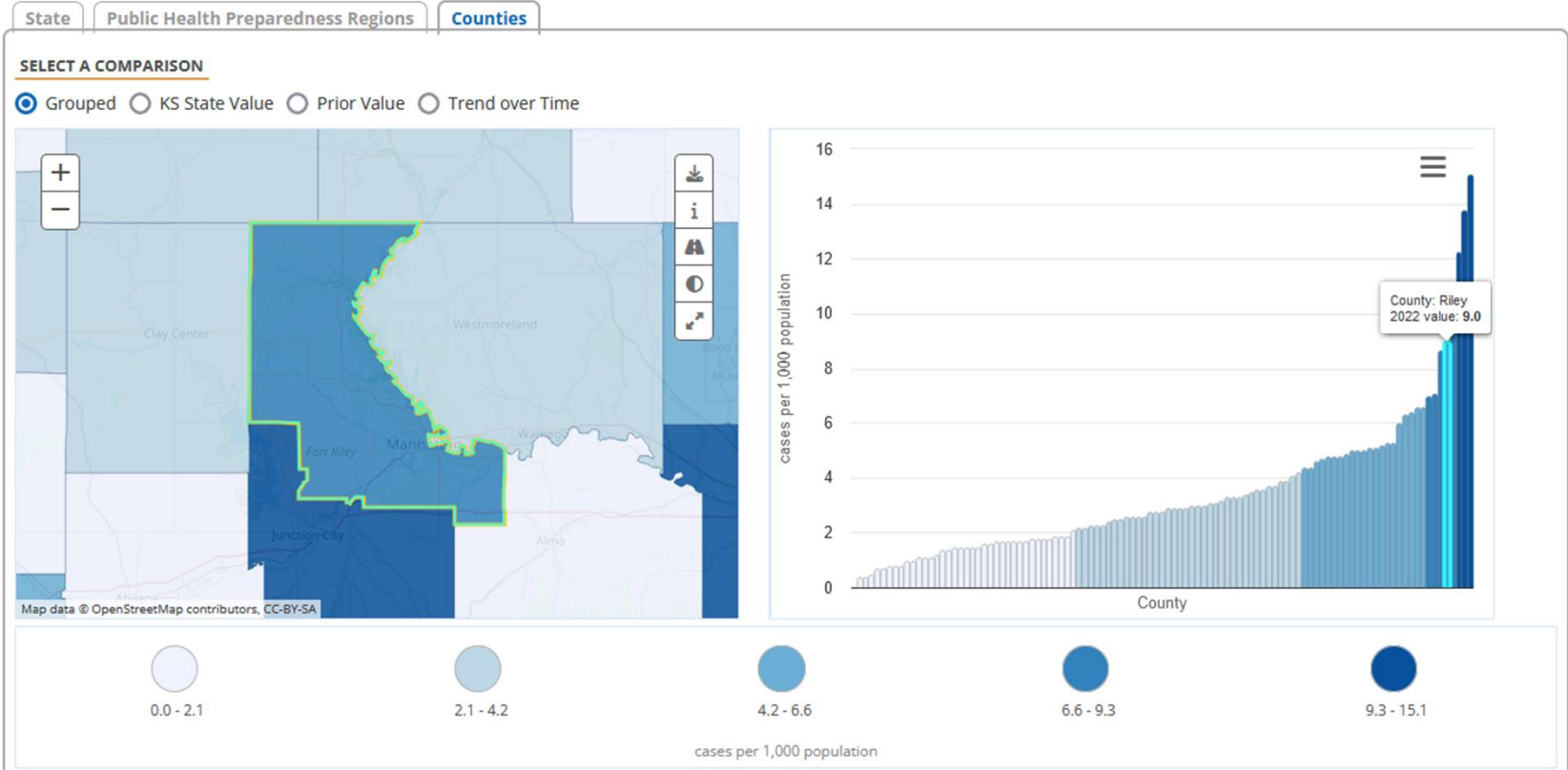


Kansas Health Matters: <https://www.kansashealthmatters.org/indicators/index/view?indicatorId=1395&localeId=1020&localeFilterId=0>



Attachment: RCHD PHC BOCC 2025 (15669 : Health Department update)

KHM- STI Rates for Riley County 2022



Kansas Health Matters: <https://www.kansashealthmatters.org/indicators/index/view?indicatorId=1395&localeId=1020&localeFilterId=0>



Attachment: RCHD PHC BOCC 2025 (15669 : Health Department update)



RCHD PHC Clinic Needs

Biller/Coder/Credentialing/Prior Authorization Position

Billing/Coding/Credentialing/Prior Authorization Position

- Funding insecurities
 - Federal funding challenges
 - Changing healthcare landscape
- Unique payors and federal guidelines
 - VFC, Title V, Title X guidelines
 - 340B medication billing practices
 - Early Detection Works, WISEWOMAN



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: April 10, 2025

SUBJECT: Monthly Cash Flow Report for March 2025

PRESENTER: Brittany Phillips, Budget & Finance Officer

Cash Flow Reports for the Economic Development Fund, County Building Fund, Capital Improvement Fund, Road & Bridge 1/2 Cent Sales Tax Fund and Road & Bridge 0.2 Cents Sales Tax Fund.

Enclosures:

- March 2025 updated cash flows (PDF)
- March ARPA requests and approvals (PDF)

2025 Riley County Economic Development Cash Flow Analysis

% of Year: 25

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Jan/Feb/Mar 2024 A/P	Total Expenditures
Jan	\$136,229.00			\$136,229.00	\$84,309.45		\$84,309.45
Feb				\$0.00			\$0.00
Mar				\$0.00	\$14,008.96		\$14,008.96
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
\$136,229.00		\$0.00	\$0.00	\$136,229.00	\$98,318.41	\$0.00	\$98,318.41

Cash Reconciliation	
2025 Beginning Unencumbered Cash	\$315,128.18
2025 Revenue	\$136,229.00
Less 2024 Expenditures/Encumbrances	\$98,318.41
2025 Ending Unencumbered Cash	\$353,038.77
Less Est. Project Balance for CY	\$165,051.85
2025 Projected Unencumbered Cash	\$187,986.92

Riley County 2025 Budget Authority Summary	
2025 Budgeted Expenditures	\$324,361
Expenditures to Date	\$98,318
2025 Remaining Budget Authority	\$226,043

% Budget Expended

30.31%

Riley County 2025 Budgeted Revenue	
2025 Budgeted Revenue	\$188,382
Revenue to Date	\$136,229

% Budgeted Revenue

72.32%

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2025 Actual Expenditures	Jan/Feb/Mar 2024 A/P	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS						
Chamber of Commerce	\$55,000.00		\$27,500.00		\$27,500.00	
Flint Hills Veterans Coalition	\$1,000.00		\$500.00		\$500.00	
Downtown Manhattan	\$5,000.00		\$2,500.00		\$2,500.00	
Riley Co. General Eco Devo	\$132,850.00				\$132,850.00	
APPROPRIATION TOTALS	\$193,850.00	\$0.00	\$30,500.00	\$0.00	\$163,350.00	\$0.00
MEMBERSHIPS						
FHMPO Contribution	\$3,358.30	\$0.00	\$1,656.45		\$1,701.85	\$0.00
MEMBERSHIP TOTALS	\$3,358.30	\$0.00	\$1,656.45	\$0.00	\$1,701.85	\$0.00
DEBT OBLIGATION TRANSFER						
Konza Water Debt	\$658,501.67	\$411,657.67			\$246,844.00	\$0.00
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$411,657.67	\$0.00	\$0.00	\$246,844.00	\$0.00
PROJECTS						
Comprehensive Plan Update	\$150,000.00	\$2,320.75	\$1,895.00		\$145,784.25	\$0.00
PROJECT TOTALS	\$150,000.00	\$2,320.75	\$1,895.00	\$0.00	\$145,784.25	\$0.00
TOTALS	\$1,005,709.97	\$413,978.42	\$34,051.45	\$0.00	\$557,680.10	\$0.00

Remaining Approved Projects less lease/debt payments/reserve payments/reserve \$165,051.85
(not included as these payments are subject to approval with annual budget) al with annual budget)

Completed Projects

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 Riley County Building Cash Flow Analysis FUND 152

% of Year: 25

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar 2024 A/P	Total Expenditures
Jan	\$222,709.30	\$77.00		\$222,786.30	\$2,577.06		\$8,615.24	\$11,192.30
Feb				\$0.00	\$11,995.23			\$11,995.23
Mar	\$11,344.56	\$43.50		\$11,388.06	\$18,176.10			\$18,176.10
Apr				\$0.00				\$0.00
May				\$0.00				\$0.00
Jun				\$0.00				\$0.00
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$234,053.86	\$120.50	\$0.00	\$234,174.36	\$32,748.39	\$0.00	\$8,615.24	\$41,363.63

Cash Reconciliation	
2025 Beginning Unencumbered Cash	\$184,082.67
2025 Revenue	\$234,174.36
Less 2024 Expenditures/Encumbrances	\$32,748.39
2025 Ending Unencumbered Cash	\$385,508.64

Riley County 2025 Budget Authority Summary	
2025 Budgeted Expenditures	\$433,000
Expenditures to Date	\$41,364
2025 Remaining Budget Authority	\$391,636

% Budget Expended
9.55%

Riley County 2025 Budgeted Revenue	
2025 Budgeted Revenue	\$414,303
Revenue to Date	\$234,174

% Budgeted Revenue
56.52%

Attachment: March 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 Riley County CIP Cash Flow Analysis

% of Year: 25

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Jan/Feb/Mar 2024 A/P	Total Expenditures
Jan	\$323,328.02	\$3,500,000.00		\$3,823,328.02	\$220,831.67	\$24,691.62	\$245,523.29
Feb		\$39,700.00		\$39,700.00	\$104,976.28		\$104,976.28
Mar				\$0.00	\$121,423.93		\$121,423.93
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
Totals	\$323,328.02	\$3,539,700.00	\$0.00	\$3,863,028.02	\$447,231.88	\$24,691.62	\$471,923.50

Cash Reconciliation	
2025 Beginning Unencumbered Cash	\$26,150,057.48
2025 Revenue	\$3,863,028.02
Less 2024 Expenditures/Encumbrances	\$471,923.50
2025 Ending Unencumbered Cash	\$29,541,162.00
Less Remaining Approved Projects	\$5,987,325.05
2025 Projected Unencumbered Cash	\$23,553,836.95
LESS RESERVED FUNDS	\$3,828,237.53
Projected 2025 Cash w/out Reserves	\$19,725,599.42

Riley County 2025 CIP Budget Authority Summary	
2025 CIP Budgeted Expenditures	\$15,548,840
Expenditures to Date	\$447,232
2025 Remaining Budget Authority	\$15,101,608

% Budget Expended
2.88%

Riley County 2025 CIP Budgeted Revenue	
2025 CIP Budgeted Revenue	\$4,175,394
Revenue to Date	\$3,863,028

% Budgeted Revenue
92.52%

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	79,518.04
FFE Reserve	1,358,586.53
CARES Funds	1,890,133
TOTAL RESERVE	3,828,237.53

To be spent on North Co. EMS Facility & Public Safety HQ after ARPA funds are used

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2025 Actual Expenditures	Jan/Feb/Mar 2024 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
23-23PW001	65	Carnegie Elevator Modernization	\$220,000.00	\$0.00		\$14.89		\$219,985.11	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$60,252.00				\$9,748.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$114,195.00				\$0.00	\$5,805.00
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$70,633.73				\$0.00	\$1,366.27
24-24PW001	57 & 63	Courthouse (63) & Health Department (57) Elevator Modernization	\$385,000.00	\$0.00		\$29.80		\$384,970.20	
24-24PK001	81	30" Aerator	\$11,000.00	\$8,992.00				\$0.00	\$2,008.00
24-24PK002	81	University Park Pickleball/Basketball Courts	\$25,000.00	\$0.00				\$25,000.00	
24-24PK003	81	Restroom in Ogden Community Park	\$22,000.00	\$0.00				\$22,000.00	
24-24PK004	81	Restroom Leonardville Park	\$25,700.00	\$0.00				\$25,700.00	
24-24PW002		FCRC Replace Roof	\$150,000.00	\$0.00				\$150,000.00	
24-24PW003		Museum - Replace HVAC	\$35,000.00	\$0.00			\$22,710.00	\$12,290.00	
24-24PW004		Museum - Lighting	\$75,000.00	\$0.00				\$75,000.00	
24-24PW006		550 Diesel Truck w/ snow plow & spreader	\$125,000.00	\$76,711.00		\$40,727.00		\$7,562.00	
24-24PW007		3/4 Ton 4x4 Extended Cab Pickup w/Plow & Spreader	\$75,000.00	\$64,508.08				\$10,491.92	
24-24PW008	993	Window Replacement - CPE building	\$750,000.00	\$3,325.00		\$10,913.22	\$1,172.50	\$734,589.28	
24-24LEC001		Kitchen Floor Replacement	\$30,000.00	\$28,079.38				\$0.00	\$1,960.62
24-24LEC002		Jail Intake Shower	\$10,000.00	\$5,937.64				\$0.00	\$4,062.36
24-24LEC003		Isolation Room	\$10,000.00	\$6,252.98				\$0.00	\$3,747.02
24-24PW009		RCOB Fire Alarm Panel Replacement	\$26,500.00	\$0.00		\$11,106.67		\$15,393.33	
24-24PW010		CPE 1st Floor HVAC	\$30,000.00	\$0.00		\$14,577.22		\$15,422.78	
24-24PW011		Courthouse Cooling Tower Pump	\$30,000.00	\$0.00				\$30,000.00	
24-24PW012		Tandem Axle Truck Chasis	\$200,000.00	\$0.00				\$200,000.00	
24-24PK005	81	Standing Spreader/Sprayer	\$28,000.00	\$0.00		\$22,979.15		\$5,020.85	
24-24PK006	81	Standing 72" Mower w/ Bagger	\$20,000.00	\$0.00		\$19,235.00		\$765.00	
24-24PK007	81	Tractor	\$55,000.00	\$0.00				\$55,000.00	
24-24LEC004		RCPD Rage Cleanup	\$220,000.00	\$0.00				\$220,000.00	
24-24LEC005		Jail Camera Software	\$25,000.00	\$7,085.36				\$17,914.64	
25-25PW001		Museum - Roof Top HVAC w/Humidifier	\$50,000.00	\$0.00				\$50,000.00	
25-25PK001	81	Ventrac Tractor Add-On Equipment	\$18,000.00	\$0.00				\$18,000.00	
25-25PK002	81	Turf Cart w/Brush Guard & Cover	\$18,000.00	\$0.00				\$18,000.00	
25-25PK003	81	Storage Building for Fairmont Park	\$135,000.00	\$0.00				\$135,000.00	
25-25PK004	81	Playground Equipment at CICO Park, (PK trx \$75000) & 18-18PK003, 21-21PK008	\$450,000.00	\$0.00				\$450,000.00	
25-25PW002		Hydraulic Trailer 32' Gooseneck	\$55,000.00	\$0.00		\$44.69		\$54,955.31	
25-25PW003		Tandem Axle Truck w/Plow & Spreader	\$280,000.00	\$0.00				\$280,000.00	
25-25PW004		3/4 Ton 4x4 Extended Cab Pickup w/Plow	\$78,000.00	\$0.00				\$78,000.00	

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

25-25PW005	550 Diesel Truck w/Snow Plow and Spreader	\$130,000.00	\$0.00				\$130,000.00	
25-25PW006	7+ Passenger Van	\$60,000.00	\$0.00				\$60,000.00	
PUBLIC WORKS TOTAL		\$4,349,200.00	\$445,972.17	\$0.00	\$119,627.64	\$23,882.50	\$3,740,808.42	\$18,949.27
EMERGENCY MEDICAL SERVICE								
13-13AM001	302 Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302 EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
23-23AM001	Overhead Alerting Systems	\$187,545.61	\$102,773.58		\$1,778.00		\$82,994.03	
23-23AM002	Patient Mover Replacement	\$69,265.00	\$8,535.00				\$60,730.00	
24-24AM001	New Ambulance	\$390,441.00	\$0.00				\$390,441.00	
24-24AM002	Zoll X Series Cardiac Monitor	\$46,000.00	\$43,958.88				\$2,041.12	
24-24AM003	Strker Powercot	\$30,806.97	\$28,733.03				\$2,073.94	
24-24AM004	Ambulance Remount	\$303,442.00	\$0.00				\$303,442.00	
EMS TOTAL		\$1,177,500.58	\$209,770.49	\$0.00	\$1,778.00	\$0.00	\$965,952.09	\$0.00
CLERK								
21-21CK001	Open.Gov software	\$202,620.00	\$167,545.00				\$35,075.00	
CLERK TOTAL		\$202,620.00	\$167,545.00		\$0.00	\$0.00	\$35,075.00	\$0.00
Elections								
CLERK TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IT/GIS								
24-24IT001	Countywide Phone System Upgrade	\$65,000.00	\$0.00				\$65,000.00	
25-25IT001	EMR Replacement for Health Dept.	\$250,000.00	\$0.00				\$250,000.00	
IT/GIS TOTAL		\$315,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315,000.00	\$0.00

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPRAISER									
24-24AP002		Replacement Vehicle	\$46,000.00	\$0.00				\$46,000.00	
		APPRAISER TOTAL	\$46,000.00	\$0.00			\$0.00	\$46,000.00	\$0.00
BOCC									
		BOCC TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
PLANNING & DEVELOPMENT									
		PLANNING & DEVELOPMENT TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
NOXIOUS WEED									
24-24NW001		10' Pull Behind Mower	\$32,000.00	\$0.00		\$26,125.00		\$5,875.00	
24-24NW002		Mower Tractor 6100 series	\$135,000.00	\$0.00		\$116,101.24		\$18,898.76	
24-24NW003		3/4 Ton 4x4 Crew Cab Truck W/ Standard Bed	\$60,000.00	\$0.00				\$60,000.00	
25-25NW001		2025 Ford F550 Flat Bed 4x4 for Roadside Spraying & Snow Removal	\$65,000.00	\$0.00				\$65,000.00	
25-25NW002		Bala Clean Up	\$13,244.50	\$0.00				\$13,244.50	
		NOXIOUS WEED TOTAL	\$305,244.50	\$0.00	\$0.00	\$142,226.24	\$0.00	\$163,018.26	\$0.00
EMERGENCY MANAGEMENT									
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$8,434.96				\$116,565.04	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$80,742.10				\$4,257.90	
24-24EM001		EM SUV Replacement	\$60,000.00	\$0.00				\$60,000.00	
	988	Ka-Comm/L3 Harris Radio Replacement	\$400,000.00	\$0.00			\$390.95	\$399,609.05	
		EMERGENCY MANAGEMENT TOTAL	\$830,000.00	\$108,137.77	\$0.00	\$0.00	\$390.95	\$721,471.28	\$0.00
OTHER									
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,560,775.78				\$3,841,162.22	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,666,215.63		\$183,600.00		-\$0.16	
Fair Reserve	74	Fair		\$31,503.54	111,439.75		\$418.17	\$79,518.04	
CARES Funds	977/978	North Co. EMS Facility & EMS HQ Reserved			\$1,890,133			\$1,890,132.96	
		OTHER TOTAL	\$9,251,753.47	\$5,258,494.95	\$2,001,572.71	\$183,600.00	\$418.17	\$5,810,813.06	\$0.00
TOTAL									
		TOTAL	\$16,477,318.55	\$6,189,920.38	\$2,001,572.71	\$447,231.88	\$24,691.62	\$11,798,138.11	\$18,949.27

Remaining Approved Projects less lease/debt payments/reserves \$5,987,325.05
(not included as these payments are subject to approval with annual budget)

Debt/Lease Estimate Remaining 3,841,162

Completed Projects

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 Detailed Expenditures per Project by Month

															Completed Projects (Over) Under Approved Estimate
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Jan	Feb	Mar	Jan/Feb/Mar 2024 A/P	Expenditures to Date	Remaining Project Estimate				
PUBLIC WORKS:															
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00						\$0.00	\$40,000.00				
21-21PW007		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00						\$0.00	\$45,000.00				
23-23PW001		Imaging Software & Conversion	\$75,000.00	\$0.00						\$0.00	\$75,000.00				
23-23PW004		65 Carnegie Elevator Modernization	\$220,000.00	\$0.00			\$14.89			\$14.89	\$219,985.11				
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$60,252.00						\$60,252.00	\$9,748.00				
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00						\$0.00	\$70,000.00				
23-23PW006		S50 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$114,195.00						\$114,195.00	\$0.00	\$5,805.00			
23-23PW001		Large Area Mower w/ Cab	\$72,000.00	\$70,633.73						\$70,633.73	\$0.00	\$1,366.27			
24-24PW001	57 & 63	Courthouse (63) & Health Department (57)Elevator Modernization	\$385,000.00	\$0.00			\$29.80			\$29.80	\$384,970.20				
24-24PK001	81	30" Aerator	\$11,000.00	\$8,992.00						\$8,992.00	\$0.00	\$2,008.00			
24-24PK002	81	Basketball/Pickleball Courts for University Park	\$25,000.00	\$0.00						\$0.00	\$25,000.00				
24-24PK003	81	Bathroom in Ogden Community Park	\$22,000.00	\$0.00						\$0.00	\$22,000.00				
24-24PK004	81	Restroom Leonardville Park	\$25,700.00	\$0.00						\$0.00	\$25,700.00				
24-24PW002		FCRC Replace Roof	\$150,000.00	\$0.00						\$0.00	\$150,000.00				
24-24PW003		Museum - Replace HVAC	\$35,000.00	\$0.00					\$22,710.00	\$22,710.00	\$12,290.00				
24-24PW004		Museum - Lighting	\$75,000.00	\$0.00						\$0.00	\$75,000.00				
24-24PW006		S50 Diesel Truck w/ snow plow & spreader	\$125,000.00	\$76,711.00			\$40,727.00			\$117,438.00	\$7,562.00				
24-24PW007		3/4 Ton 4x4 Extended Cab Pickup w/Plow & spreader	\$75,000.00	\$64,508.08						\$64,508.08	\$10,491.92				
24-24PW008	993	Window Replacement	\$750,000.00	\$3,325.00			\$ 7,413.22	\$ 3,500.00		\$1,172.50	\$15,410.72	\$734,589.28			
24-24LEC001		Kitchen Floor Replacement	\$30,000.00	\$28,079.38						\$28,079.38	\$0.00	\$1,920.62			
24-24LEC002		Jail Intake Shower	\$10,000.00	\$5,937.64						\$5,937.64	\$0.00	\$4,062.36			
24-24LEC003		Isolation Room	\$10,000.00	\$6,252.98						\$6,252.98	\$0.00	\$3,747.02			
24-24PW009		RCOB Fire Alarm Panel Replacement	\$26,500.00	\$0.00			\$ 11,106.67			\$11,106.67	\$15,393.33				
24-24PW010		CPE 1st Floor HVAC	\$30,000.00	\$0.00			\$ 14,577.22			\$14,577.22	\$15,422.78				
24-24PW011		Courthouse Cooling Tower Pump	\$30,000.00	\$0.00						\$0.00	\$30,000.00				
24-24PW012		Tandem Axle Truck Chasis	\$200,000.00	\$0.00						\$0.00	\$200,000.00				
24-24PK005	81	Standing Spreader/Sprayer	\$28,000.00	\$0.00			\$ 22,979.15			\$22,979.15	\$5,020.85				
24-24PK006	81	Standing 72" Mower w/ Bagger	\$20,000.00	\$0.00			\$ 19,235.00			\$19,235.00	\$765.00				
24-24PK007	81	Tractor	\$55,000.00	\$0.00						\$0.00	\$55,000.00				
24-24LEC004		RCPD Rage Cleanup	\$220,000.00	\$0.00						\$0.00	\$220,000.00				
24-24LEC005		Jail Camera Software	\$25,000.00	\$7,085.36						\$7,085.36	\$17,914.64				
25-25PW001		Museum - Roof Top HVAC w/Humidifier	\$50,000.00	\$0.00						\$0.00	\$50,000.00				
25-25PW001	81	Ventrac Tractor Add-On Equipment	\$18,000.00	\$0.00						\$0.00	\$18,000.00				
25-25PW002	81	Turf Cart w/Brush Guard & Cover	\$18,000.00	\$0.00						\$0.00	\$18,000.00				
25-25PW003	81	Storage Building for Fairmont Park	\$135,000.00	\$0.00						\$0.00	\$135,000.00				
25-25PW004	81	Playground Equipment at CICO Park, (PK trx \$75000) & 18-18PW003, 21-21PW008	\$450,000.00	\$0.00						\$0.00	\$450,000.00				
25-25PW002		Hydraulic Trailer 32' Gooseneck	\$55,000.00	\$0.00					\$44.69	\$44.69	\$54,955.31				
25-25PW003		Tandem Axle Truck w/Plow & Spreader	\$280,000.00	\$0.00						\$0.00	\$280,000.00				
25-25PW004		3/4 Ton 4x4 Extended Cab Pickup w/Plow	\$78,000.00	\$0.00						\$0.00	\$78,000.00				
25-25PW005		S50 Diesel Truck w/Snow Plow and Spreader	\$130,000.00	\$0.00						\$0.00	\$130,000.00				
25-25PW006		7+ Passenger Van	\$60,000.00	\$0.00						\$0.00	\$60,000.00				
EMERGENCY MEDICAL SERVICE															
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00						\$25,770.00	\$74,230.00				
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00						\$0.00	\$50,000.00				
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$102,773.58					\$1,778.00	\$104,551.58	\$82,994.03				
23-23AM002		Patient Mover Replacement	\$69,265.00	\$8,535.00						\$8,535.00	\$60,730.00				
24-24AM001		New Ambulance	\$390,441.00	\$0.00						\$0.00	\$390,441.00				
24-24AM002		Zoll X Series Cardiac Monitor	\$46,000.00	\$43,958.88						\$43,958.88	\$2,041.12				
24-24AM003		Striker Powercot	\$30,806.97	\$28,733.03						\$28,733.03	\$2,073.94				
24-24AM004		Ambulance Remount	\$303,442.00	\$0.00						\$0.00	\$303,442.00				
CLERK															
21-21C001		Open Gov software Election	\$202,620.00	\$167,545.00						\$167,545.00	\$35,075.00				
IT/GIS															
24-24IT001		Countwide Phone System Upgrade	\$65,000.00	\$0.00						\$0.00	\$65,000.00				
25-25IT001		EMR Replacement for Health Dept.	\$250,000.00	\$0.00						\$0.00	\$250,000.00				
APPRAISER															
24-24AP002		Replacement Vehicle	\$46,000.00							\$0.00	\$46,000.00				
BOCC															
PLANNING & DEVELOPMENT															
NOXIOUS WEED															
24-24NW001		10' Pull Behind Mower	\$32,000.00				\$26,125.00			\$26,125.00	\$5,875.00				
24-24NW002		Mower Tractor 6100 series	\$135,000.00						\$116,101.24	\$116,101.24	\$18,898.76				
24-24NW003		3/4 Ton 4x4 Crew Cab Truck W/ Standard Bed	\$60,000.00							\$0.00	\$60,000.00				
25-25NW001		2025 Ford F550 Flat Bed 4x4 for Roadside Spraying & Snow Removal	\$65,000.00							\$0.00	\$65,000.00				
25-25NW002		Bala Cleanup	\$13,244.50							\$0.00	\$13,244.50				
EMERGENCY MANAGEMENT															
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71						\$18,960.71	\$16,039.29				
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$8,434.96						\$8,434.96	\$116,565.04				
21-21EM002		EM Storage Building	\$125,000.00	\$0.00						\$0.00	\$125,000.00				
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$80,742.10						\$80,742.10	\$4,257.90				
24-24EM001		EM SUV Replacement	\$60,000.00	\$0.00						\$0.00	\$60,000.00				
988		Ka-Comm/L3Harris Radio Replacement	\$400,000.00	\$0.00					\$ 390.95	\$390.95	\$399,609.05				
OTHER															
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,560,775.78						\$2,560,775.78	\$3,841,162.22				
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,666,215.63			\$183,600.00			\$2,849,815.63	-\$0.16				
Fair Reserve	74	Fair		\$31,503.54	\$111,439.75				\$ 418.17	\$31,921.71	\$79,518.04				
CARES Money	977/978	North Co. EMS Facility & EMS HQ Reserved			\$1,890.133					\$0.00	\$1,890.132.96				
TOTALS			\$16,477,318.55	\$6,189,920.38	\$2,001,572.71	\$220,831.67	\$104,976.28	\$121,423.93	\$24,691.62	\$6,661,843.88	\$11,708,138.11	\$18,909.27			
											\$471,923.50				
Completed Projects															

Project Number	Project Code	Projects	Received FFE Monies	Approved Projects Amount	Expenditures to Date	Remaining from Received Monies - Expenditures
16-16PW006	447	Fancy Creek Bridge E.2/5.6	\$ 516,992.20		\$ 516,992.20	\$ -
17-17PW014	412	Anderson Avenue Bridge	\$ 315,709.25		\$ 147,260.53	\$ 168,448.72
		<i>Unassigned</i>	\$ 553,254.73			\$ 553,254.73
		<i>Unassigned</i>				\$ -
18-18PW013		Wieter Rd Project		\$ 27,260.00	\$ 27,260.00	\$ (27,260.00)
20-20PW010	509	Welsh Road Overlay	\$ 243,640.58		\$ 233,509.12	\$ 10,131.46
		<i>Unassigned</i>	\$ 234,041.53			\$ 234,041.53
22-22PW001	465	Tabor Bridge Project		\$ 255,000.00	\$ 211,708.44	\$ (211,708.44)
		<i>Unassigned</i>	\$ 228,497.50			\$ 228,497.50
		<i>Unassigned</i>	\$ 216,868.67			\$ 216,868.67
		<i>Unassigned</i>	\$ 186,312.36			\$ 186,312.36
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total			\$ 2,495,316.82	\$ 282,260.00	\$ 1,136,730.29	\$ 1,358,586.53

2025 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 25

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2024 AP	
Jan				\$0.00		\$63,473.30	\$63,473.30
Feb				\$0.00	\$6,848.32		\$6,848.32
Mar				\$0.00	\$158,616.43		\$158,616.43
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
				\$0.00	\$165,464.75	\$63,473.30	\$228,938.05

Cash Reconciliation		
2025 Beginning Unencumbered Cash	\$6,412,203.86	
2025 Revenue	\$0.00	
Less 2024 Expenditures/Encumbrances	\$165,464.75	
2025 Ending Unencumbered Cash	\$6,246,739.11	
Remaining 2025 Projected Revenue	\$0.00	
Less Est. Project Balance for Projects	\$1,257,358.52	
Less Est. Project Balance for Overlay	\$350,000.00	
2025 Projected Unencumbered Cash	\$4,639,380.59	

Riley County 2025 Budget Authority Summary		
2025 Budgeted Expenditures	\$5,745,678	% Budget Expended 3.98%
Expenditures to Date	\$228,938	
2025 Remaining Budget Authority	\$5,516,740	
Riley County 2025 Budgeted Revenue		
2025 Budgeted Revenue	\$0	% Budgeted Revenue #DIV/0!
Revenue to Date	\$0	

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2025 Actual Expenditures	Jan/Feb/Mar 2024 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
458	Parallel Road	\$117,000.00	\$385,056.61		\$1,441.75	-\$269,498.36	
403	Kitten Creek Road	\$148,000.00	\$56,568.84	\$164,470.09	\$489.99	-\$73,528.92	
990	Wildcat Creek Rd	\$71,853.73	\$83,710.64		\$28,138.03	-\$39,994.94	
991	Lasita Rd	\$52,273.55	\$60,680.46		\$33,403.53	-\$41,810.44	
CULVERT TOTALS		\$389,127.28	\$586,016.55	\$164,470.09	\$63,473.30	-\$424,832.66	\$0.00
BRIDGES							
460	Winkler Mills Bridge	\$1,200,000.00	\$111,878.82	\$789.60		\$1,087,331.58	
BRIDGE TOTALS		\$1,200,000.00	\$111,878.82	\$789.60	\$0.00	\$1,087,331.58	\$0.00
OTHER							
Advertising of RFQ for Projects				\$205.06			
OTHER TOTALS		\$0.00	\$0.00	\$205.06	\$0.00	\$0.00	\$0.00
OVERLAY							
4 Unidentified Overlays		\$800,000.00	\$205,140.40			\$594,859.60	
OVERLAY TOTALS		\$800,000.00	\$205,140.40	\$0.00	\$0.00	\$594,859.60	\$0.00
TOTALS		\$2,389,127.28	\$903,035.77	\$165,464.75	\$63,473.30	\$1,257,358.52	\$0.00

Completed Projects

Project Estimates for 2025	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Jan/Feb/Mar 2024 AP	Expenditures to Date	Remaining Project Estimate
CULVERTS									
458	Parallel Road	\$117,000.00	\$385,056.61				\$1,441.75	\$386,498.36	-\$269,498.36
403	Kitten Creek Road	\$148,000.00	\$56,568.84		\$6,643.26	\$157,826.83	\$489.99	\$221,528.92	-\$73,528.92
990	Wildcat Creek Rd	\$71,853.73	\$83,710.64				\$28,138.03	\$111,848.67	-\$39,994.94
991	Lasita Rd	\$52,273.55	\$60,680.46				\$33,403.53	\$94,083.99	-\$41,810.44
BRIDGES									
460	Winkler Mills Bridge	\$1,200,000.00	\$111,878.82			\$789.60		\$112,668.42	\$1,087,331.58
OTHER									
	Advertising of RFQ for Projects				\$205.06				
OVERLAY									
	4 overlays unidentified	\$800,000.00	\$205,140.40					\$205,140.40	\$594,859.60
TOTALS		\$2,389,127.28	\$903,035.77	\$0.00	\$6,848.32	\$158,616.43	\$63,473.30	\$1,131,768.76	\$1,257,358.52
							\$228,938		

Completed Projects

2025 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 25

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2024 A/P	
Jan	\$236,121.43			\$236,121.43			\$0.00
Feb	\$241,460.32			\$241,460.32			\$0.00
Mar	\$195,810.56			\$195,810.56			\$0.00
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$673,392.31	\$0.00	\$0.00	\$673,392.31	\$0.00	\$0.00	\$0.00

Cash Reconciliation		
2025 Beginning Unencumbered Cash	\$4,845,363.41	
2025 Revenue	\$673,392.31	
Less 2024 Expenditures/Encumbrances	\$0.00	
2025 Ending Unencumbered Cash	\$5,518,755.72	
Remaining 2025 Projected Revenue	\$0.00	
Less Est. Project Balance for CY	\$0.00	
2025 Projected Unencumbered Cash	\$5,518,755.72	

Riley County 2024 Budget Authority Summary			
2025 Budgeted Expenditures	\$6,160,856	% Budget Expended	0.00%
Expenditures to Date	\$0		
2025 Remaining Budget Authority	\$6,160,856		
Riley County 2024 Budgeted Revenue			
2025 Budgeted Revenue	\$2,000,000	% Budgeted Revenue	33.67%
Revenue to Date	\$673,392		

Attachment: Marrch 2025 updated cash flows (15656 : Monthly Cash Flow Reports for March 2025)

2025 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2025 Actual Expenditures	Jan/Feb/Mar 2024 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
CULVERT TOTALS		\$0	-	-		-	-
BRIDGES							
BRIDGE TOTALS		0.00	-	-		-	-
RECONSTRUCTION							
RECONSTRUCTION TOTALS		\$0	-	-		-	-

OVERLAY

OVERLAY TOTALS	\$0	-	-	-	-
TOTALS	\$0	-	-	-	-

Completed Projects

<u>Project Estimates for 2021</u>	Total		Updated	
Culverts-Fancy Creek/Sherman	\$	-	\$	-
Rosehill Road Bridge	\$	-	\$	-
Senn Road Bridge	\$	-	\$	-
Overlay TBD and approved by BOCC				
TOTAL	\$	-	\$	-

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Jan/Feb/Mar 2024 AP	Expenditures to Date	Remaining Project Estimate
	CULVERTS						
	BRIDGES						
	RECONSTRUCTION						
	TOTALS	\$0	\$0	\$0	\$0.00	-	\$0
					\$0.00		
	Completed Projects						

ARPA approvals

**Anything over \$25000 needs to be approved by the BOCC

Deposits	\$14,418,696.00
Non-Collection Revenue	\$2.84
Refunds	\$2.93
Expenditures	\$10,239,118.11
Interest	\$1,671,224.04
Balance in Account	\$5,850,807.70

Project Name	Amount	Approval Info/Date	Project #	Additional Information
Fairmont Heights Sewer	\$97,500	approved 7/8/2021		
Estimate Total	\$97,500.00			
Amount Spent to Date	\$97,500.00	Journal Entry on 08/23/2021		
Amount Left	\$0.00			
Keats Sewer	\$800,000	preliminarily approved	979	
Estimate Total	\$800,000.00			
Amount Spent to Date	\$347,649.79			
Amount Left	\$452,350.21			
EMS/EM/Dispatch building - Public Safety HQ	\$ 9,587,108.00	Guaranteed Maximum Price (Construction)	978	Davis Bacon recommended, but not required. National Environmental Policy Act does not apply Paid to Archimages
Archimages	\$96,150.00	approved 03/31/2022		
Fitch & Associates	\$23,150.00	approved 03/31/2022		
SMH Consultants	\$19,696.00			
Archimages	\$79,062.50	approved 12/29/2022		
Archimages	\$884,150.00	approved 6/26/2023		
Terracon	\$10,500.00	Approved 01/27/2023		
Estimate Total	\$10,699,816.50			
Amount Spent to Date	\$8,227,392.52			
Amount Left	\$2,472,423.98			
North County EMS Station		approved	977	
Anderson Knight Architects	\$175,560.00	approved 06/30/2022		
Charlson & Wilson	\$8,183.49			Purchase of 000 E. Barton St. Leonardville
Schultz Construction	\$799,000.00			
North County Ambulance & Equipment				
Ambulance	\$302,720.00	approved		
Zoll 'X' Series Cardiac Monitor	\$40,978.14	approved		
Stryker 'LUCAS' CPR device	\$15,846.86	approved		
800 Mhz Radios for ambulance	\$5,961.92	approved		
Stryker Power Load System	\$21,738.35	approved		
Stryker Power Cot	\$20,663.70	approved		
Stryker Stair Chair	\$3,511.38	approved		
Small Equipment, IT , Station Supplies	\$106,200.00	approved		
Estimate Total	\$1,500,363.84			
Amount Spent to Date	\$1,395,096.48			
Amount Left	\$105,267.36			
UP Fire Station #110				
Estimate Total	\$273,000.00	approved 9/19/2024	992	
Amount Spent to Date	\$171,479.32			
Amount Left	\$101,520.68			
EM Renovation				
Estimate Total	\$2,245,000.00		994	
Amount Spent to Date	\$0.00			
Amount Left	\$2,245,000.00			

Attachment: March ARPA requests and approvals (15656 : Monthly Cash Flow Reports for March 2025)

ARPA requests

Twin Valley--broadband \$500,000
will have State monies available, would lean towards no

RCPD \$666,734

Wabaunsee Rural Water District No. 2
assistance with water lines running through Riley County

Credit Card Processing System at Landfill \$150,000

Compost/Equipment - transfer station (for food banks)
Who would be end user of compost?
Answer depends, to just get rid of no, outside revenue replacement
If to farmers or people to gardens, then possibly

Water meters for benefit districts (cellular-read meters) \$204,748.20

By using these meters we will be able to read, trouble shoot problems, shut off and turn on services from the office. We will be able to free up employee time and enhance accuracy and employee safety from being out in the field reading meters. The Public Works Department is working towards bringing the operation of the water districts in-house, upgrading to the cellular read meters will aid in this transition.

University Park, 113 meters	\$41,474.98
Hunters Island, 47 meters	\$16,427.52
Moehlman Bottom, 24 meters	\$7,827.60
Konza Water, 134 meters	\$43,963.10
Software/Training	\$12,180.00
Installation	\$48,750.00
Contingency (20%)	\$34,125.00
Supply infrastructure under clean water act in ARPA bill	

University Park wastewater treatment \$500,000
This should fall within the clean water, revolving loan treatment facilities

Clean up of old firing range \$200,000
Is there any contamination concerns? Is it in a HUD area?

Ashland Fire Station 102 \$200,000-400,000
University Park Fire Station 110

Aaron Wertenberger email

memo received on items

Greg Dekat email

Cory Meyer & John Ellermann

Amanda Smeller

total cost (John Ellermann)

John Ellermann

Clancy Holeman

Russel Stukey

UP Fire Station #110

Project # 992
Coding: 003-000-XXXX-992

Address: 10987 Lakeview Dr

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
Riley Construction	\$273,000.00	?		
Charlson & Wilson Bonded		\$1,481.00	10/18/2024	Basic Owner, Endorsements, Recording Fees
Economy Electric		\$6,885.00	10/18/2024	Generator
Register of Deeds/Petty Cash		\$32.00	10/18/2024	Filing Plat Fee with Register of Deeds
CES Group		\$5,880.00	10/18/2024	Platting Services
Bryant Parker		\$38.00	11/01/2024	Re-Record Warranty Deed
Riley Construction		\$4,050.00	11/01/2024	Application #1 Construction
Bayer		\$1,216.36	12/27/2024	Gravel
Bayer		\$1,207.17	12/27/2024	Gravel
Bayer		\$105.20	12/27/2024	Gravel
Bayer		\$1,099.19	12/27/2024	Gravel
Bayer		\$419.26	01/10/2025	Gravel
Bob's Plumbing		\$574.90	01/10/2025	Plumbing
Jay White Excavating		\$9,030.00	01/10/2025	Hauled Scalping & Leveled to Grade
Riley Construction Company		\$69,210.00	01/10/2025	Application #2 Construction
Taylor Trucking Inc		\$754.74	02/07/2025	Hauled Rock & Fill Sand
Riley Construction		\$54,315.00	02/21/2025	Application #3 Construction
Schwab Eaton		\$4,740.50	03/07/2025	Design to extend water & sewer utilities
Riley Construction Company		\$3,150.00	04/04/2025	Application #4 Construction
Schwab Eaton		\$7,291.00	04/04/2025	Design to extend water & sewer utilities
	\$273,000.00	\$171,479.32		

Amount Left	\$101,520.68
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Attachment: March ARPA requests and approvals (15656 : Monthly Cash Flow Reports for March 2025)

North County EMS Station

North County EMS Station

Project # 977 Address:
Coding: 003-000-XXXX-977 506 E. Barton St, Leonardville, KS 66449

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo	
Anderson Knight Architects	\$175,560.00	\$86,988.36	multiple	Design of new station	Optional fees could also add \$1300 for rezoning and \$900 for KDOT permitting
Zoll	\$40,978.14	\$40,155.86	06/17/2022	Zoll 'X' Series Cardiac Monitor	
Emergency Services Supply	\$15,846.86	\$15,846.86	07/15/2022	Stryker 'LUCAS' CPR device	
Ka-Comm	\$5,961.92	\$2,747.74	07/07/2022	800 Mhz Radios for ambulance	
Emergency Services Supply	\$21,738.35	\$21,738.35	06/03/2022	Stryker Power Load System	
Emergency Services Supply	\$20,663.70	\$20,663.70	06/03/2022	Stryker Power Cot	
Emergency Services Supply	\$3,511.38	\$3,511.38	06/03/2022	Stryker Stair Chair	
Zoll	\$20,131.90	\$20,131.90	06/03/2022	Stryker Stair Chair	
Multiple	\$86,068.10	\$13,672.19	multiple	Small Equipment, IT , Station Supplies	Includes Zoll Ventilator
Column		\$53.68	06/03/2022	publication for RFQ for N. County EMS Station	
Charlson & Wilson	\$8,183.49	\$8,183.49	11/18/2022	Leonardville Property at 000 E Barton ST	
Column		\$206.16	02/21/2023	Ad for Bids - on P-Card	
Converge One		\$5,837.09	01/27/2023	IT Purchases	
Amazon		\$84.99	03/15/2023	P-Card IT Purchase of Cat6 Cable	
SMH Consultants		\$75.00	06/02/2023	Construction Staking	
SMH Consultants		\$1,015.00	05/05/2023	Staking	
N Zone		\$2,552.82	06/16/2023	Tactical Uniforms for N. Co Station	
Godfrey's		\$1,359.84	06/16/2023	Tactical Uniforms for N. Co Station	
Schultz Construction	\$800,263.35	\$725,436.73	multiple	Construction of Building	
SMH Consultants		\$525.00	06/30/2023	Construction Staking	
Glenn Clark		\$300.00	07/11/2023	Temp Easement	
Riley County Treasurer		\$176.92	07/11/2023	Temp Easement	
Amazon		\$163.99	06/30/2023	P-Card IT Purchase of Wall Mount Server Cabinet	
Amazon		\$80.90	06/30/2023	P-Card IT Purchase of Server Shelves and Panels	
Life-Assist		\$185.80	08/01/2023	P-Card Purchase of medical supplies	
Life-Assist		\$1,853.26	08/04/2023	P-Card Purchase of suction for St. 5	
Wildcat Tree Service		\$2,615.00	08/25/2023	Removal, cleanup and pull stumps	
FireHouseBeds		\$836.00	08/25/2023	Mattress for station	
The Mattress HUB		\$185.00	09/01/2023	Box Spring for station - P-Card Purchase	
Salsbury Industries		\$4,577.64	08/17/2023	Lockers - Qty 2	
Menards		\$48.99	09/01/2023	Bed Frame -P-Card Purchase	
Godfrey's		\$2,384.56	09/22/2023	Tactical Uniforms for N. Co Station	
Ashley HomeStore		\$1,823.96	10/06/2023	Recliner & Night Stand	
MaxAir Systems		\$3,189.85	10/06/2023	Tactical Uniforms for N. Co Station	
Wanklyn Oil		\$559.46	10/20/2023	Propane for new tank	
Best Buy		\$3,213.87	10/20/2023	P-Card IT Purchase of TB Vounts, Ipad, Ipad Cases	
Life-Assist		\$3,023.03	10/20/2023	P-Card - Medical Supplies	
Salina Steel Supply		\$240.40	11/03/2023	Tube for New Sign	
Manhattan Appliance Sleep Source		\$3,747.00	11/17/2023	Fridge, Washer, Dryer, Range	
Schurle Signs		\$100.00	11/17/2023	Signs	
Wanklyn Oil		\$3,370.00	11/17/2023	Propane Tank & Parts	
Target		\$673.54	10/13/2023	P-Card - Plates, Kitchen Supplies	
Home Depot		\$464.94	10/11/2023	P-Card - Mops, Buckets, etc.	
Dick's Sporting Goods		\$1,709.97	10/12/2023	P-Card - Exercise Equipment	
Menards		\$463.71	10/16/2023	P-Card - Supplies for Station	
Menards		\$672.76	10/18/2023	P-Card - Supplies for Station	
Life-Assist		\$324.76	10/11/2023	P-Card - Supplies for Station	
Home Depot		\$310.64	10/18/2023	P-Card - Air Compressor	
QuadMed, Inc.		\$769.00	10/06/2023	P-Card - Ambulance Child Restraint	
Nebraska Furniture Mart		\$519.44	10/11/2023	P-Card - Dishwasher	
MTS Custom Coating		\$1,785.00	10/20/2023	P-Card - Sign Frame	
CBS Door & Hardware		\$276.00	10/17/2023	P-Card - Cores for Doors	
CBS Door & Hardware		\$634.00	10/18/2023	P-Card - Passage Set for Doors	
CBS Door & Hardware		\$17,295.00	01/12/2024	OnGuard ADV Server Upgrade Licenses & Installation , programming, testing	
Schultz Construction - Everygill		\$180.45	02/09/2024	Everygill Bill paid by Schultz during final construction	
Emergency Services Supply	\$302,720.00	\$287,878.00	02/23/2024	Ambulance	
Amazon		\$499.00	02/23/2024	Snow Blower	
Balzout, Inc.		\$317.50	03/08/2024	Tablet Mount for Ambulance	
Ka-Comm		\$191.10	04/05/2024	Parts for new ambulance	
Ka-Comm		\$879.75	04/05/2024	Parts for new ambulance	
Anderson Knight Architects		\$963.53	08/09/2024	Construction Administration	
Schultz Construction		\$72,826.62	09/06/2024	Construction of Building	
Schultz Construction		\$2,000.00	09/20/2024	Construction of Building	
				Complete	
Amount Left	\$106,530.71				

Attachment: March ARPA requests and approvals (15656 : Monthly Cash Flow Reports for March 2025)

EMS Headquarters - EMS/EM/Dispatch Building

EMS HQ & EM/EOC Renovation Projects

Project # 978
Coding: 003-000-XXXX-978

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
Archimages	\$119,300.00	\$86,284.90	multiple	Architectural and planning services
Archimages		\$13,440.00	12/02/2022	Design
Archimages		\$79,062.50	12/29/2022	Design
Archimages		\$42,437.14	02/10/2023	Design
Archimages		\$47,652.54	03/10/2023	Design
Column		\$190.39	11/16/2022	Notices of RFQ-CMAR
Fitch & Associates				Site visit and recommendations
SMH Consultants	\$19,696.00	\$19,696.00	multiple	Survey - Topographic, Boundary, Utilities
Terracon	\$10,500.00	\$10,500.00	multiple	Geotechnical services
Archimages	\$884,150.00			
Archimages		\$35,550.00	04/11/2023	Design
Archimages		\$80,640.00	06/02/2023	Design
Archimages		\$12,232.64	07/14/2023	Design
Archimages		\$35,550.00	04/18/2023	Design
Archimages		\$102,053.44	09/08/2023	Design
Archimages		\$47,725.51	09/22/2023	Design
Archimages		\$25,621.27	10/06/2023	Design
Larson Construction		\$7,150.00	11/03/2023	Boring to tie into existing handhole
Archimages		\$45,904.12	11/17/2023	Construction & Design Phases
Archimages		\$41,034.72	12/15/2023	Construction & Design Phases
City of Manhattan		\$400.00	02/02/2024	Applicant Fee for 1115 Charles Little Road
Archimages	\$79,062.50	\$79,087.00	02/23/2024	Design
SMH Consultants		\$1,075.00	02/23/2024	Legal Descriptions Survey
City of Manhattan		\$200.00	02/23/2024	Applicant Fee for 1115 Charles Little Road
WTC		\$75.00	02/26/2024	P-Card - Internet routing during construction
SMH Consultants		\$635.00	03/22/2024	Survey Legal Descriptions
ConvergeOne		\$25,558.12	04/05/2024	Catalyst Ports - IT
ConvergeOne		\$11,167.94	04/05/2024	Meraki Router & Licenses - IT
CBS Door & Hardware		\$34,998.00	04/05/2024	Cameras & WaveVMS - IT
WTC		\$75.00	03/29/2024	P-Card - Internet routing during construction
Eagle Technologies		\$59,335.32	04/19/2024	SAS HDD Dual Controller, Eagle Proessional Services - Remote
Eagle Technologies		\$1,966.08	04/19/2024	Vmware vSphere Subscription
Dell Technologies		\$7,680.28	04/19/2024	P-Card IT PowerEdge Server
Dell Technologies		\$10,920.22	04/19/2024	P-Card IT PowerEdge Server
FS.Com		\$698.00	04/19/2024	Cisco Optical Transceiver P-Card IT
FS.Com		\$79.20	04/19/2024	Cisco Optical Transceiver P-Card IT
Farnsworth Group		\$6,000.00	04/19/2024	Project #0240302 Peer Review
BHS Construction	\$9,587,108.00			Guaranteed Maximum Price Construction
BHS Construction		\$164,561.11	04/19/2024	Application Fee #1 General Construction
Eagle Technologies		\$400.00	05/03/2024	VMWLV1 - per socket: Eagle Level 1 Support Coverage for Vmware
Farnsworth Group		\$6,000.00	05/03/2024	Project #0240302 Peer Review
SMH Consultants		\$782.50	05/03/2024	Survey 2311-0430 Legal Descriptions & Exhibit for Properties
WTC		\$75.00	04/30/2024	P-Card - Internet routing during construction
Archimages		\$24,952.16	05/31/2024	Construction & Design Phases
BHS Construction		\$152,104.03	05/31/2024	Application Fee #2 General Construction
SMH Consultants		\$50.00	05/31/2024	Survey Legal Descriptions
WTC		\$75.00	05/28/2024	P-Card - Internet routing during construction
Archimages		\$10,906.95	06/28/2024	Construction & Design Phases
BHS Construction		\$137,596.40	06/28/2024	Application Fee #3 for Construction
BHS Construction		\$590,361.45	07/26/2024	Application Fee #4 for Construction
Kaw Valley Engineering		\$4,473.59	07/26/2024	Professional Svcs thru June 23
BHS Construction		\$561,275.01	08/23/2024	Application Fee #5 for Construction
Kaw Valley Engineering		\$5,445.93	08/23/2024	Professional Services thru July 21
Archimages		\$8,608.20	09/06/2024	Construction Phase
WTC		\$75.00	09/20/2024	P-Card - Internet routing during construction
BHS Construction		\$1,358,335.04	09/20/2024	Application Fee #6 for Construction
Kaw Valley Engineering		\$5,765.25	10/04/2024	Professional Services thru Aug 8
Archimages		\$9,884.09	10/18/2024	Construction & Design Phases
WTC		\$75.00	11/01/2024	P-Card - Internet routing during construction (Sept)
WTC		\$75.00	11/01/2024	P-Card - Internet routing during construction (Oct)
BHS Construction		\$729,941.66	11/01/2024	Application Fee #7 for Construction
Archimages		\$15,741.90	11/15/2024	Construction & Design Phases
Archimages		\$9,600.00	11/29/2024	Construction & Design Phases
BHS Construction		\$1,016,787.96	11/29/2024	Application Fee #8 for Construction
WTC		\$75.00	12/01/2024	P-Card - Internet routing during construction
BHS Construction		\$491,092.71	12/27/2024	Application Fee #9 for Construction
WTC		\$75.00	01/24/2025	P-Card - Internet routing during construction
AVI-SPL, LLC		\$30,711.51	01/24/2025	Audio Visual System
BHS Construction		\$658,073.26	02/07/2025	Application Fee #10 for Construction
Amazon		\$80.70	02/21/2025	P-Card - HDMI Cables
WTC		\$75.00	02/21/2025	P-Card - Internet routing during construction
ConvergeOne		\$18,867.54	02/21/2025	Hardware for Switches for EMS
Archimages		\$25,076.60	02/21/2025	Construction & Design Phases
ConvergeOne		\$6,980.36	02/21/2025	Software for Switches EMS
AVI-SPL, LLC		\$48,266.94	03/07/2025	Equipment, Materials, Manufacture Coverage & Professional Integration Svcs
ConvergeOne		\$1,197.72	03/07/2025	Technology Hardware
BHS Construction		\$715,075.06	03/07/2025	Application #11 for Construction
Design Central		\$56,819.84	03/07/2025	Furniture Deposit
Commercial Laundry Sales & Service		\$4,269.23	03/07/2025	Washer & Dryer
WTC		\$75.00	03/21/2025	P-Card - Internet routing during construction
AVI-SPL, LLC		\$9,996.13	03/21/2025	Professional Integration Services
ConvergeOne		\$7,549.39	04/04/2025	Hardware for EMS
Archimages		\$11,635.50	04/04/2025	Construction Phase
BHS Construction		\$345,418.32	04/04/2025	Application Fee #12 for Construction
Amazon		\$320.43	04/18/2025	P-Card Multiple Transactions - Pyle Speakers, HDMI Cords
Best Buy		\$6,715.72	04/18/2025	P-Card Multiple Transactions - TVs and TV Mounts
WTC		\$75.00	04/18/2025	P-Card - Internet Routing during construction
Home Depot		\$2,247.00	04/18/2025	P-Card - Mobile Workbench Cabinets

\$10,699,816.50 \$8,227,392.52

Amount Left \$2,472,423.98

Attachment: March ARPA requests and approvals (15656 : Monthly Cash Flow Reports for March 2025)

Keats - Non Discharging Lagoon

Non-Discharging Lagoon

Project # 979
Coding: 003-000-XXXX-979

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
	\$772,500.00			
BG Consultants	\$27,500.00	\$607.50	08/25/2023	Engineering services
BG Consultants		\$4,101.50	09/22/2023	Engineering services
BG Consultants		\$2,791.00	10/20/2023	Engineering services
BG Consultants		\$1,772.00	12/15/2023	Engineering services
BG Consultants		\$4,072.00	01/26/2024	Engineering services
BG Consultants		\$732.00	02/23/2024	Engineering services
Western Consultants		\$6,500.00	02/23/2024	USDA Environmental Assessment
Column		\$127.03	02/26/2024	P-Card - Advertising Floodplain Notice of Explanation
Riley Co Register of Deeds		\$225.00	02/27/2024	Real Property Option Agreement
Charlson & Wilson Escrow		\$5,000.00	04/05/2024	Escrow for Purchase Option for E. Stanley Schurle Trust Property
E. Stanley Schurle Trust		\$9,000.00	04/05/2024	Purchase Option for E. Stanley Schurle Trust Property
BG Consultants		\$1,241.50	04/19/2024	Engineering services
BG Consultants		\$845.00	05/31/2024	Engineering services
Terracon		\$8,335.50	05/31/2024	Geotechnical Services
BG Consultants		\$11,337.50	06/02/2024	Engineering services
Charlson & Wilson Escrow		\$290,531.06	09/30/2024	Purchase Balance Owed for Keats
Column		\$431.20	11/01/2024	P-Card - Advertising for Keats
	\$800,000.00	\$347,649.79		

Amount Left \$452,350.21

Attachment: March ARPA requests and approvals (15656 : Monthly Cash Flow Reports for March 2025)

Remodel for EM/FD #1

Project # 994
Coding: 003-000-XXXX-994

Vendor Name	Estimate Amount	Amount Spent	Date Paid	Memo
	\$ 2,245,000.00			

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: April 10, 2025

SUBJECT: Monthly Staff Update - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

April 10, 2025

1. Visitation and Tours:

Site Name	JAN 2025	FEB 2025	MAR 2024	MAR 2025
Museum	72	286	205	264
Goodnow House	8	39	52	78
Wolf House	5	10	33	46
Pioneer Log Cabin	0	0	0	1
Programs & Outreach	12	118	162	126
TOTAL	97	453	452	515

Volunteer Hours	JAN 2025	FEB 2025	MAR 2024	MAR 2025
General	36.5	62.5	38	30.5
RCHS Board of Directors	46.5	76.5	62	64.25
Community Service	0	8	10.5	13
TOTAL	83	147	110.5	107.75

2. Education and Outreach

March 3 - Director Hensler provided a presentation to the Randolph Senior Center on the new exhibits at the Museum (16 attended)

March 5 - Hosted Dr. Ritterbush's Museum Studies class for behind-the-scenes tour of the Museum, storage areas, and library (approx. 22 attended)

March 11 - Fireside Chat with Kansas Poet Laureate, Dr. Traci Brimhall (30 attended)

March 12 - Presentation and Exhibit at the Riley County Township Supervisors Meeting (approx. 55 attended)

March 25 - Curator Highsmith provided a presentation to the Solar Kiwanis Club on the new exhibitions (18 attended)

March 26 - Curator Highsmith provided a field trip tour for the St. Francis Xavier Catholic School at the Wolf House (5 attended).

March 7 through April 4 - Director Hensler provided six (6) site tours total of the Museum and RCHS historic sites to the RCHS Board and RCHM Trustees; these tours are offered annually to introduce (or reacclimate) the board members with the properties, operations, progress, and the challenges. (7 board members/trustees attended)

3. **Collections:** The Collections moratorium will end on May 1, 2025. The process for determining the new intakes will be approved by the collections committee at their April 10 meeting. The collections staff and Museum Director's proposal is to continue to communicate with each donor about the specific collections criteria, and after curator approval, donors will be invited to make a drop-off appointment. Unsolicited drop-offs will not be accepted. Collections staff are working on updating the collections management policy in 2025. This follows the three-year revisions cycle requirement laid out in the policy itself.

Collections staff and interns are researching the object donation forms of other collecting institutions with the hopes of proposing updates to the RCHS donation forms and agreements. These forms were introduced around 2008 with minor updates made in 2014 and 2018. Review should occur every 3-5 years or when there are significant changes to national policy of collecting institutions.

Collections Numbers	JAN 2025	FEB 2025	MAR 2024	MAR 2025
Number of Collections Donated	1	2	10	4
Individual Objects Donated	4	2	63	20
Backlogged Objects Processed	16	0	83	80
Objects Deaccessioned	12	0	0	0

4. **Archives and Library** - Curator Farrens has continued cleaning up and organizing the library and archival spaces. A large-scale book review is being conducted with the books in the library's collection. Over 3,200 books are currently housed in the library space. Each Monday, members of the RCHS Collections Committee work with Curator Farrens to review each copy and make the determination of whether each book meets the collections criteria and should remain in the collection. To date, 906 books have been identified for deaccession. The Collections Committee will meet on April 10 to discuss and make a recommendation to the RCHS Board of Directors.

Curator Farrens has the available Museum Assistants and Interns assisting in a reconciliation of all records kept in physical card catalogs. To date, she has been able to eliminate one full cabinet, and the team is working on two others. These are large pieces of heavy furniture which take up a lot of space in the room. Each card is being checked to verify the record exists in Past

Perfect, the cataloging software used at the Museum for object records. Empty shelving, if not reused by Museum staff will either be returned to the County for reuse or surplus or moved to RCHS storage, based upon the entity who owns them.

Library and Archives Use	JAN 2025	FEB 2025	MAR 2024	MAR 2025
Research (external)	4	4	10	36
Research (internal)	0	1	1	0
In-Person Appointments	0	0	5	16
Walk-In Appointments	0	0	5	0
TOTAL	4	5	21	52

5. **Building and Grounds** - No updates to report.

6. **Staffing** - No updates to report.

7. **Riley County Historical Society** - The RCHS is still in the process of filling their Administrator position. There have been a few hold ups with processing. They are hopeful to have their candidate cleared and ready to start within the next two weeks. The position was open for applications until March 1, 2025. The original goal was to have someone hired by April 1, 2025. That has been pushed out to April 28.

The Society will also be looking to hire a manager of their historic sites later this year. They are working on the position description at this time. More details should be available to share by May 1.

Many site improvements are proposed for the upcoming year to include new signage at sites, improved grounds care, and a few new preservation projects.

8. **Upcoming Events**

April 13 - Last day to view the temporary exhibit, ***Waging War: The Cost and Currency of the Civil War***, Riley County Historical Museum, regular open hours, free admission

April 15 - Opening of the new temporary exhibit, ***Walking Through History on the Linear Trail by the Riley County Genealogical Society***, Riley County Historical Museum, regular open hours, free admission

April 15-May 1 - 4th Grade Field Trips at the Wolf House Museum; spots for classes are full, no cost for students/chaperones and the RCHS will cover transportation costs through grant funding to the school districts; still in need of one more volunteer to cover a shift on May 1.

April 20 - Easter Sunday, the Museum and all RCHS Sites will be closed in observation of the holiday

April 22 - RCHM Board of Trustees Quarterly Meeting, 4PM, location pending

April 27 - ***The Pioneer Log Cabin*** in Manhattan's City Park opens for the season, Sundays 2-5pm; admission is always free

May 3 - ***Flint Hills Festival*** at Blue Earth Plaza, 10am-5pm, Free and open to the public

May 13 - ***Fireside Chat***, Topic TBA, 5:30-7Pm, Flight Crew Coffee, Free and open to the public

May 17 - ***Cemetery Preservation Workshop***, Carnahan-Garrison Cemetery outside of Oldsburg in Pottawatomie County, 1-4PM, free and open to the public

May 23 - Dedication of picnic table made in memory of Cheryl Collins by AHA!, 11AM, short ceremony, refreshments, and fellowship; open to the public

June 7 - Summer Speaker Series - ***Listening to the Sounds of Yesteryear*** by Eric Gudenkauf, 2PM at the Manhattan Public Library, free and open to the public

June 10 - ***Fireside Chat***, Topic TBA, 5:30-7Pm, Flight Crew Coffee, Free and open to the public

Enclosures: