



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 11, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Personnel Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Apr 7, 2022 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

7. Year to date budget and expenditure reports

9:15 AM

Craig Cox, Deputy County Counselor

8. Contract for Attorney Fees

9:30 AM

Press Conference

9. Downtown Manhattan update - Gina Synder (3-5 minutes)

9:55 AM

John Ellermann, Public Works Director/County Engineer

10. Request to fill Customer Service Representative I position
11. Request to Fill Public Works Operator II - Solid Waste Position
12. Public Works Project Update

13. North County EMS Station Consultant Selection

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

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

11:00 AM Allana Saenger, Museum Director

16. Riley County Historical Museum Staff Update

11:15 AM Clancy Holeman, Counselor/Director of Administrative Services

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

11:35 AM Clancy Holeman, Counselor/Director of Administrative Services

18. Executive session to discuss confidential legal advice regarding potential litigation issues

11:55 AM Lunch

12:30 PM Executive session to discuss a performance matter involving non-elected personnel

1:30 PM Executive session to discuss a performance matter involving non-elected personnel

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, April 12, 2022 (JF).

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



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 Resource Manager

MEETING: April 11, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-04 PW S Brown(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Julie Winter	Fill Request Date: 04/11/2022
☒ Change	Dept Head: John Ellermann	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☒ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Brown	Susanne	R	
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Customer Service Representative I	Public Works/Admin Services	001-40
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Position Title Department Fund

06/02/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

F	4	\$16.73	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: John Ellermann Date: 4-5-2022

Personnel: Eric Allen 4/5/2022

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 14, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

10:30 AM

Budget and Planning Committee - Budget and Finance Officer

7. Monthly Cash Flow Reports

11:00 AM

Executive session to discuss a performance matter involving non-elected

Attachment: 04-14-22 tentative agenda (11650 : Tentative Agenda)

personnel

12:00 PM **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.

Attachment: 04-14-22 tentative agenda (11650 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 18, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

David Adams, EMS/Ambulance Director

1. Staff update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

11:15 AM

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

12:00 PM

Law Enforcement Agency Meeting

Adjournment

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



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: April 11, 2022

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2022 YTD Wage and Overtime Overview 2022-04 (PDF)
- 2022 YTD Wage and Overtime Detail 2022-04 (PDF)
- Financial reports 2022 (PDF)

2022 YTD Wages/Overtime Compared to Budget						% of Year Used	25.00%	
March	Regular Wages	Overtime Wages	2022 Budgeted Overtime	OT % of reg wage	Total Wages by department	2022 Wages Budget	2022 Wage/OT Budget	Budget Spent
Department								
Attorney	\$304,626.07	\$0.00	\$4,022.00	0.00%	\$304,626.07	\$1,451,308.00	\$1,455,330.00	20.9
Clerk	\$160,474.39	\$90.91	\$4,927.00	0.06%	\$160,565.30	\$717,776.00	\$722,703.00	22.2
Commissioners	\$33,032.52	\$0.00	\$0.00	0.00%	\$33,032.52	\$143,140.00	\$143,140.00	23.0
Administrative Services	\$100,559.42	\$0.00	\$1,152.00	0.00%	\$100,559.42	\$432,880.00	\$434,032.00	23.1
Register of Deeds	\$67,926.12	\$6.08	\$541.00	0.01%	\$67,932.20	\$294,729.00	\$295,270.00	23.0
Treasurer	\$137,103.15	\$0.00	\$3,907.00	0.00%	\$137,103.15	\$618,847.00	\$622,754.00	22.0
Emergency Mgt	\$32,285.57	\$55.53	\$770.00	0.17%	\$32,341.10	\$151,378.00	\$152,571.00	21.2
Museum	\$47,695.01	\$0.00	\$0.00	0.00%	\$47,695.01	\$317,063.00	\$317,063.00	15.0
Election	\$45,188.67	\$0.00	\$2,417.00	0.00%	\$45,188.67	\$343,396.00	\$345,813.00	13.0
EMS/Ambulance	\$337,704.58	\$198,467.59	\$893,981.00	58.77%	\$536,172.17	\$1,515,761.00	\$2,409,742.00	22.2
Appraiser	\$231,030.19	\$0.00	\$9,231.00	0.00%	\$231,030.19	\$1,083,795.00	\$1,140,459.00	20.2
Planning & Development	\$93,846.86	\$0.00	\$819.00	0.00%	\$93,846.86	\$393,668.00	\$394,487.00	23.7
Information Tech-GIS	\$120,684.43	\$0.00	\$5,852.00	0.00%	\$120,684.43	\$634,934.00	\$640,786.00	18.8
General Serv.-Separation	\$55,714.13		\$0.00	0.00%	\$55,714.13	\$75,000.00	\$75,000.00	74.2
Public Works	\$669,507.43	\$19,073.27	\$88,874.00	2.85%	\$688,580.70	\$3,267,688.00	\$3,356,562.00	20.5
Noxious Weed	\$81,820.05	\$0.00	\$6,510.00	0.00%	\$81,820.05	\$346,920.00	\$353,430.00	23.1
NON-GENERAL FUNDS								
Solid Waste payroll	\$43,037.45	\$4,217.31	\$11,325.00	9.80%	\$47,254.76	\$176,098.00	\$187,423.00	25.2
Motor Vehicle	\$51,525.85	\$0.00	\$1,438.00	0.00%	\$51,525.85	\$234,269.00	\$235,707.00	21.8
Fire District #1	\$62,967.86	\$0.00	\$486.00	0.00%	\$62,967.86	\$299,984.00	\$300,470.00	20.9
Subtotal-All County Funds	\$2,676,729.75	\$221,910.69	\$1,036,252.00	8.29%	\$2,898,640.44	\$12,498,634.00	\$13,582,742.00	
Health Dept.-General Fund	\$108,468.46	\$3,753.44	\$1,130.00	3.46%	\$112,221.90	\$272,432.00	\$273,562.00	41.0
2 Health Dept.-Grant Funds	\$493,707.77	\$276.98	\$6,192.00	0.06%	\$493,984.75	\$2,250,079.00	\$2,256,271.00	21.8
Full Grant Funds								
2 Youth Court Svcs	\$10,610.10	\$0.00	\$0.00	0.00%	\$10,610.10	\$45,979.00	\$45,979.00	23.0
2 Juvenile Services	\$52,823.23	\$134.21	\$0.00	0.25%	\$52,957.44	\$237,174.00	\$237,174.00	22.3
2 Adult Services	\$61,122.57	\$216.56	\$0.00	0.35%	\$61,339.13	\$264,506.00	\$264,506.00	23.1
2 RADxUp coord & Spec	\$14,694.48	\$0.00	\$0.00	0.00%	\$14,694.48	\$82,000.00	\$82,000.00	17.9
Subtotal Grant Funds	\$139,250.38	\$350.77	\$0.00	0.61%	\$139,601.15	\$629,659.00	\$629,659.00	
Totals	\$3,418,156.36	\$226,291.88	\$1,043,574.00	6.62%	\$3,644,448.24	\$15,650,804.00	\$16,742,234.00	
1 Indicates Partial Grant fund					\$2,250,079.00		\$16,742,234.00	
2 Indicates Full Grant fund					\$629,659.00			

Attachment: 2022 YTD Wage and Overtime Overview 2022-04 (11803 : Year to date budget and expenditure reports)

			January	February	March	1st Quarter	YTD 2021	2022 Budget
Department								
Attorney	Regular Salaries	1001	\$102,179.15	\$103,305.55	\$99,141.37	\$304,626.07	\$304,626.07	\$1,430,622.00
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00		\$0.00	\$20,686.00
	Overtime	1005	\$1,389.26	\$925.29	\$442.18	\$2,756.73	\$2,756.73	\$4,022.00
			\$103,568.41	\$104,230.84	\$99,583.55	\$307,382.80	\$307,382.80	\$1,455,330.00
Clerk	Regular Salaries	1001	\$52,959.10	\$53,988.28	\$53,527.01	\$160,474.39	\$160,474.39	\$717,776.00
	Overtime	1005	\$33.05	\$41.33	\$16.53	\$90.91	\$90.91	\$4,927.00
			\$52,992.15	\$54,029.61	\$53,543.54	\$160,565.30	\$160,565.30	\$722,703.00
Commissioners	Regular Salaries	1001	\$11,010.84	\$11,010.84	\$11,010.84	\$33,032.52	\$33,032.52	\$143,140.00
Administrative Svcs	Regular Salaries	1001	\$33,519.80	\$33,519.81	\$33,519.81	\$100,559.42	\$100,559.42	\$432,880.00
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,152.00
			\$33,519.80	\$33,519.81	\$33,519.81	\$100,559.42	\$100,559.42	\$434,032.00
Register of Deeds	Regular Salaries	1001	\$22,023.84	\$22,765.12	\$22,874.76	\$67,663.72	\$67,663.72	\$294,729.00
	Seasonal/Temp	1003	\$262.40	\$0.00	\$0.00	\$262.40	\$262.40	
	Overtime	1005	\$6.08	\$0.00	\$0.00	\$6.08	\$6.08	\$541.00
			\$22,292.32	\$22,765.12	\$22,874.76	\$67,932.20	\$67,932.20	\$295,270.00
Treasurer	Regular Salaries	1001	\$46,118.65	\$46,118.65	\$44,865.85	\$137,103.15	\$137,103.15	\$618,847.00
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overtime	1005	\$9.95	\$0.00	\$5.87	\$15.82	\$15.82	\$3,907.00
			\$46,128.60	\$46,118.65	\$44,871.72	\$137,118.97	\$137,118.97	\$622,754.00
Emergency Mgt	Regular Salaries	1001	\$10,286.91	\$10,286.90	\$10,286.91	\$30,860.72	\$30,860.72	\$133,209.00
	Seasonal/Temp	1003	\$1,462.16	\$1,623.60	\$1,476.00	\$1,424.85	\$1,424.85	\$18,592.00
	Overtime	1005	\$0.00	\$0.00	\$55.53	\$55.53	\$55.53	\$770.00
			\$11,749.07	\$11,910.50	\$11,818.44	\$32,341.10	\$32,341.10	\$152,571.00
Museum	Regular Salaries	1001	\$15,854.39	\$15,876.83	\$15,963.79	\$47,695.01	\$47,695.01	\$312,395.00
	Seasonal/Temp	1003	\$1,810.71	\$1,781.73	\$1,786.36	\$5,378.80	\$5,378.80	\$4,668.00
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$17,665.10	\$17,658.56	\$17,750.15	\$53,073.81	\$53,073.81	\$317,063.00
Election	Regular Salaries	1001	\$13,630.38	\$13,630.40	\$13,630.39	\$40,891.17	\$40,891.17	\$177,198.00
	Seasonal/Temp	1003	\$2,231.13	\$1,153.32	\$913.05	\$4,297.50	\$4,297.50	\$166,198.00
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,417.00
			\$15,861.51	\$14,783.72	\$14,543.44	\$45,188.67	\$45,188.67	\$345,813.00
EMS/Ambulance	Regular Salaries	1001	\$105,015.28	\$105,749.81	\$105,741.82	\$316,506.91	\$316,506.91	\$1,356,862.00
	Seasonal/Temp	1003	\$5,028.44	\$8,445.65	\$7,723.58	\$21,197.67	\$21,197.67	\$158,899.00
	Overtime	1005	\$77,244.85	\$59,181.19	\$62,041.55	\$198,467.59	\$198,467.59	\$893,981.00

			January	February	March	1st Quarter	YTD 2021	2022 Budget	
Department									
			\$187,288.57	\$173,376.65	\$175,506.95	\$536,172.17	\$536,172.17	\$2,409,742.00	
Appraiser	Regular Salaries	1001	\$78,448.17	\$79,146.29	\$73,435.73	\$231,030.19	\$231,030.19	\$1,117,492.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,736.00	
	Overtime	1005	\$393.34	\$20.29	\$396.61	\$810.24	\$810.24	\$9,231.00	
			\$78,841.51	\$79,166.58	\$73,832.34	\$231,840.43	\$231,840.43	\$1,140,459.00	
Planning & Development	Regular Salaries	1001	\$30,276.56	\$30,276.57	\$30,276.56	\$90,829.69	\$90,829.69	\$379,932.00	
	Seasonal/Temp	1003	\$1,091.54	\$1,101.83	\$823.80	\$3,017.17	\$3,017.17	\$13,736.00	
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$819.00	
			\$31,368.10	\$31,378.40	\$31,100.36	\$93,846.86	\$93,846.86	\$394,487.00	
Information Tech-GIS	Regular Salaries	1001	\$40,228.14	\$40,228.15	\$40,228.14	\$120,684.43	\$120,684.43	\$634,934.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,852.00	
			\$40,228.14	\$40,228.15	\$40,228.14	\$120,684.43	\$120,684.43	\$640,786.00	
General-General	Regular Salaries	1001				\$0.00	\$0.00		
	Separation Payout	1005	\$416.33	\$0.00	\$55,297.80	\$55,714.13	\$55,714.13	\$75,000.00	
			\$416.33	\$0.00	\$55,297.80	\$55,714.13	\$55,714.13	\$75,000.00	
Public Works	Regular Salaries	1001	\$224,664.07	\$223,426.27	\$221,343.87	\$669,434.21	\$669,434.21	\$3,157,208.00	
	Seasonal/Temp	1003	\$32.54	\$40.68	\$0.00	\$73.22	\$73.22	\$110,480.00	
	Overtime	1005	\$13,257.16	\$1,261.25	\$4,554.86	\$19,073.27	\$19,073.27	\$88,874.00	
			\$237,953.77	\$224,728.20	\$225,898.73	\$688,580.70	\$688,580.70	\$3,356,562.00	
Noxious Weed	Regular Salaries	1001	\$27,116.36	\$27,161.27	\$27,542.42	\$81,820.05	\$81,820.05	\$346,920.00	
	Seasonal/Temp	1003	0	0	0		\$0.00		
	Overtime	1005	\$2,695.33	\$175.23	\$617.63	\$3,488.19	\$3,488.19	\$6,510.00	
			\$29,811.69	\$27,336.50	\$28,160.05	\$85,308.24	\$85,308.24	\$353,430.00	
Motor Vehicle	Regular Salaries	1001	\$17,175.28	\$17,175.29	\$17,175.28	\$51,525.85	\$51,525.85	\$234,269.00	
	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$0.00	\$0.00	\$17.68	\$17.68	\$17.68	\$1,438.00	
			\$17,175.28	\$17,175.29	\$17,192.96	\$51,543.53	\$51,543.53	\$235,707.00	
Community Corrections	Regular Salaries	1001	\$16,082.96	\$16,082.68	\$16,082.71	\$48,248.35	\$48,248.35	\$208,526.00	
-Juvenile	Seasonal/Temp	1003	\$ 1,331.52	1546.83	1696.53	\$4,574.88	\$4,574.88	\$28,648.00	
	Overtime	1005	\$4.48		\$129.73	\$134.21	\$134.21	\$0.00	
			\$17,418.96	\$17,629.51	\$17,908.97	\$52,957.44	\$52,957.44	\$237,174.00	
Community Corrections	Regular Salaries	1001	\$20,374.18	\$20,374.20	\$20,374.19	\$61,122.57	\$61,122.57	\$264,506.00	
-Adult	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$6.71	\$46.07	\$163.78	\$216.56	\$216.56	\$0.00	
			\$20,380.89	\$20,420.27	\$20,537.97	\$61,339.13	\$61,339.13	\$264,506.00	

			January	February	March	1st Quarter	YTD 2021	2022 Budget
<u>Department</u>								
Community Corrections	Regular Salaries	1001	\$3,536.53	\$3,536.78	\$3,536.79	\$10,610.10	\$10,610.10	\$45,979.00
-Youth Court	Seasonal/Temp	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overtime	1005	\$0.00	\$41.35	\$0.00	\$41.35	\$41.35	\$0.00
			\$3,536.53	\$3,578.13	\$3,536.79	\$10,651.45	\$10,651.45	\$45,979.00
Solid Waste Payroll	Regular Salaries	1001	\$8,911.40	\$9,435.40	\$9,458.19	\$27,804.99	\$27,804.99	\$113,254.00
	Seasonal/Temp	1003	\$4,926.03	\$5,554.76	\$4,751.67	\$15,232.46	\$15,232.46	\$62,844.00
	Overtime	1005	\$2,359.39	\$75.69	\$1,782.23	\$4,217.31	\$4,217.31	\$11,325.00
			\$16,196.82	\$15,065.85	\$15,992.09	\$47,254.76	\$47,254.76	\$187,423.00
Fire District #1	Regular Salaries	1001	\$18,207.62	\$18,207.62	\$18,252.62	\$54,667.86	\$54,667.86	\$245,359.00
	Seasonal/Temp	1003	\$1,415.00	\$1,895.00	\$4,990.00	\$8,300.00	\$8,300.00	\$54,625.00
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$486.00
			\$19,622.62	\$20,102.62	\$23,242.62	\$62,967.86	\$62,967.86	\$300,470.00
Health Dept.-General	Regular Salaries	1001	\$20,559.42	\$18,430.93	\$28,855.23	\$67,845.58	\$67,845.58	\$272,432.00
COVID Tracers	Seasonal/Temp	1003	\$ 13,425.23	\$16,066.59	\$11,131.06	\$40,622.88	\$40,622.88	\$0.00
	Overtime	1005	\$1,043.44	\$794.90	\$1,915.10	\$3,753.44	\$3,753.44	\$1,130.00
			\$35,028.09	\$35,292.42	\$41,901.39	\$112,221.90	\$112,221.90	\$273,562.00
Health Dept.-Grants	Regular Salaries	1001	\$156,614.43	\$169,989.68	\$149,826.80	\$476,430.91	\$476,430.91	\$2,169,348.00
	Part Time	1003	\$8,172.15	\$4,560.23	\$4,544.48	\$17,276.86	\$17,276.86	\$80,731.00
	Overtime	1005	\$1,210.32	\$108.28	-\$1,041.62	\$276.98	\$276.98	\$6,192.00
RADxUP Coord & Spec	126		\$4,578.42	\$4,578.42	\$5,537.64	\$14,694.48	\$14,694.48	\$82,000.00
			\$170,575.32	\$179,236.61	\$158,867.30	\$508,679.23	\$508,679.23	\$2,338,271.00
Totals			\$1,220,630.42	\$1,200,742.83	\$1,238,720.71	\$3,656,957.05	\$3,656,957.05	\$16,742,234.00
							\$3,656,957.05	\$16,742,234.00
							\$0.00	\$0.00

2022 YTD BUDGET ACTIVITY

% of Year: 25%

			JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,238,409	\$148,600	\$142,938	\$144,425	\$435,963	\$0	\$0	\$0	\$435,963	\$1,802,446	19.48%
	Clerk	\$1,092,056	\$71,146	\$77,192	\$76,224	\$224,561	\$0	\$0	\$0	\$224,561	\$867,495	20.56%
	County Commissioners	\$246,445	\$13,715	\$13,708	\$14,846	\$42,270	\$0	\$0	\$0	\$42,270	\$204,175	17.15%
	Admin. Svcs/Counselor	\$647,662	\$43,620	\$45,759	\$45,499	\$134,877	\$0	\$0	\$0	\$134,877	\$512,785	20.83%
	Register of Deeds	\$468,837	\$28,505	\$29,862	\$29,489	\$87,857	\$0	\$0	\$0	\$87,857	\$380,980	18.74%
	Treasurer	\$916,909	\$65,600	\$65,777	\$66,063	\$197,440	\$0	\$0	\$0	\$197,440	\$719,469	21.53%
	District Court	\$174,330	\$7,359	\$17,376	\$12,224	\$36,959	\$0	\$0	\$0	\$36,959	\$137,371	21.20%
1.00	Emergency Management	\$270,887	\$17,388	\$21,014	\$18,573	\$56,975	\$0	\$0	\$0	\$56,975	\$213,912	21.03%
	Coroner	\$107,000	\$3,750	\$6,702	\$9,857	\$20,309	\$0	\$0	\$0	\$20,309	\$86,691	18.98%
	Juvenile Detention	\$95,000	\$22,074	\$0	\$0	\$22,074	\$0	\$0	\$0	\$22,074	\$72,926	23.24%
	Fair	\$102,400	\$2,701	\$3,494	\$3,182	\$9,377	\$0	\$0	\$0	\$9,377	\$93,023	9.16%
1.00	Museum	\$454,474	\$22,062	\$22,435	\$22,324	\$66,821	\$0	\$0	\$0	\$66,821	\$387,653	14.70%
	Election	\$700,118	\$23,922	\$33,491	\$92,211	\$149,624	\$0	\$0	\$0	\$149,624	\$550,494	21.37%
	Ambulance	\$3,846,684	\$275,137	\$274,294	\$279,423	\$828,854	\$0	\$0	\$0	\$828,854	\$3,017,830	21.55%
	Appraiser	\$1,729,460	\$120,983	\$114,843	\$112,391	\$348,217	\$0	\$0	\$0	\$348,217	\$1,381,243	20.13%
	Planning & Development	\$601,839	\$42,411	\$43,759	\$42,699	\$128,869	\$0	\$0	\$0	\$128,869	\$472,970	21.41%
	Budget Appropriations	\$1,628,622	\$817,851	\$0	\$0	\$817,851	\$0	\$0	\$0	\$817,851	\$810,771	50.22%
	Insurance	\$739,289	\$319,549	-\$30,000	\$10,925	\$300,473	\$0	\$0	\$0	\$300,473	\$438,816	40.64%
	Information Systems	\$1,747,425	\$64,668	\$65,452	\$98,126	\$228,246	\$0	\$0	\$0	\$228,246	\$1,519,179	13.06%
	County General-General	\$11,610,781	\$36,323	\$75,551	\$130,550	\$242,424	\$0	\$0	\$0	\$242,424	\$11,368,357	2.09%
	Public Works	\$8,276,273	\$380,312	\$441,708	\$373,938	\$1,195,958	\$0	\$0	\$0	\$1,195,958	\$7,080,315	14.45%
	Noxious Weed	\$712,478	\$69,313	\$52,799	\$39,747	\$161,860	\$0	\$0	\$0	\$161,860	\$550,618	22.72%
	Juvenile Supervision	\$1,318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,318	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	General Fund Transfers	\$3,739,831	\$3,739,831	\$11,918	\$0	\$3,751,749	\$0	\$0	\$0	\$3,751,749	-\$11,918	100.32%
	County General subtotal	\$42,148,527	\$6,336,821	\$1,530,070	\$1,622,716	\$9,489,607	\$0	\$0	\$0	\$9,489,607	\$32,658,920	22.51%
	Less Budget Stabilization	\$3,050,000										
	General Fund w/out Budget Stabilization	\$39,098,527										

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year: 25%

			JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
2.00	Riley County Health Dept #30	\$4,610,403	\$334,799	\$392,271	\$364,796	\$1,091,866	\$0	\$0	\$0	\$1,091,866	\$3,518,537	23.68%
	Disaster Fund #3	\$7,209,348	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,209,348	0.00%
	EMS Grants #52	\$5,068	\$0	\$0	\$53	\$53	\$0	\$0	\$0	\$53	\$5,015	1.05%
	Register of Deeds Tech Fund #106	\$166,459	\$0	\$2,331	\$10,607	\$12,938	\$0	\$0	\$0	\$12,938	\$153,521	7.77%
	Clerk's Tech Fund #107	\$132,210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210	0.00%
	Treasurer's Tech Fund #108	\$77,860	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860	0.00%
	War Memorial #112	\$11,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,800	0.00%
	County Auction #118	\$9,583	\$0	\$8	\$0	\$8	\$0	\$0	\$0	\$8	\$9,575	0.08%
	Motor Vehicle Operations #130	\$390,679	\$24,423	\$25,100	\$25,304	\$74,827	\$0	\$0	\$0	\$74,827	\$315,852	19.15%
	Special Alcohol Programs #132	\$4,863	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,863	0.00%
2.00	Community Corrections #144	\$951,362	\$74,545	\$75,345	\$73,101	\$222,991	\$0	\$0	\$0	\$222,991	\$728,371	23.44%
	Capital Improvements Fund #145	\$7,554,156	\$264,157	\$11,801	\$64,822	\$340,780	\$0	\$0	\$0	\$340,780	\$7,213,376	4.51%
	Economic Development #146	\$309,048	\$82,394	\$0	\$0	\$82,394	\$0	\$0	\$0	\$82,394	\$226,654	26.66%
	Emergency 911 #148	\$943,613	\$140,975	\$7,064	\$7,294	\$155,333	\$0	\$0	\$0	\$155,333	\$788,280	16.46%
	Solid Waste #150	\$2,735,000	\$27,066	\$190,136	\$171,301	\$388,502	\$0	\$0	\$0	\$388,502	\$2,346,498	14.20%
	County Building #152	\$393,000	\$13,917	\$13,541	\$15,823	\$43,281	\$0	\$0	\$0	\$43,281	\$349,719	11.01%
	Road & Bridge Capital Projects #157	\$7,028,195	\$0	\$4,513	\$6,139	\$10,652	\$0	\$0	\$0	\$10,652	\$7,017,543	0.15%
	RCPD Operations #173	\$4,907,175	\$1,164,049	\$23,321	\$16,774	\$1,204,144	\$0	\$0	\$0	\$1,204,144	\$3,703,031	24.54%
	Landfill Closure #180	\$49,293	\$0	\$617	\$705	\$1,322	\$0	\$0	\$0	\$1,322	\$47,971	2.68%
	Bond & Interest # 181	\$615,303	\$0	\$37,909	\$0	\$37,909	\$0	\$0	\$0	\$37,909	\$577,394	6.16%
	Riley Co Fire Dist #1 #183	\$1,230,506	\$31,977	\$65,572	\$104,138	\$201,688	\$0	\$0	\$0	\$201,688	\$1,028,818	16.39%
	Riley Co Fire Dist Cap Out #184	\$95,706	\$71,006	\$15,000	\$0	\$86,006	\$0	\$0	\$0	\$86,006	\$9,700	89.86%
	Fire Station Projects #185	\$1,000,000	\$0	\$150	\$0	\$150	\$0	\$0	\$0	\$150	\$999,850	0.02%

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

2022 YTD BUDGET ACTIVITY

% of Year: 25%

			JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$146,743	\$222	\$8,916	\$5,465	\$14,603	\$0	\$0	\$0	\$14,603	\$132,140	9.95%
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Exp of Univ Park/Lakeside Heights #235	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Univ Park W/S Reserve #284	\$128,142	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$128,142	0.00%
	Hunters Island Water #238	\$29,280	\$15	\$1,302	\$4,903	\$6,220	\$0	\$0	\$0	\$6,220	\$23,060	21.24%
	Hunters Island Reserve #241	\$7,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,886	0.00%
	Carson Sewer Operations #239	\$71,046	\$33	\$1,810	\$987	\$2,830	\$0	\$0	\$0	\$2,830	\$68,216	3.98%
	Carson Sewer Reserve #237	\$47,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703	0.00%
	Deep Creek Sewer #242	\$10,713	\$5	\$726	\$718	\$1,449	\$0	\$0	\$0	\$1,449	\$9,264	13.53%
	Deep Creek Reserve #243	\$21,587	\$0	\$9,146	\$0	\$9,146	\$0	\$0	\$0	\$9,146	\$12,441	42.37%
	Moehlman Bottoms #244	\$19,155	\$7	\$540	\$1,299	\$1,846	\$0	\$0	\$0	\$1,846	\$17,309	9.64%
	Moehlman Bottoms Reserve #245	\$8,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290	0.00%
	Terra Hts Sewer #252	\$38,236	\$10	\$528	\$1,920	\$2,459	\$0	\$0	\$0	\$2,459	\$35,777	6.43%
	Terra Hts Sinking #254	\$92,895	\$0	\$0	\$1,809	\$1,809	\$0	\$0	\$0	\$1,809	\$91,086	1.95%
	Konza Water Operations #256	\$95,280	\$75	\$2,832	\$8,582	\$11,489	\$0	\$0	\$0	\$11,489	\$83,791	12.06%
	Konza Water Reserve #257	\$107,748	\$0	\$0	\$815	\$815	\$0	\$0	\$0	\$815	\$106,933	0.76%
	Valleywood Cap Reserve #282	\$87,256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256	0.00%
	Valleywood Operations #248	\$37,276	\$95	\$109	\$313	\$517	\$0	\$0	\$0	\$517	\$36,759	1.39%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$3,361	\$1	\$36	\$50	\$87	\$0	\$0	\$0	\$87	\$3,274	2.59%
	Lakeside Heights Sewer Capital #286	\$7,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328	0.00%
		\$41,396,738	\$2,229,773	\$890,623	\$887,717	\$4,008,113	\$0	\$0	\$0	\$4,008,113	\$37,388,625	
	Total including General Fund	\$83,545,265	\$8,566,594	\$2,420,693	\$2,510,433	\$13,497,720	\$0	\$0	\$0	\$13,497,720	\$70,047,545	

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

2022 COUNTY GENERAL-GENERAL

% of Year: 25%

COUNTY GENERAL-GENERAL		BUDGET	JAN EXP.	FEB EXP.	MAR EXP.	1st QTR EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$87,883	\$454	-\$3	\$63,119	\$63,569	\$0	\$0	\$0	\$63,569	\$24,314	72.33%
Contractual	2000	\$1,261,050	\$35,869	\$75,554	\$67,188	\$178,612	\$0	\$0	\$0	\$178,612	\$1,082,438	14.16%
Commodities	3000	\$2,500	\$0	\$0	\$243	\$243	\$0	\$0	\$0	\$243	\$2,257	9.72%
Misc-Budget Stabilization		\$3,050,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	4000	\$7,209,348	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,209,348	
Transfers Out		\$0	\$0	\$11,918	\$0	\$11,918	\$0	\$0	\$0	\$11,918	-\$11,918	
Grand Total		\$11,610,781	\$36,323	\$87,469	\$130,550	\$254,342	\$0	\$0	\$0	\$254,342	\$11,356,439	2.19%
Other Expense Totals		Year-To-Date	Budget									
Indigent Attorney		\$16,075	\$400,550									
Incidentals:												
Postage		\$0										
Computer Software		\$0										
Mileage		\$0										
Copies		\$0										
Misc Fees		\$0										
Meals		\$0										
		\$0										
Base Panel fees		\$0										
Off Panel		\$16,075										

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	MARCH		MARCH DIFFERENCE	YEAR-TO-DATE THRU MARCH		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Attorney	\$137,979	\$144,425	\$6,446	\$420,742	\$435,963	\$15,221	\$2,238,409
Clerk	\$62,408	\$76,224	\$13,816	\$198,151	\$224,561	\$26,409	\$1,092,056
County Commissioners	\$16,052	\$14,846	-\$1,205	\$47,558	\$42,270	-\$5,288	\$246,445
Admin. Svcs/Counselor	\$48,199	\$45,499	-\$2,700	\$133,201	\$134,877	\$1,676	\$647,662
Register of Deeds	\$26,111	\$29,489	\$3,378	\$84,030	\$87,857	\$3,827	\$468,837
Treasurer	\$64,431	\$66,063	\$1,632	\$186,014	\$197,440	\$11,426	\$916,909
District Court	\$8,683	\$12,224	\$3,541	\$18,034	\$36,959	\$18,925	\$174,330
Emergency Management	\$14,560	\$18,573	\$4,013	\$54,332	\$56,975	\$2,642	\$270,887
Coroner	\$13,131	\$9,857	-\$3,274	\$21,407	\$20,309	-\$1,098	\$107,000
Juvenile Detention	\$0	\$0	\$0	\$20,900	\$22,074	\$1,174	\$95,000
Fair	\$0	\$3,182	\$3,182	\$5,709	\$9,377	\$3,668	\$102,400
Museum	\$31,637	\$22,324	-\$9,314	\$96,365	\$66,821	-\$29,544	\$454,474
Election	\$20,203	\$92,211	\$72,008	\$145,666	\$149,624	\$3,958	\$700,118
Ambulance	\$268,014	\$279,423	\$11,410	\$785,041	\$828,854	\$43,813	\$3,846,684
Appraiser	\$133,913	\$112,391	-\$21,522	\$374,668	\$348,217	-\$26,452	\$1,729,460
Planning & Development	\$39,696	\$42,699	\$3,003	\$117,837	\$128,869	\$11,033	\$601,839
Budget Appropriations	\$0	\$0	\$0	\$795,771	\$817,851	\$22,080	\$1,628,622
Insurance	\$2,846	\$10,925	\$8,080	\$294,115	\$300,473	\$6,358	\$739,289
Information Systems/GIS	\$64,319	\$98,126	\$33,807	\$242,382	\$228,246	-\$14,136	\$1,747,425
County General-General	\$118,932	\$130,550	\$11,617	\$468,116	\$242,424	-\$225,692	\$11,610,781
Public Works	\$432,163	\$373,938	-\$58,225	\$1,177,050	\$1,195,958	\$18,908	\$8,276,273
Noxious Weed	\$41,347	\$39,747	-\$1,599	\$155,051	\$161,860	\$6,809	\$712,478
General Fund	\$1,544,622	\$1,622,716	\$78,094	\$5,842,140	\$5,737,858	-\$104,283	\$38,407,378

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	MARCH		MARCH DIFFERENCE	YEAR-TO-DATE THRU MARCH		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Health Department	\$418,677	\$364,796	-\$53,881	\$1,210,823	\$1,091,866	-\$118,957	\$4,610,403
Disaster Fund	\$0	\$0	\$0	\$2,807,410	\$0	-\$2,807,410	\$7,209,348
EMS Grants Fund	\$0	\$53	\$53	\$0	\$53	\$53	\$5,068
Register of Deeds Tech Fund	\$27,334	\$10,607	-\$16,728	\$27,334	\$12,938	-\$14,396	\$166,459
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$132,210
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$77,860
War Memorial	\$0	\$0	\$0	\$0	\$0	\$0	\$11,800
County Auction	\$240	\$0	-\$240	\$510	\$8	-\$502	\$9,583
P.A.T.F	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations	\$24,147	\$25,304	\$1,157	\$71,552	\$74,827	\$3,274	\$390,679
Special Alcohol Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$4,863
Community Corrections	\$66,197	\$73,101	\$6,904	\$215,629	\$222,991	\$7,362	\$951,362
Capital Improvements Fund	\$42,008	\$64,822	\$22,815	\$426,818	\$340,780	-\$86,038	\$7,554,156
Economic Development	\$8,834	\$0	-\$8,834	\$252,529	\$82,394	-\$170,135	\$309,048
Radio Infrastructure Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency 911	\$5,619	\$7,294	\$1,675	\$157,479	\$155,333	-\$2,146	\$943,613
Solid Waste	\$161,764	\$171,301	\$9,537	\$367,228	\$388,502	\$21,274	\$2,735,000
County Building	\$27,723	\$15,823	-\$11,901	\$43,739	\$43,281	-\$458	\$393,000
Road & Bridge Capital Projects	\$11,617	\$6,139	-\$5,478	\$15,916	\$10,652	-\$5,264	\$7,028,195
RCPD Operations	\$26,290	\$16,774	-\$9,516	\$1,176,184	\$1,204,144	\$27,961	\$4,907,175
Landfill Closure	\$722	\$705	-\$17	\$1,541	\$1,322	-\$220	\$49,293
Bond & Interest	\$0	\$0	\$0	\$16,923	\$37,909	\$20,986	\$615,303
Riley Co Fire Dist #1	\$100,720	\$104,138	\$3,417	\$178,171	\$201,688	\$23,516	\$1,230,506
Riley Co Fire Dist Cap Ou	\$0	\$0	\$0	\$0	\$86,006	\$86,006	\$95,706

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

COMPARISON OF 2021 TO 2022 EXPENSES

DEPARTMENT	MARCH		MARCH DIFFERENCE	YEAR-TO-DATE THRU MARCH		Y-T-D DIFFERENCE	2022 BUDGET
	2021	2022		2021	2022		
Fire Station Projects	\$0	\$0	\$0	\$0	\$150	\$150	\$1,000,000
University Park W&S	\$3,253	\$5,465	\$2,212	\$9,947	\$14,603	\$4,656	\$146,743
Fairmont Heights Cap Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University Park Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Keats Capital Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exp of Univ Park/Lakeside Heights	\$0	\$0	\$0	\$1,250	\$0	-\$1,250	\$0
Univ Park W/S Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$128,142
Hunters Island Water	\$2,176	\$4,903	\$2,728	\$4,454	\$6,220	\$1,766	\$29,280
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$7,886
Carson Sewer Operations	\$942	\$987	\$45	\$2,754	\$2,830	\$75	\$71,046
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$47,703
Deep Creek Sewer	\$152	\$718	\$566	\$447	\$1,449	\$1,002	\$10,713
Deep Creek Reserve	\$0	\$0	\$0	\$0	\$9,146	\$9,146	\$21,587
Moehlman Bottoms	\$1,001	\$1,299	\$299	\$2,163	\$1,846	-\$317	\$19,155
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290
Terra Hts Sewer	\$219	\$1,920	\$1,701	\$1,142	\$2,459	\$1,317	\$38,236
Terra Hts Sinking	\$0	\$1,809	\$1,809	\$0	\$1,809	\$1,809	\$92,895
Konza Water Operations	\$6,183	\$8,582	\$2,399	\$12,289	\$11,489	-\$800	\$95,280
Konza Water Reserve	\$0	\$815	\$815	\$0	\$815	\$815	\$107,748
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$87,256
Valleywood Operations	\$0	\$313	\$313	\$64	\$517	\$453	\$37,276
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$18	\$50	\$32	\$88	\$87	-\$1	\$3,361
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$7,328
Total Including General Fund	\$2,480,457	\$2,510,433	\$29,976	\$12,846,525	\$9,745,971	-\$3,100,554	\$79,804,116

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

**RCPD EXPENSES PAID BY RILEY COUNTY
2022 YTD EXPENSES**

	BUDGET	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$12,974	\$18,894	\$14,230	\$46,098				\$0	\$0	\$0	\$46,098	\$118,902
Laboratory	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$907	\$3,520	\$1,669	\$6,096				\$0	\$0	\$0	\$6,096	\$93,904
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$10,500	\$875	\$875	\$875	\$2,625				\$0	\$0	\$0	\$2,625	\$7,875
Office Supplies	\$500	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$500
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$15,000	\$0	\$32	\$0	\$32				\$0	\$0	\$0	\$32	\$14,968
Storm Drainage	\$2,000	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0
Budget Appropriation	\$4,597,175	\$1,149,294	\$0	\$0	\$1,149,294				\$0	\$0	\$0	\$1,149,294	\$3,447,881
TOTAL	\$4,907,175	\$1,164,049	\$23,321	\$16,774	\$1,204,144	\$0	\$0	\$0	\$0	\$0	\$0	\$1,204,144	\$3,703,031

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2022

	2016	2017	2018	2019	2020	2021	2022	Total
Dental	\$131	\$0	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$191,373	\$46,098	\$931,018
Laboratory	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$3,323	\$0	\$500	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$210	\$473	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$15	\$391	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$71,043	\$6,096	\$523,490
Land Rental/Lease	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$251	\$0	\$125	\$0	\$0	\$0	\$501
Office Space Rental	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$10,500	\$2,625	\$63,900
Juvenile Transport	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$152	\$0	\$29,095
Water, Electric	\$0	\$0	\$0	\$0	\$252	\$444	\$32	\$728
Storm Drainage	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$0	\$0	\$400,000	\$8,091	\$693,906	\$91,239	\$0	\$1,193,237
Budget Appropriation	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$4,391,746	\$1,149,294	\$26,389,124
Total	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$4,756,498	\$1,204,144	\$29,147,078

Attachment: Financial reports 2022 (11803 : Year to date budget and expenditure reports)

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2022 \$31,000 POOL

	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0
Physician	\$0	\$114	\$238	\$352				\$0	\$0	\$0	\$352
Laboratory	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$203	\$203				\$0	\$0	\$0	\$203
Prescriptions	\$0	\$1,138	\$2,482	\$3,619				\$0	\$0	\$0	\$3,619
Supplies	\$0	\$0	\$0	\$0				\$0	\$0	\$0	\$0
TOTAL	\$0	\$1,252	\$2,923	\$4,175	\$0	\$0	\$0	\$0	\$0	\$0	\$4,175
Savings from Medicaid Rate	\$64,794			\$64,794				\$0	\$0	\$0	\$64,794
\$31,000 Pool Balance	\$31,000	\$29,748	\$26,825		26,825	26,825	26,825				

Quarterly ADP: (Contract)

County Inmate (72 base census)	100	111	112	108				#DIV/0!	#DIV/0!		
Non-County Inmate (0 base census)	0	0	0	0	0	0	0	0	0		
Billing Adjustments for prior years	\$5,920	\$0	\$2,209	\$8,129				\$0	\$0	\$0	\$8,129



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Contract

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant
MEETING: April 11, 2022
SUBJECT: Contract for Attorney Fees
PRESENTER: Craig Cox, Deputy Riley County Counselor

BACKGROUND

Tax foreclosure statutes require the appointment of an attorney to represent defendants who are minors, incompetent persons or are otherwise under legal disability and to provide representation for defendants who are now or have been in the military service.

DISCUSSION

This attorney provides a service that is essential for a successful tax foreclosure case. We have asked Summer Ott Dierks or Dierks Law Firm to provide this service.

Additionally, she will conduct an independent investigation to attempt contacting those tax payers with no known address. This investigation, along with our office's separate investigation, guarantee that every reasonable effort has been made to locate the tax payer.

FISCAL IMPACT

The guardian ad litem and active military service representation is budgeted for \$750.00 (5 hours at \$150.00 per hour).

RECOMMENDATION(S)

Counsel recommends signing the contract as presented.

POSSIBLE MOTION(S)

- A. "Move to approve Contract for Attorney Fees as submitted."
- B. "Move to deny Contract for Attorney Fees as submitted."
- C. "Move to approve Contract for Attorney Fees after the following changes are made..."

Enclosures:

- Signed Contract for Guardian Ad Litem (PDF)

CONTRACT FOR ATTORNEY'S FEES

THIS AGREEMENT, made and entered into this _____ day of _____, 2022, by and between the Board of County Commissioners of Riley County, Kansas, hereinafter referred to as "County" and attorney Summer Ott Dierks, Dierks Law Firm, Manhattan, Riley County, Kansas, hereinafter referred to as "Attorney."

WITNESSETH, that for the consideration, hereinafter mentioned, to be paid by the County to the Attorney and the services to be provided the County by the Attorney, the parties have mutually agreed as follows:

ARTICLE 1. Attorney agrees to perform guardian ad litem representation for defendants who are minors, incompetent persons or are otherwise under legal disability; and further agrees to provide representation for defendants who are now or have been in the military service of the United States of America as defined by the Service Members Civil Relief Act, as such services are required in the County's tax foreclosure case entitled Board of Commissioners of Riley County, Kansas v. Michael L. Anderson, et al., Riley County Case Number RL2022 CV 000020.

ARTICLE 2. For Attorney's Guardian Ad Litem and Service Members Civil Relief representation, the County shall pay the Attorney \$750.00 attorney's fees which is calculated at 5 hours of representation at \$150.00 per hour. If Attorney's representation exceeds 4 hours, Attorney may request additional fees from the Board of County Commissioners upon presentation of an itemized time record.

IN WITNESS WHEREOF, the County and Attorney, respectively have caused this contract to be duly executed, the day and year first herein written; copies of which, for all intents and purposes, shall be considered the original.

Attachment: Signed Contract for Guardian Ad Litem (12049 : Contract for Attorney Fees)

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

Greg McKinley, Chair

Kathryn G. Focke, Vice Chair

John Ford, Member

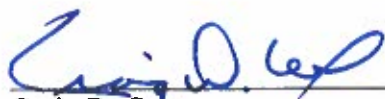
ATTEST:

Rich Vargo, County Clerk

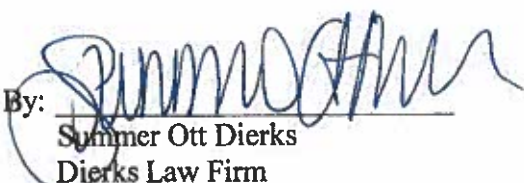
(SEAL)

Attachment: Signed Contract for Guardian Ad Litem (12049 : Contract for Attorney Fees)

Approved as to form:



Craig D. Cox
Deputy Riley County Counselor

By: 

Summer Ott Dierks
Dierks Law Firm
120 N 4th St Ste. A
Manhattan, KS 66502

Attachment: Signed Contract for Guardian Ad Litem (12049 : Contract for Attorney Fees)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: April 11, 2022

SUBJECT: Request to fill Customer Service Representative I position

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Department of Public Works has a need to fill a Customer Service Representative I .

DISCUSSION

We are requesting to fill the Customer Service Representative I position in the Public Works Department. The current employee recently submitted their resignation effective June 2, 2022. This position provides customer service, clerical duties and courier delivery support. This position also interacts with customers and others to provide information and resolve inquiries.

FISCAL IMPACT

This position is a full time budgeted position.

RECOMMENDATION(S)

It is recommended that the BOCC allow Public Works to fill the Customer Service Representative I position.

POSSIBLE MOTION(S)

Move to approve filling of the Public Works Customer Service Representative I position.

Move to deny filling of the Public Works Customer Service Representative I position.

Enclosures:

- 2022-04 PW CSR1(gold) (PDF)
- Public Works Customer Service Rep I position description (PDF)

10.a

Department Public Works/Admin Services Date 04/05/2022 Job Title Customer Service Representative I

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>F</u>	Hours per ☒ Week ☐ Month	Start Date <u>04/11/2022</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	<u>40</u>		End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Susan R. Brown	2. Effective date of promotion, transfer, termination, or change: 06/02/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: N/A	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Provides phone and front desk Customer Service for Public Works
2. Is it possible to fill this position internally? If no, why not? Yes
- For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: High School Graduate or equivalent required. Valid Driver's License as required by law. Customer Service experience required. Completion of defensive driving course within first year is required. Two (2) years computer experience with proficiency in Microsoft Word and Excel required.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:



4-5-2022

4/6/2022

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CUSTOMER SERVICE REPRESENTATIVE I		
Department:	Public Works	Division:	Administrative Services
Reports to:	PW Administrative Services Manager		
Pay Grade:	F	Status:	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: This position provides customer service, clerical duties and courier delivery support for the Riley County Public Works Department.

This is a complex and responsible position requiring excellent customer service, data entry, filing, directing telephone calls and multiple receptionist duties. Work requires good judgment and consistently friendly professionalism.

A person in this position interacts with the public and others to provide information and resolve inquiries. Position is responsible for driving a designated route each day picking up and delivering intradepartmental mail for the Public Works Department and other Riley County Departments.

ESSENTIAL FUNCTIONS:

- Provides front line customer service using customer courtesy, answers incoming calls/directs calls and provides information, receives and documents complaints and takes accurate and complete messages and relays to the proper person in a timely manner.
- Performs multiple tasks while maintaining a calm, professional and helpful attitude
- Transports items daily between County buildings and other non-County establishments as necessary
- Responsible for receiving, scanning and entering historical and current information into ImageNow.
- Receipts cash and checks daily
- Creates and maintains Solid Waste tonnage spreadsheet, balances and/or reconciles monthly invoices
- Creates and maintains spreadsheets
- Maintains records and filing systems, scans documents as necessary, operates standard office equipment
- Pick-up, open, stamp, sort and distribute incoming mail
- Processes outgoing mail
- Electronically updates Safety Data Sheets
- Receives, scans, files electronically, enters data and shreds RCPD accident reports
- Performs clerical and miscellaneous duties as assigned
- Assists with distributing information to employees
- Provides for regular and predictable attendance and fosters a cooperative work environment
- Provides positive relations with co-workers and others
- Reserves, assists with setup and cleanup for conference & training room activities
- Observes Riley County and Departmental policies

SECONDARY FUNCTIONS:

- Serves as backup to Account Clerk I position
- Assists with counting solid waste cash bags
- Assists with historical research
- Attends meetings, conferences and training
- Maintains work area in a clean and safe manner
- Assists others as needed, performs other duties as deemed necessary or assigned

POSITION REQUIREMENTS:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- The person in this position must qualify to be bonded by a surety company acceptable to the County. Riley

County will pay for the bond which must be kept in place during the entire period of employment.

- Position may require an employee to perform related work as required during and after hours, any day of the week, including holidays.
- This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education:

- Graduation from an accredited high school or equivalent is required

License(s)/Certificate(s):

- Possession of a valid driver's license with an acceptable driving record at the time of appointment is required
- Completion of a defensive driving course within first year of employment is required
- Successful completion of a customer service course within two years of employment is required

Experience:

- Customer service experience is required
- Two years of computer experience with proficiency in Microsoft Word and Excel required.
- General office experience is preferred
- Knowledge of business financial practices is preferred

Skills:

- Ability to express oneself clearly and concisely, orally and written
- Ability to ensure and provide quality customer service to customers
- Ability to possess qualities such as responsibility, reliability, honesty, punctuality, accuracy and patience
- Ability to drive daily on established routes and follow laws and safe driving procedures and practices
- Ability to handle confidential information and/or high value document/items including cash
- Ability to follow oral and written instruction
- Ability to work with multiple interruptions
- Ability to move from one project to another with ease
- Ability to plan, prioritize, organize and accomplish work assignments
- Ability to use discretion regarding confidential information
- Ability to develop and work with spreadsheets
- Ability to learn new software applications
- Ability to operate computers, calculators, copiers, computerized time clocks, facsimile machines and related office equipment
- Ability to establish and maintain effective working relations with employees, supervisors, other governmental agency officials, and the general public
- Ability to deal tactfully with people

SUPERVISORY CONTROL: Supervisory control is received directly from the PW Administrative Services Manager and the Public Works Director. Work is reviewed by the individual assigning the work.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

GUIDELINES: The PW Administrative Services Manager and Public Works Director provide guidelines and general direction. These guidelines may be provided either orally or in writing. Riley County Personnel Regulations, State and Federal Laws and various other standards and regulations also provide guidelines.

COMPLEXITY: The position works a wide range of tasks. Decisions must be made that involve the assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data. Complexity in this position comes from performing multiple tasks, frequent interruptions, working with the public and maintaining accuracy.

SCOPE AND EFFECT OF WORK: The scope of the work is broad and not limited to repetitive tasks. The Department is more effective when work is performed accurately. Their work can affect the operation of the Department, Director or other County Departments. There is the potential for this position to disrupt or improve every aspect of the work performed. The work may affect the County's image, operations may be slowed, services not well provided and accountability lost.

PERSONAL CONTACTS: Involve contacts with other Public Works Department staff, supervisors, the general public, contractors, attorneys, vendors, consultants, news media, utility companies, local government officials, State officials, legislators, Riley County Police Department, and other Riley County employees.

PURPOSE OF PERSONAL CONTACTS: To gather, exchange or disseminate information, to assist or coordinate with others, to provide a service and build customer rapport.

PHYSICAL DEMANDS/EFFORT: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The position has a dimension which may lead to mental and physical fatigue. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, reach with hands and arms; talk and hear. Requires the ability to exert up to 50 pounds of force occasionally to lift, carry, push, and pull or otherwise move objects.

WORK ENVIRONMENT/CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment involves everyday risks or discomforts which require normal safety precautions typical of an office setting. Work is generally in an office setting with visual attention and dexterity in computer operation. Noise level in the work environment is usually moderate. While performing the duties of the job outside of the office, there may be exposure to wet and/or humid conditions, extreme hot/cold and while driving rain, snow or ice.

Approved: _____ Date: _____
(Supervisor)

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

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



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: April 11, 2022

SUBJECT: Request to Fill Public Works Operator II - Solid Waste Position

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

A Transfer Station employee has recently informed us of his impending retirement. This employee serves as an Equipment Operator II and is one of two fulltime Operators at the Transfer Station. Both Operators work four 10 hour days per week on staggered shifts. This allows us to have at least one operator in the yard daily during the Monday through Saturday Transfer Station schedule.

The Public Works Operator II - Solid Waste is responsible for maintaining the closed landfill, the tree and brush disposal area, the scrap metal and appliance area, facility grounds, facility buildings, equipment, and processing the compost. Additionally, they assist the public and fill in as the scale house operator when necessary.

This position works under the direct supervision of the Assistant Public Works Director and is expected to carry out work assignments with little oversight.

DISCUSSION

This position performs half of the workload necessary to maintain and operate the Solid Waste Facility. There is no other person on staff available to assume these duties.

FISCAL IMPACT

This is a current budgeted position within the Solid Waste Division.

RECOMMENDATION(S)

Staff recommends filling the position

POSSIBLE MOTION(S)

Move to approve the Solid Waste Division advertise to hire the Public Works Operator II - Solid Waste position.

Move to deny the Solid Waste Division advertise to hire the Public Works Operator II - Solid Waste position.

Enclosures:

- Public Works Operator II - Transfer Station position description (PDF)
- 2022-04 PW Operator II(gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PBLIC WORKS OPERATOR II	
Department:	Public Works	Division: Solid Waste
Reports To:	Assistant County Engineer	
Pay Grade:	I	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: An employee in this position works closely with the public. Responsibilities include: works in the scale house; operates construction equipment, maintenance equipment, other tools and equipment and performs manual tasks needed to facilitate the operations of the Riley County Transfer Station. Work assignments include but are not limited to: maintaining the closed County landfill, tree and brush disposal area, the composting area, the scrap iron and appliance areas, grounds, equipment and operating the scale house. Particular work may include the weighing of the incoming solid waste, assessing charges, receiving payment, customer service, operating computer and automated scales, operating heavy equipment, manual labor and assisting the general public. Work is reviewed by the Assistant County Engineer through consultations and periodic field inspections to determine progress and adherence to departmental policies and procedures. Saturday and holiday hours will be required.

ESSENTIAL FUNCTIONS:

- Maintains the tree and brush area: separates out firewood, organizes into stock piles, moves unprocessed material
- Maintains the scrap iron and appliance areas: stockpiles iron, sorts appliances
- Maintains daily labor, equipment and material use records to report time worked and equipment used for cost accounting
- Maintains the transfer station grounds by planting, watering, fertilizing, mowing, trimming and spraying the grass; picks up trash, blowing litter, maintains landscaping and fencing
- Maintains the composting areas: monitors the area for non-compostable materials, stock piles materials, turns the windrows of compostable materials, moves windrows and loads out finished product
- Maintains the wood chip area: accepts or rejects wood chips in accordance to pre-established criteria, stock piles wood chips, loads chips
- Operates the scale house: weighs and inspects incoming loads, assesses charges, prepares receipts, receives payments, uses automated scales and computer system. Collects, records and accounts for cash and checks, inspects loads for hazardous or unacceptable materials and directs customers to the proper areas
- Operates heavy equipment: Wheel loader, truck, backhoe, motor grader, tractor, mower and etc.
- Maintains the cap on the closed county landfill; mowing, filling eroded or depressed areas, seeding and controlling erosion
- Maintains the solid waste buildings by making minor repairs
- Performs light maintenance and servicing on equipment
- Opens and closes transfer station and gates, secures area at close of business
- Maintains parking areas, paved/rock roads
- Transports heavy equipment to and from the Solid Waste facility
- Provides regular predictable attendance and fosters a cooperative work environment
- Attends meetings and training
- Monitors activities within Solid Waste grounds and assists the public

- Meets periodically with the Assistant County Engineer
- Performs other duties as deemed necessary or assigned

SECONDARY FUNCTIONS:

- Picks up litter and trash along highways leading to the transfer station
- Pulls magnet over roads and parking areas to pick up nails, misc. metal
- Performs daily operator maintenance to fuel, lubricate and clean equipment
- Removes snow and ice from interior roads & lots and the Health Dept. sidewalks
- Assists Road & Bridge Division in snow removal activities
- Coordinates and participates in special projects
- Clean interior and exterior of scale house as needed
- May be required to perform related work as required during and after hours, any day of the week, including holidays

POSITION REQUIREMENTS:

General:

- Employee is required to provide and carry a personal cell phone and will be reimbursed as per the County's cell phone policy
- Position may require occasional overtime that will be outside normal work hours including weekends

Education: High school graduate or equivalent

License(s)/Certificate(s):

- Valid driver's license as required by law
- Commercial Driver's License

Experience: Any combination of experience, education or training which provides the following knowledge, skill and ability:

- Five years experience operating construction equipment is required
- One year of customer service related work is required
- One year computer experience (Microsoft products) is required
- Good organizational, interpersonal and communications skills are required
- Requires initiative and independent judgment
- Possess a safe work record
- Working experience of the general practices applied to the care and safe operation of construction and maintenance equipment is required

Skills:

- Ability to use hand tools, power tools, small portable and self-propelled power tools
- Ability to deal tactfully with people
- Ability to write or print legibly
- Ability to work independently utilizing approved practices and procedures
- Ability to understand and follow oral and written communication
- Ability to maintain daily labor and equipment records
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public

- Ability to make mathematical computations
- Ability to work independently with little supervision
- Basic computer skills
- Willingness to work in unpleasant weather conditions and holidays

Supervisory Control:

The employee is generally assigned recurring and routine tasks, but refers deviations, problems and unfamiliar situations to the Assistant County Engineer. The Assistant County Engineer assigns new work, defines procedure, priorities and deadlines. Work is checked for appropriateness and completeness through inspections and consultations by the Assistant County Engineer.

Supervisory Responsibility:

This position generally does not supervise others, except for community service workers on an occasional basis.

Guidelines:

Guides include personnel regulations, computer hardware and software manuals, scale operators manuals, Kansas Department of Health and Environment – Transfer Station Operation regulations, standard bookkeeping principles, tool and equipment operator's manuals and instruction from supervisors. Application of these guides requires some judgment when applying them to the job. This position requires a reasonable amount of skill, previous training and experience. New and unusual tasks are assigned with detailed and specific instructions. Work is checked for appropriateness and completeness.

Complexity:

The work involves routine related tasks that require knowledge regarding proper transfer station and turf maintenance techniques. It also involves special skills applied to the safe and efficient operation of construction and maintenance equipment.

Generally involves routine decisions with work being conducted in strict accordance with written policies and regulations, but may involve difficult situations dealing with the public regarding disposal charges, their inability to pay for disposal after the load has been dumped and the rejection of loads with certain unacceptable wastes. At times, the work load is intense with a high degree of mental concentration required to track multiple customers unloading at the same time at the facility.

Scope & Effect of Work:

The main purpose of the work is to operate equipment needed to facilitate the proper handling of the solid waste received and to weigh and process the solid waste received. The actions of a person in this position effects the ability of the Public Works Department to provide for a safe and functional waste disposal facility.

If the service provided by this position is not properly performed, the public is immediately affected, KDHE violations may be cited, the waste transfer process is halted, or fees may be lost and cash may be unaccounted. It may also result in fines or penalties to the county.

Personal Contacts:

Personal contacts are made with subordinates, other departmental employees, superiors, commercial trash haulers, vendors, contractors, other government agencies, and the general public.

Purpose of Contacts:

Receives instructions and work scheduling from supervisors. Assists the general public with solid waste

disposal. Receives complaints from the general public which are detailed, complex and sometimes of an emergency nature – sometimes from irate or hostile persons. Reports complaints received from the general public. Establishes and maintains effective working relations with employees, other departments, government agencies and the general public.

Physical Demands/Effort:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

This work can be physically demanding or sedentary where the employee may sit comfortably in a controlled environment to perform tasks. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and smell. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment/Conditions:

Approximately 40% of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. 60% of the work is performed in the field where conditions are frequently hot or rainy during summer months and cold or snowy during winter months. A person in this position is exposed to many safety hazards while working adjacent to traffic, near power tools, large moving equipment, gases, corrosive solvents, petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, face mask or shield.

Recruiting Requirements: (Ad for newspaper)

Riley County is accepting applications for a Public Works Operator II for work at the Solid Waste Transfer Station. Graduation from high school or equivalent and a commercial driver's license are required. 5 years of heavy equipment operation along with one year of customer service and basic computer skills are required. Starting pay is \$____/ hour. Applicants for safety sensitive positions who receive a conditional offer of employment must submit to a drug test. Applications are available through the Riley County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas, 66502. Phone (785) 537-6303, or online at www.rileycountyks.gov. Riley County is an Equal Opportunity Employer. Applications accepted until position is filled.

Approved: _____ Date: _____
(Supervisor)

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

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

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	1	Start Date	04/11/2022	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	☐ Exempt
						End Date	N/A	

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Gilbert Terrell	2. Effective date of promotion, transfer, termination, or change: 06/20/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: No	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

3/19/03



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: April 11, 2022

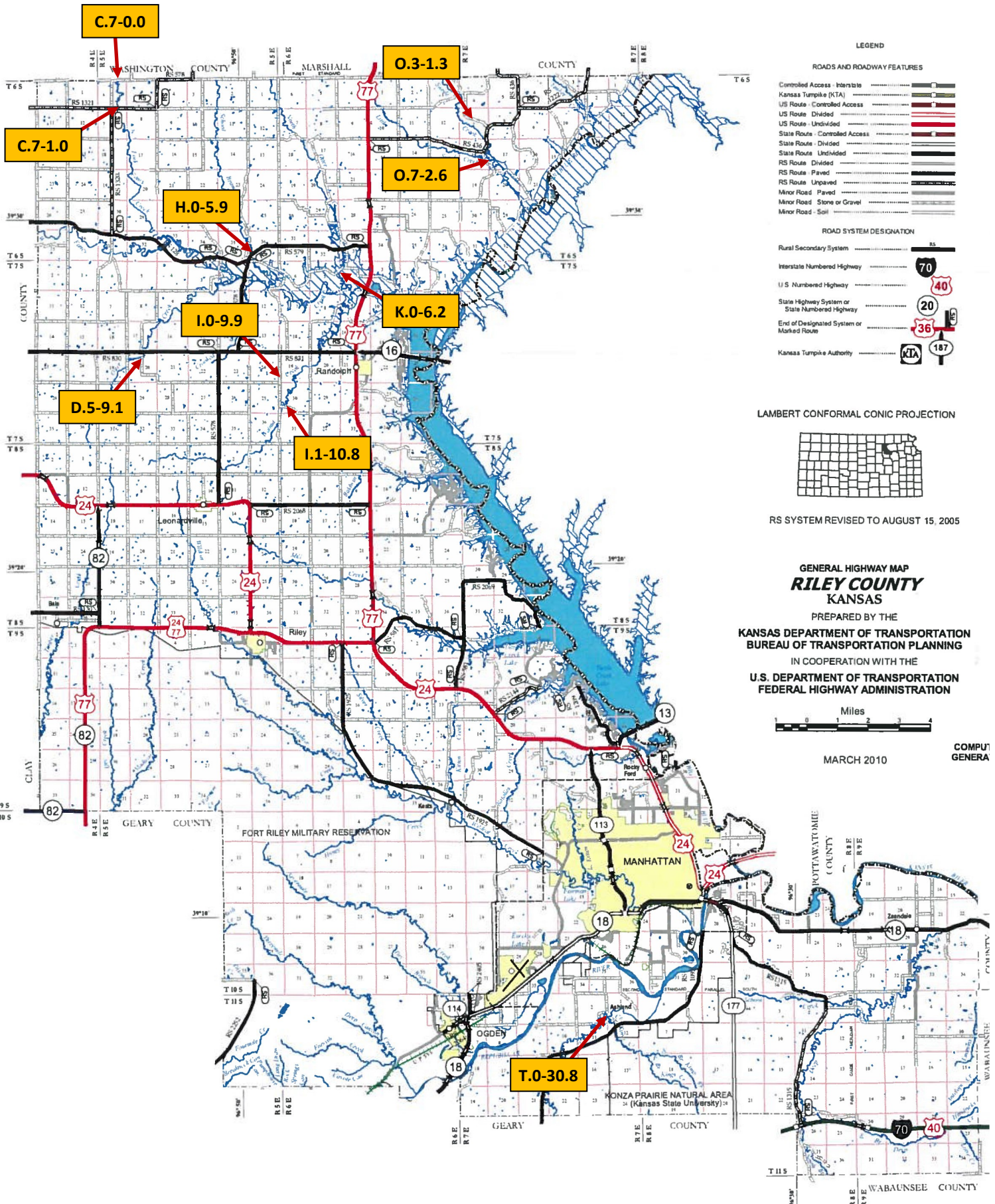
SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- Location Map (PDF)
- 041122 Project Update (PDF)



Project Update

Public Works Department

04/11/2022

Lakeside Heights Sewer/Water District

- Plans have been approved by KDHE & USDA
- Hook-up agreements from users are completed
- Plans and specifications have been approved by USDA.
- [Working on temporary financing and a bid date.](#)

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds
- Working on Environmental Review and Preliminary Engineering Report
- Developing work plan to obtain user agreements

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates is the consultant
- Working on office check plans

Rose Hill Rd. Bridge (O.7-2.6)

- Approximately ¼ mi. S. of Swede Creek Rd.
- KDOT Off-System Bridge Program (80/20 grant for construction)
- BG Consultant
- Ebert Construction started project November 1, 2021. 90 Working Days
- [Final work thru was held Thursday.](#)

West 32nd Ave Bridge (T.0-30.8)

- Approximately ¼ mi. N. of McDowell Creek Rd.
- Alfred Benesch & Co.
- Bids Opened September 2nd – King low bidder
- [Work started February 21 \(150 Working Days\)](#)
- [Pile for Pier 1 driven, pour pier 1 last week. Begin driving pile for Abutment 1.](#)

Winkler Mills Bridge (H.0-5.9)

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

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.

- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- Agreed on an on-site location of the existing bridge
- working on a mitigation plan and easement with Corps of Engineer

South Otter Bridge (D.5-9.1)

- Approximately 0.1 mi. S. of Green-Randolph Rd.
- Schwab-Eaton
- Contract awarded to Ebert Construction.
- Work started February 16 (100 Working Days)
- Deck pour last week.

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Working on field check plans.

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

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Office check plan complete, starting r/w work

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Office check complete, starting r/w work

Parks:

- Keats Park: Landscaping around south shelter
- Applied pre-emergent at PW, CHP
- Repaired irrigation breaks, mowed and cleaned up flower beds at CHP.
- Shaped mounds on disc golf course at Fairmont Park.
- Began mowing grounds and turning on sprinklers

Operations:

- Operations crew on 4 – 10 hour days beginning March 14th
- Hauled and graded gravel to roads that will receive magchloride
- Applications for magchloride treatment are due by April 30th
- Worked on low water crossing repair on West Branch Rd
- Preparing to repair low water crossing on Norlin Rd.
- Installed entrances

- Small structure inspections
- Will start working on sidewalk and parking lot concrete replacement at HD and FCRC

Miscellaneous

- EMS Headquarters Station –
 - Survey of property (Boundary and topo)
 - Archimages planning an on-site visit April 22
- RFQ's for North County Station-Recommendation at today's meeting
- Working on Compliance with EPA and KDHE requirements of University Park Treatment Plant
 - Response to EPA on Consent Order
 - Engineer working on fee proposal
- Overhead shop doors are scheduled for April 15th
- Asphalt Seal Oil Bids and Ships Bids opened last week
- Asphalt overlay bids opened last week
- Open Positions: Equipment Operator @ Transfer Station, Customer Service Rep, Utility Tech, Custodian.



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director
MEETING: April 11, 2022
SUBJECT: North County EMS Station Consultant Selection
PRESENTER: John Ellermann

BACKGROUND

A few months ago the Board of County Commissioners made the decision to locate a full time Ambulance crew in the North County area. Therefore there is a need for a EMS station to house a new crew and to serve the residents of North County.

On March 7th we issued a Requests for Qualifications (RFQ) from interested architecture firms. Firms were asked to submit an RFQ stating their qualifications and experience, availability of the team assigned to the project and references.

A consultant selection committee was formed to determine an architect for the project. The selection, committee comprised of David Adams, Josh Gering, Amanda Webb, Rich Vargo, Russel Stukey and John Ellermann, reviewed and evaluated the submittal's. Five firms submitted RFQ's.

Anderson Knight Architects - Manhattan, KS
BBN Architects, Inc. - Manhattan, KS
BG Consultants, Inc. - Manhattan, KS
Bruce McMillan AIA Architects, P.A. - Manhattan, KS
Tompkins Architects - Lee's Summit, MO

Each firm was evaluated on experience and qualifications, availability of staff, proposed project timeline, understanding of the project and the challenges, and their references. The selection committee discussed and scored each firm based on the above stated criteria.

The selection committee believes that each firm had the ability and skills to produce a well-designed project, however, in the end, Anderson Knight Architects was the firm rose that above the rest understanding of the project, project timeline and availability of staff.

DISCUSSION

Discussion about the process, the selection, the scope and negotiations.

FISCAL IMPACT

Fiscal impact is dependent on the scope of services requested and the negotiation process with Anderson Knight Architects.

RECOMMENDATION(S)

The consultant selection committee recommends Anderson Knight Architects for the North County EMS station.

POSSIBLE MOTION(S)

Move to approve staff to begin negotiations with Anderson Knight Architects.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Consultant Selection Summary (PDF)

SELECTION CRITERIA FOR CONSULTANT
North County EMS Station
Thursday, March 24, 2022

Consultant		Anderson Knight	BBN Architects	BG Consultants	Bruce McMillan	Tompkins Associates
Criteria	Maximum Points					
Consultant Experience and Qualifications	25	20.8	22.8	21.2	21.2	12.7
Availability of Staff	20	18.7	18.3	13.3	17.5	8.3
Proposed Timetable	25	21.0	12.8	13.7	19.5	5.0
Overview of Challenges and understanding of the Project	20	16.5	18.3	14.8	17.2	7.2
References	10	6.5	8.5	7.5	8.0	5.5
TOTAL	100	83.5	80.8	70.5	83.3	38.7



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 11, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 04.11.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning March 31, 2022 and through April 6, 2022

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

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

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) *Attend BOCC regular public meeting: Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22)*

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

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County’s initial brief. Motion granted and new deadline to file County’s initial brief is April 29, 2022. (3-18-21;3-21-22;3-25-22;3-28-22;3-29-22)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for

8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor’s Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept “Ed Randels” award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

“Dark Store”: Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of “Dark Store,” to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Dark Store”; recording scheduled for September 17, 2021. Reschedule “Dark Store” podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of “Dark Store.” (Week of 9-29-21) Work with KAC recording podcast on “Dark Store”. (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on “Dark Store” at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County’s Petition for Reconsideration in Home Depot appeal. (11-18-21)

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

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county’s legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official’s luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

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

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

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) *Advise on applicant issue.* (4-3-22)

Budget and Planning Committee: Attend meeting 9-28-21. Attend meeting 1-18-22.

Department Head Committee: Attend meeting regarding possible "Code of Conduct" required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of "Code of Conduct."

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator;

and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) *CAR and agenda for April 7, 2022 follow up legislative conference provided delegation.* (3-31-22) *Review KAC legislative update.* (4-5-22) *Prepare for April 7, 2022 follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom.* (4-7-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: *Analyze legal issue. Advise staff working group.* (3-31-22)

DEPARTMENTAL LIST

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22)

Riley County Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of "long-COVID" disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) *Assist with interview.* (3-28-22) *Participate in staff working group on personnel policy issue.* (3-29-22) *Assist with interview.* (3-30-22) *Prepare for panel interviews of applicants for Department Head position.* (3-29-22; 3-30-22) *Prepare for panel interviews for Department Head position.* (4-1-22) *Participate in panel interviews for Department Head position.* (4-4-22; 4-7-22)

Riley County Public Works: Provide legal advice on project. Review and approve "as to form" KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents

for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) *Participate in discussion with outside regulatory authority. (4-1-22)*

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) *Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22)*

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) *Advise Director on medical record issue. (4-5-22)*

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22)

Riley County Ambulance Service: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21)

Riley County Clerk: Advise on .02 countywide retailers’ sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff’s Office for testing of Community Corrections’ clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC.

Professional Association Matters: *Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022 mid-year CLE of the County Counselors Association of Kansas. (4-1-22)*



MUSEUM
Staff Update

Allana Saenger
Museum Director
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Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Allana Saenger, Director/Curator, Riley County Historical Museum

MEETING: April 11, 2022

SUBJECT: Riley County Historical Museum Staff Update

PRESENTER: Allana Saenger, Director/Curator Riley County Historical Museum and
Dawn Munger, Curator of Collections

Enclosures:

- Museum Staff Update April 11 2022 (DOCX)

Riley County Historical Museum Staff Update April 11, 2022

Riley County Historical Society and Museum Programs and Events

The Riley County Historical Museum has hosted and participated in several programs this last month. We appreciate the opportunity to collaborate and work with a diverse group of organizations to share Riley County history.

- The Riley County Historical Society and Museum partnered with the Friends of the Beach Museum to host a program by Doug Barrett, an internationally recognized African American documentary photographer, videographer, and photojournalist at its quarterly meeting on Thursday, March 31st. Barrett, who owns 400 North Creative and is based in Manhattan, shared insights about his photography in the UMB Theater at the Marianna Kistler Beach Museum of Art.
- The Museum participated in a podcast recording produced by the Manhattan Public Library for Women's History Month. We highlighted books written by and about Riley County women and influential women who made important contributions to our community.

The podcast also highlighted the joint coloring book project created by the Riley County Historical Society and Museum, the Riley County Genealogical Society, and artist Hilary Wahlen. This coloring book, entitled "Coloring the Past: Twenty Riley County Women Who Made History," features drawings and information about twenty women, each with a connection to Riley County, Kansas, who made a notable contribution to our history. The coloring book was published in 2020 to commemorate the 100th anniversary of the adoption of the Nineteenth Amendment to the United States Constitution. For additional information about the women featured in *Coloring the Past: Twenty Riley County Women Who Made History*, and more Riley County history, please visit the web site: www.rileycountyks.gov/museum.

- The Museum was invited to present a program on influential Riley County women for the P.E.O. Reciprocity Brunch on March 26th. The program focused on highlighting influential women in Riley County's history and the "Coloring the Past: Twenty Riley County Women Who Made History" collaborative coloring book project.
- The Museum hosted a group of violin musicians on March 31st to view the 1914 Vard Ramsour violin in the Riley County Historical Society's collection which is currently on exhibit. Ramsour was a local violin maker who began making violins in 1903. His violins were of such high quality that some of his instruments were used in Carnegie Hall performances. Members of the group brought their personal Ramsour violins and gave a musical presentation in the Museum lobby.
- The Museum hosted the Manhattan Area Weavers and Spinners organization on April 5th and provided a program to the group on historic woven coverlets in the collection. Many of the coverlets in the collection that were exhibited date from the 1830s to the 1850s.