



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Flat Rock Rd. Culvert Replacement Project- Easements
4. Union Rd. Culvert Replacement Project- Easements
5. Sign Riley County Personnel Action Form(s)
6. Discuss Joint City/County/County Meeting Agenda Topics

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 10, 2023 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Small City Sales Tax Loss Reimbursement Agreement—City of Leonardville

9:20 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

12. Monthly Cash Flow Report for March 2023

9:30 AM

Shilo Heger, Treasurer

13. March 2023 Revenue Reporting - Riley County Treasurer

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

- 14. Economic development update

10:00 AM Julie Gibbs, Health Department Director

- 15. RCHD Update
- 16. RCHD Out of State Travel Request

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.



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: April 13, 2023

SUBJECT: Flat Rock Rd. Culvert Replacement Project- Easements

PRESENTER: Evan McMillan, Assistant Public Works Director

Attached for your approval are 1 Permanent Easement Agreement and 1 Temporary Easement Agreement for the Flat Rock Rd. Culvert Replacement Project.

Staff recommends approval.

Possible Motions

Move to approve the Easement Agreements and authorize the Chairman to sign.

Enclosures:

- Edward Bergsten_Permanent Easement (PDF)
- Edward Bergsten_Temporary Easement (PDF)

GRANT OF PERMANENT EASEMENT

This agreement, made and entered into this _____ day of _____, 2023, by and between **Edward Bergsten**, hereinafter called Party of the First Part; and the BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: The WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter a certain public road known as:

Flat Rock Road

NOW, THEREFORE, in consideration of the sum of:

Permanent Easement - 0.0671 Acre ~ \$200.00
Replacement of Fence including Corner Post, Pull Posts, and Gates – 565 Feet ~ \$2,500

Total Compensation ~ \$2,700

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, PERMANENT EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

PERMANENT ROAD RIGHT-OF-WAY EASEMENT

Description (N. Side of Flat Rock Road):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°00'00" E 2029.69 feet and S 90°00'00" W 1960.44 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence

N 66°15'29" W 58.49 feet; thence

N 23°44'29" E 25.00 feet; thence

S 66°15'29" E 58.49 feet; thence

S 23°44'31" W 25.00 feet to the point of beginning, containing 1,462 square feet.

Subject to easements and restrictions of record.

And

Description (S. Side of Flat Rock Road):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°00'00" E 2066.31 feet and S 90°00'00" W 1976.55 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence
 S 23°44'31" W 25.00 feet; thence
 N 66°15'28" W 58.49 feet; thence
 N 23°44'32" E 25.00 feet; thence
 S 66°15'28" E 58.49 feet to the point of beginning, containing 1,462 square feet.

Subject to easements and restrictions of record.

SAID PERMANENT RIGHT OF WAY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used as a Public Road Right of Way or in connection therewith, subject to all the provisions of the law relating thereto.

THIS AGREEMENT, will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 2-22-23


 Edward Bergsten

STATE OF Kansas)
 COUNTY OF Marshall) SS

BE IT REMEMBERED, That on this 22nd day of February, 2023, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Edward Bergsten, who is personally known to me to be the same person, who executed the within instrument of writing and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

My appointment expires: 9/11/25

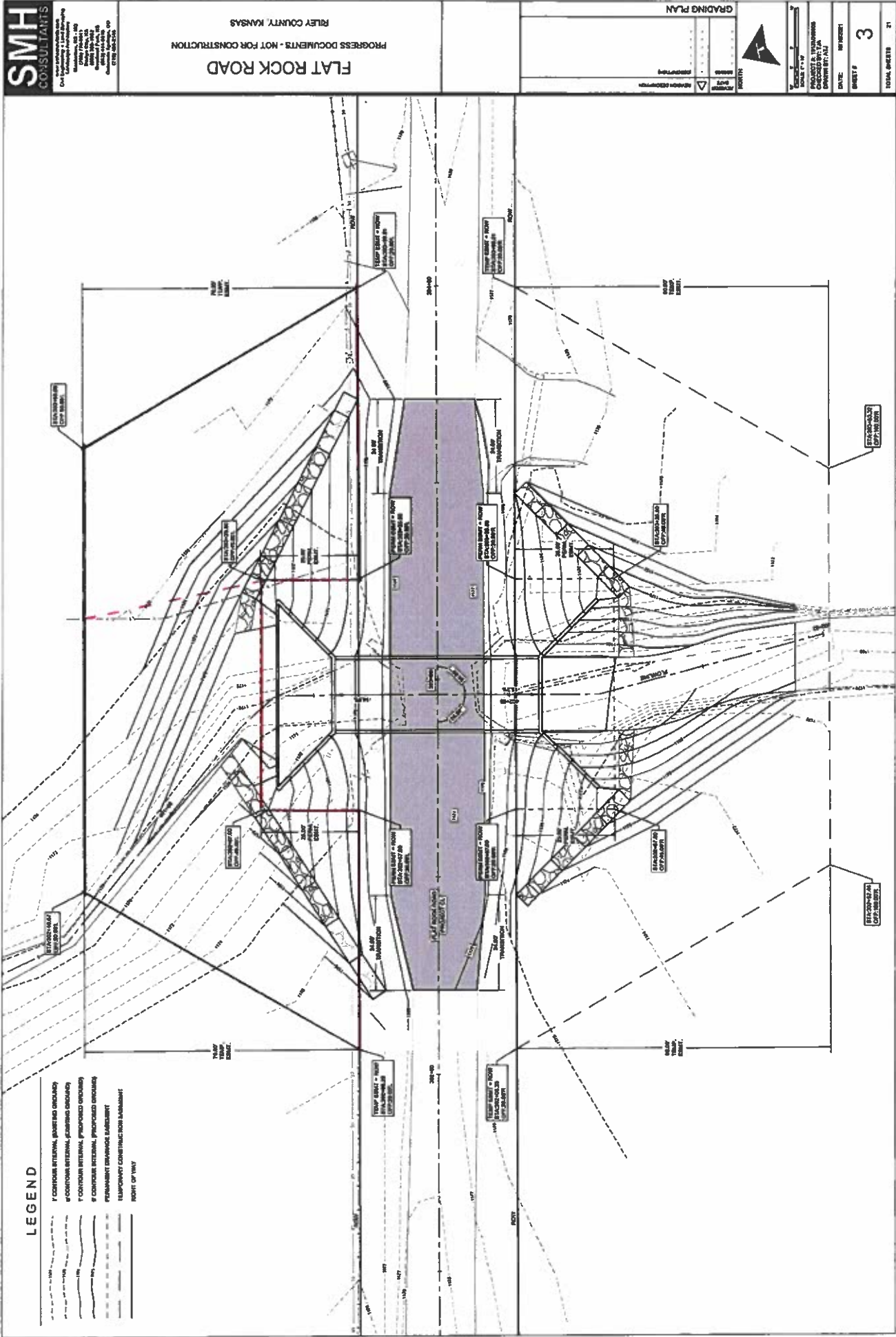

NOTARY PUBLIC

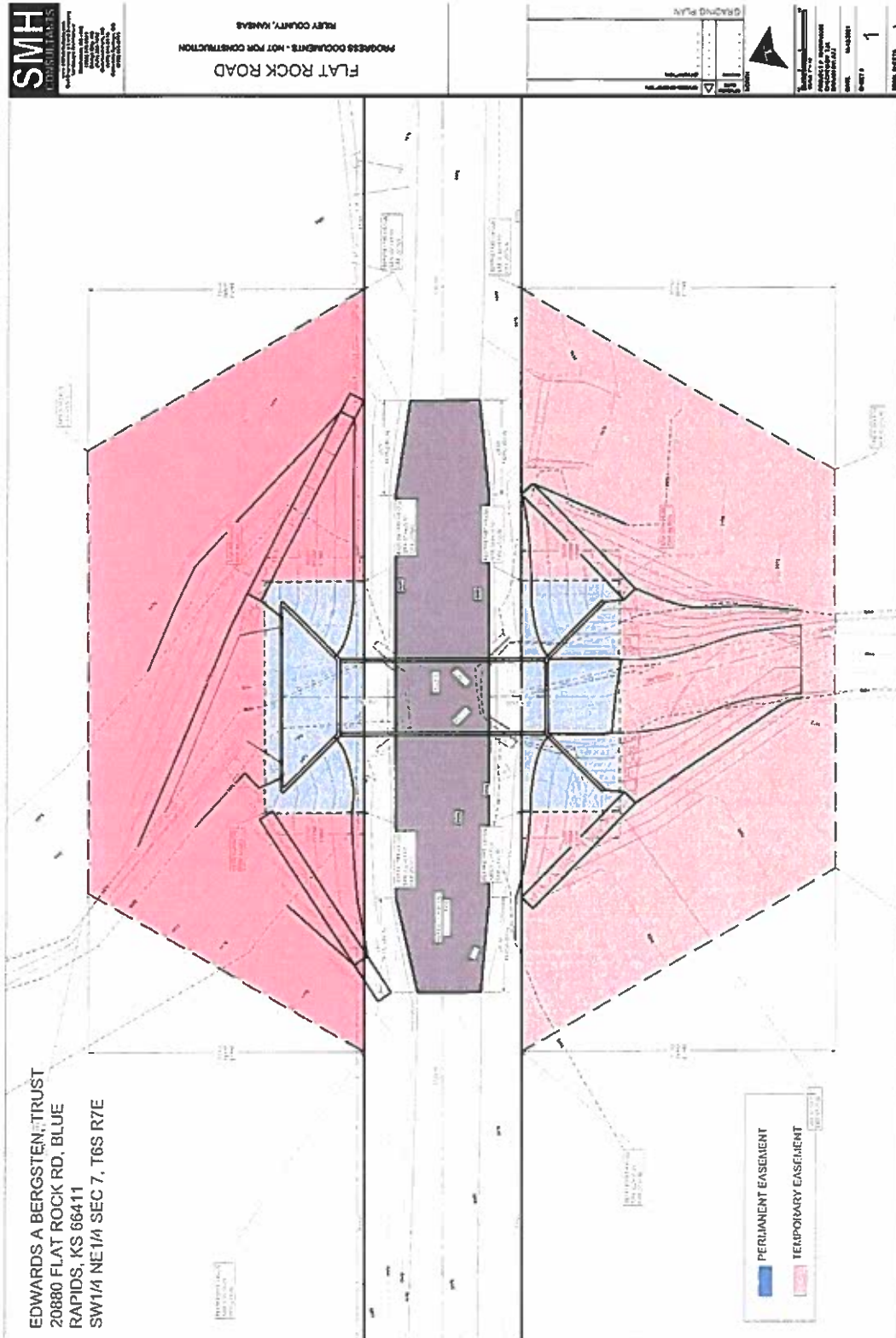
Sara Stohs
Notary Public
State of Kansas
My Appt. Exp. 9/11/25

Party of the Second Part

Dated: _____

Chairman, Riley County
Board of Commissioners





TEMPORARY CONSTRUCTION EASEMENT

This agreement, made and entered into this _____ day of _____, 2023. By and between the **Edward Bergsten**, hereinafter called Party of the First Part; and the BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: The WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter a certain public road known as:

Flat Rock Road

NOW, THEREFORE, in consideration of the sum of:

Temporary Easement- 0.4486 acre ~ \$200.00

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, TEMPORARY EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

TEMPORARY CONSTRUCTION EASEMENT

Description (N. Side of Flat Rock Road):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°00'00" E 2059.49 feet and S 90°00'00" W 1892.70 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence

N 66°15'29" W 74.01 feet; thence

N 23°44'31" E 25.00 feet; thence

N 66°15'29" W 58.49 feet; thence

S 23°44'29" W 25.00 feet; thence

N 66°15'29" W 60.75 feet; thence

N 53°44'31" E 80.83 feet; thence

S 66°15'29" E 112.43 feet; thence

S 06°15'29" E 80.83 feet to the point of beginning, containing 9,236 square feet.

Subject to easements and restrictions of record.

And

Description (S. Side of Flat Rock Road):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°00'00" E 2096.10 feet and S 90°00'00" W 1908.80 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence

S 53°44'31" W 92.38 feet; thence

N 66°15'29" W 100.88 feet; thence

N 06°15'29" W 92.38 feet; thence

S 66°15'29" E 60.75 feet; thence

S 23°44'32" W 25.00 feet; thence

S 66°15'28" E 58.49 feet; thence

N 23°44'31" E 25.00 feet; thence

S 66°15'29" E 74.01 feet to the point of beginning, containing 10,303 square feet.

Subject to easements and restrictions of record.

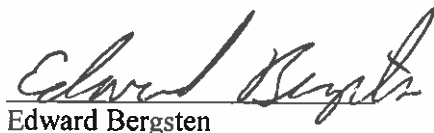
SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT, will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 2-22-23

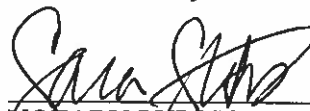

Edward Bergsten

STATE OF Kansas)
COUNTY OF Marshall) SS

Attachment: Edward Bergsten_Temporary Easement (13321 : Flat Rock Rd. Culvert Replacement Project- Easements)

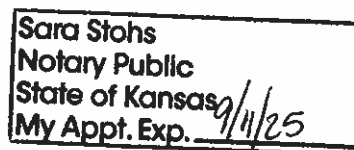
BE IT REMEMBERED, That on this 22nd day of February, 2023, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Edward Bergsten, who is personally known to me to be the same person, who executed the within instrument of writing and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal on the day and year last above written.


NOTARY PUBLIC

My appointment expires: 9/11/25

Party of the Second Part

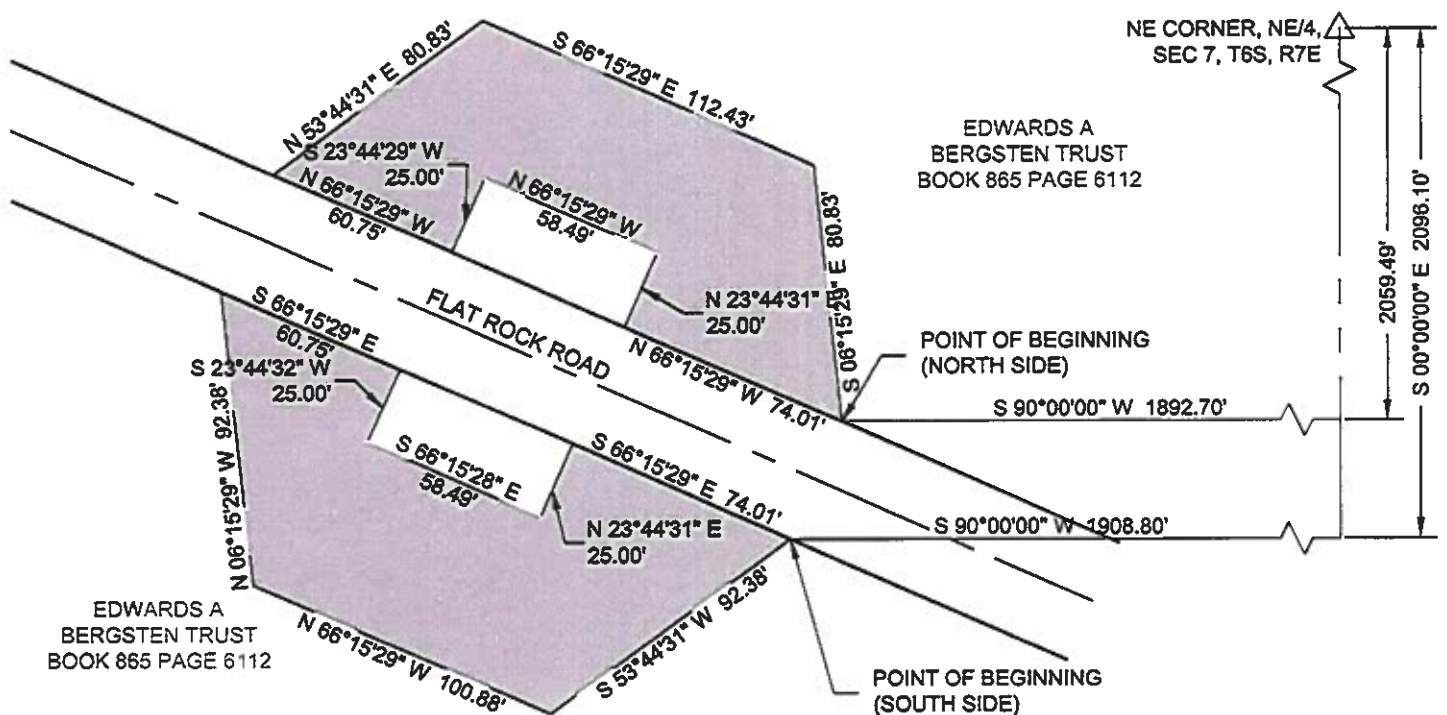


Dated: _____

Chairman, Riley County
Board of Commissioners

TEMPORARY CONSTRUCTION EASEMENT EXHIBIT

FLAT ROCK ROAD, RILEY COUNTY, KANSAS



LEGEND

△ Section Corner, NOTE: All section corner monument origins are unknown unless otherwise noted.

Temporary Construction Easement Hatch



60' 30' 0' 60'
SCALE: 1" = 60'

DESCRIPTION (N. SIDE OF FLAT ROCK ROAD):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°00'00" E 2059.49 feet and S 90°00'00" W 1892.70 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence N 66°15'29" W 74.01 feet; thence N 23°44'31" E 25.00 feet; thence N 66°15'29" W 58.49 feet; thence S 23°44'29" W 25.00 feet; thence N 66°15'29" W 60.75 feet; thence N 53°44'31" E 80.83 feet; thence S 66°15'29" E 112.43 feet; thence S 06°15'29" E 80.83 feet to the point of beginning, containing 9,236 square feet.
Tim Sloan, PLS-783, January 13, 2022.

Subject to easements and restrictions of record.

DESCRIPTION (S. SIDE OF FLAT ROCK ROAD):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

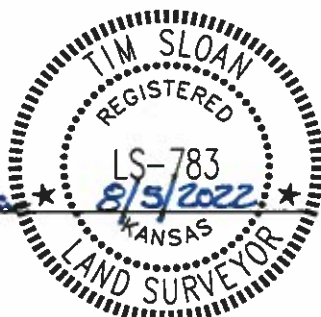
Beginning at a point that is S 00°00'00" E 2096.10 feet and S 90°00'00" W 1908.80 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence S 53°44'31" W 92.38 feet; thence N 66°15'29" W 100.88 feet; thence N 06°15'29" W 92.38 feet; thence S 66°15'29" E 60.75 feet; thence S 23°44'32" W 25.00 feet; thence S 66°15'28" E 58.49 feet; thence N 23°44'31" E 25.00 feet; thence S 66°15'29" E 74.01 feet to the point of beginning, containing 10,303 square feet.
Tim Sloan, PLS-783, January 13, 2022.

Subject to easements and restrictions of record.

COPY

SMH Consultants
By: Tim Sloan

Tim Sloan
Tim Sloan, P.S.
Vice-President



SMH
CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

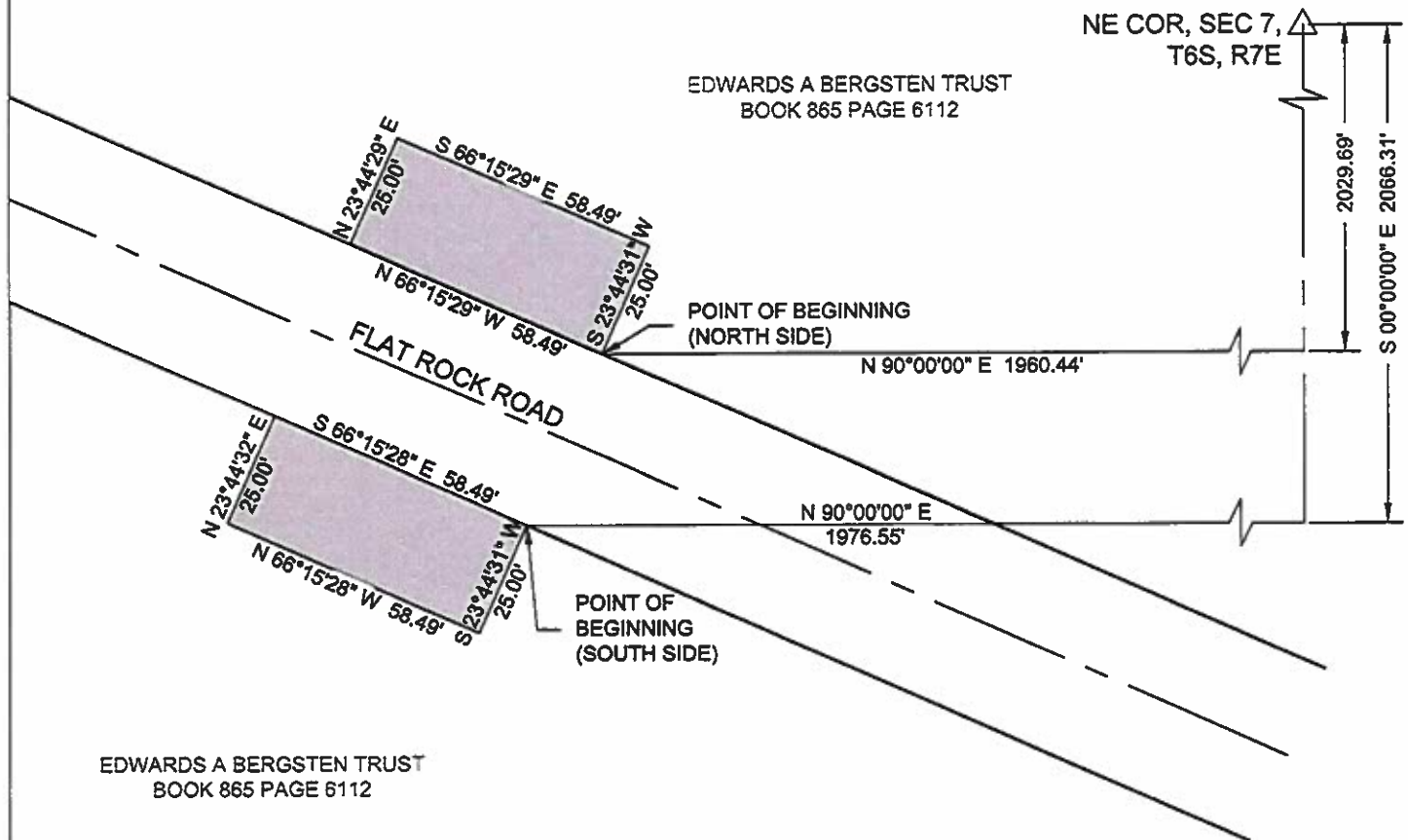
Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Overland Park, KS P: (913) 444-9615 • Colorado Springs, CO P: (719) 465-2145

Drawn By: ATJ Project 1912MN6005 DD TDS 80

SHEET 1 OF 1

PERMANENT DRAINAGE EASEMENT EXHIBIT

FLAT ROCK ROAD, RILEY COUNTY, KANSAS



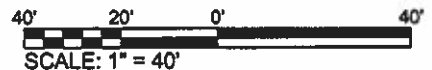
LEGEND



Section Corner, NOTE: All section corner monument origins are unknown unless otherwise noted.



Permanent Drainage Easement Hatch



DESCRIPTION (N. SIDE OF FLAT ROCK ROAD):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°00'00" E 2029.69 feet and S 90°00'00" W 1960.44 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence N 66°15'29" W 58.49 feet; thence N 23°44'30" E 25.00 feet; thence S 66°15'29" E 58.49 feet; thence S 23°44'31" W 25.00 feet to the point of beginning, containing 1,462 square feet.
Tim Sloan, PLS-783, January 13, 2022.

Subject to easements and restrictions of record.

DESCRIPTION (S. SIDE OF FLAT ROCK ROAD):

A tract of land in the Northeast Quarter of Section 7, Township 6 South Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is S 00°00'00" E 2066.31 feet and S 90°00'00" W 1976.55 feet from the Northeast Corner of the Northeast Quarter of said Section 7; thence S 23°44'31" W 25.00 feet; thence N 66°15'28" W 58.49 feet; thence N 23°44'32" E 25.00 feet; thence S 66°15'29" E 58.49 feet to the point of beginning, containing 1,462 square feet.
Tim Sloan, PLS-783, January 13, 2022.

Subject to easements and restrictions of record.

SMH Consultants
By: Tim Sloan

Tim Sloan
Tim Sloan, P.S.
Vice-President



COPY

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Overland Park, KS P: (913) 444-9615 • Colorado Springs, CO P: (719) 465-2145

Drawn By: ATJ Project: 1912MN6005 DD:TDS 80

SHEET 1 OF 1



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: April 13, 2023

SUBJECT: Union Rd. Culvert Replacement Project- Easements

PRESENTER: Evan McMillan, Assistant Public Works Director

Attached for your approval are 2 Permanent Easement Agreements and 2 Temporary Easement Agreements for the Union Rd. Culvert Replacement Project.

Staff recommends approval.

Possible Motions

Move to approve the Easement Agreements and authorize the Chairman to sign.

Enclosures:

- Chad & Megan Larson_Permanent Easement (PDF)
- Galen M Fink Trust & Lori J Fink Trust_Permanent Easement (PDF)
- Chad & Megan Larson_Temporary Easement (PDF)
- Galen M Fink Trust & Lori J Fink Trust_Temporary Easement (PDF)

GRANT OF PERMANENT EASEMENT

This agreement, made and entered into this 19 day of Dec, 2022, by and between **Chad and Megan Larson**, hereinafter called Party of the First Part; and the BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: The WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter a certain public road known as:

Union Road

NOW, THEREFORE, in consideration of the sum of:

Permanent Easement - 0.0336 Acre ~ \$200.00

Replacement of Fence including Corner Post, Pull Posts, and Gates – 594 Feet ~ \$1,188

Total Compensation ~ \$1,388

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, PERMANENT EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

PERMANENT ROAD RIGHT-OF-WAY EASEMENT

Description:

A tract of land in the Southwest Quarter of Section 19, Township 7 South Range 6 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

**Beginning at a point that is N 00°00'15" E 433.08 feet and S 89°59'45" E 20.00 feet from the Southwest Corner of the Southwest Quarter of said Section 19; thence
N 00°00'15" E 58.49 feet; thence
S 89°59'45" E 25.00 feet; thence
S 00°00'15" W 58.49 feet; thence
N 89°59'45" W 25.00 feet to the point of beginning, containing 1,462 square feet.**

Subject to easements and restrictions of record.

Attachment: Chad & Megan Larson Permanent Easement (13322 : Union Rd. Culvert Replacement Project- Easements)

SAID PERMANENT RIGHT OF WAY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used as a Public Road Right of Way or in connection therewith, subject to all the provisions of the law relating thereto.

THIS AGREEMENT, will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 12/19/22 [Signature] Megan L
Chad Larson Megan Larson

STATE OF Kansas)
COUNTY OF Riley) SS



BE IT REMEMBERED, That on this 19th day of December, 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Chad and Megan Larson, who are personally known to me to be the same persons, who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

[Signature]
NOTARY PUBLIC

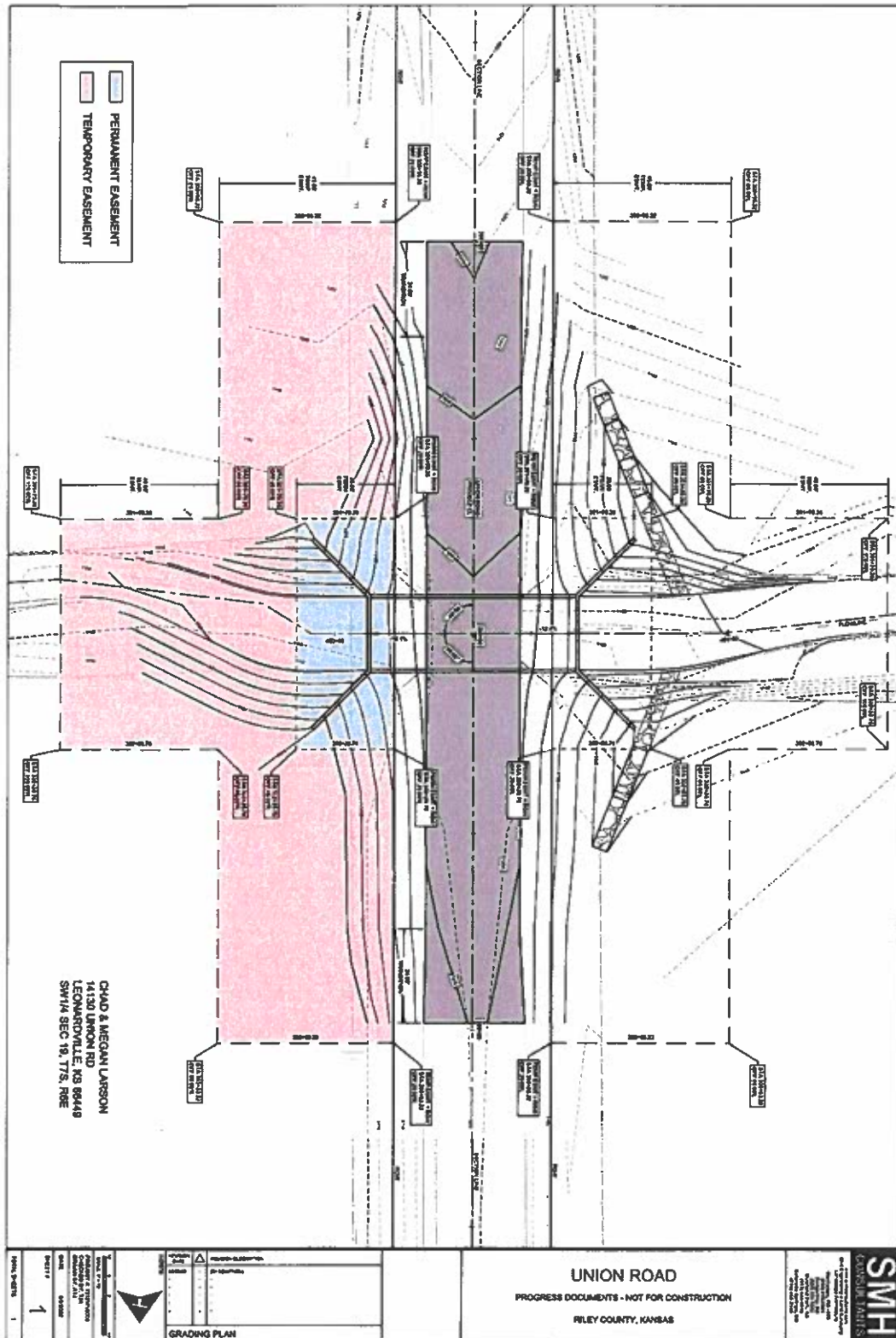
My appointment expires: 7-16-2026

Party of the Second Part

Dated: _____

Chairman, Riley County
Board of Commissioners

Attachment: Chad & Megan Larson Permanent Easement (13322 : Union Rd. Culvert Replacement Project- Easements)



GRANT OF PERMANENT EASEMENT

This agreement, made and entered into this 23 day of August, 2022. By and between the **Galen M. Fink Trust and the Lori J. Fink Trust**, hereinafter called Party of the First Part; and the **BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS**, Party of the Second Part.

WITNESSETH: The WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter a certain public road known as:

Union Road

NOW, THEREFORE, in consideration of the sum of:

Permanent Easement - 0.0336 Acre ~ \$200.00
Replacement of Fence including Corner Post, Pull Posts, and Gates – 594 Feet ~ \$1,188

Total Compensation ~ \$1,388

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, PERMANENT EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

PERMANENT ROAD RIGHT-OF-WAY EASEMENT

Description:

A tract of land in the Southeast Quarter of Section 24, Township 7 South Range 5 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is N 00°00'15" E 433.08 feet and N 89°59'45" W 20.00 feet from the Southeast Corner of the Southeast Quarter of said Section 24; thence
 N 89°59'45" W 25.00 feet; thence
 N 00°00'15" E 58.49 feet; thence
 S 89°59'45" E 25.00 feet; thence
 S 00°00'15" W 58.49 feet 1,462 square feet.

Subject to easements and restrictions of record.

SAID PERMANENT RIGHT OF WAY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used as a Public Road Right of Way or in connection therewith, subject to all the provisions of the law relating thereto.

THIS AGREEMENT, will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 8-26-22

Galen M. Fink Trust

Galen M. Fink
Trustee
Galen M. Fink Trust

Lori J. Fink Trust

Lori J. Fink
Trustee
Lori J. Fink Trust

STATE OF Kansas)
) SS
COUNTY OF Riley)

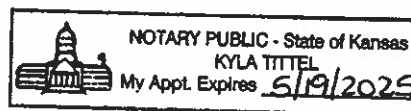
BE IT REMEMBERED, That on this 26 day of August, 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Galen M. Fink, Trustee of the Galen M. Fink Trust and Lori J. Fink, Trustee of the Lori J. Fink Trust, who are personally known to me to be the same persons, who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

Kyla Tittel
NOTARY PUBLIC

My appointment expires: 05/19/2025

Party of the Second Part



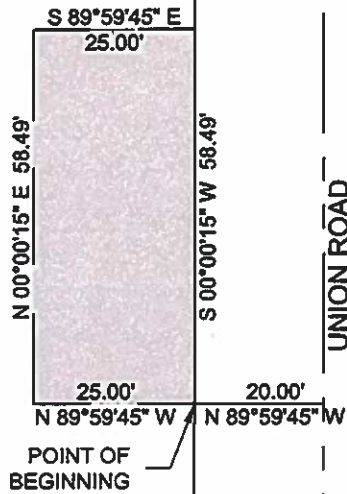
Dated: _____

Chairman, Riley County
Board of Commissioners

PERMANENT DRAINAGE EASEMENT EXHIBIT

UNION ROAD, RILEY COUNTY, KANSAS

GALEN M & LORI J
FINK TRUST
BOOK 873 PAGE 7364



CHAD &
MEGAN
LARSON
BOOK 883,
PAGE 7400

LEGEND

△ Section Corner, NOTE:
All section corner
monument origins are
unknown unless
otherwise noted.

Permanent Drainage
Easement Hatch

30' 15' 0' 30'
SCALE: 1" = 30'



COPY

DESCRIPTION:

A tract of land in the Southeast Quarter of Section 24, Township 7 South Range 5 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is N 00°00'15" E 433.08 feet and N 89°59'45" W 20.00 feet from the Southeast Corner of the Southeast Quarter of said Section 24; thence
N 89°59'45" W 25.00 feet; thence
N 00°00'15" E 58.49 feet; thence
S 89°59'45" E 25.00 feet; thence
S 00°00'15" W 58.49 feet 1,462 square feet.
Tim Sloan, PLS-783, January 17, 2022.

Subject to easements and restrictions of record.

SMH Consultants
By: Tim Sloan

Tim Sloan

Tim Sloan, P.S.
Vice-President



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CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

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Kansas City, KS P: (913) 444-9615 • Colorado Springs, CO P: (719) 465-2145

Drawn By: ATJ Project 1912MN6006 DD TDS 80

SHEET 1 OF 1

Packet Pg. 20

COPY

Attachment: Galen M Fink Trust & Lori J Fink Trust_Permanent Easement (13322 : Union Rd. Culvert Replacement Project-Easements)

TEMPORARY CONSTRUCTION EASEMENT

This agreement, made and entered into this 19 day of Dec, 2022, by and between the **Chad Larson and Megan Larson**, hereinafter called Party of the First Part; and the BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, Party of the Second Part.

WITNESSETH: The WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter a certain public road known as:

Union Road

NOW, THEREFORE, in consideration of the sum of:

Temporary Easement- 0.236 acre ~ \$200.00

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, TEMPORARY EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

TEMPORARY CONSTRUCTION EASEMENT

Description:

A tract of land in the Southwest Quarter of Section 19, Township 7 South Range 6 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is N 00°00'15" E 357.62 feet and S 89°59'45" E 20.00 feet from the Southwest Corner of the Southwest Quarter of said Section 19; thence

N 00°00'15" E 75.46 feet; thence

S 89°59'45" E 25.00 feet; thence

N 00°00'15" E 58.49 feet; thence

N 89°59'45" W 25.00 feet; thence

N 00°00'15" E 75.05 feet; thence

S 89°59'45" E 45.00 feet; thence

S 00°00'15" W 75.05 feet; thence

S 89°59'45" E 40.00 feet; thence

S 00°00'15" W 58.49 feet; thence

N 89°59'45" W 40.00 feet; thence

S 00°00'15" W 75.46 feet; thence

N 89°59'45" W 45.00 feet to the point of beginning, containing 10,282 square feet.

Subject to easements and restrictions of record.

SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT, will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

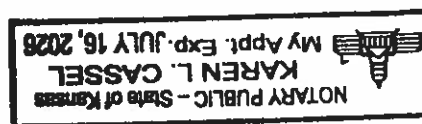
Party of the First Part

Dated: 12-19-22

[Signature]
Chad Larson

[Signature]
Megan Larson

STATE OF Kansas)
COUNTY OF Riley) SS



BE IT REMEMBERED, That on this 19th day of December, 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Chad Larson and Megan Larson, who are personally known to me to be the same persons, who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

[Signature]
NOTARY PUBLIC

My appointment expires: 7-16-26

Party of the Second Part

Dated: _____

Chairman, Riley County
Board of Commissioners

Attachment: Chad & Megan Larson Temporary Easement (13322 : Union Rd. Culvert Replacement Project- Easements)

TEMPORARY CONSTRUCTION EASEMENT EXHIBIT
UNION ROAD, RILEY COUNTY, KANSAS

LEGEND

△ Section Corner, NOTE:
All section corner
monument origins are
unknown unless
otherwise noted.

Temporary Construction
Easement Hatch

40' 20' 0' 40'
SCALE: 1" = 40'



COPY

GALEN M & LORI J
FINK TRUST
BOOK 873 PAGE 7364

DESCRIPTION:

A tract of land in the Southwest Quarter of Section 19, Township 7 South,
Range 6 East of the Sixth Principal Meridian, Riley County, Kansas
described as follows:

Beginning at a point that is N 00°00'15" E 357.62 feet and S 89°59'45" E
20.00 feet from the Southwest Corner of the Southwest Quarter of said
Section 19; thence
N 00°00'15" E 75.46 feet; thence
S 89°59'45" E 25.00 feet; thence
N 00°00'15" E 58.49 feet; thence
N 89°59'45" W 25.00 feet; thence
N 00°00'15" E 75.05 feet; thence
S 89°59'45" E 45.00 feet; thence
S 00°00'15" W 75.05 feet; thence
S 89°59'45" E 40.00 feet; thence
S 00°00'15" W 58.49 feet; thence
N 89°59'45" W 40.00 feet; thence
S 00°00'15" W 75.46 feet; thence
N 89°59'45" W 45.00 feet to the point of beginning, containing 10,282
square feet.
Tim Sloan, PLS-783, January 17, 2022.

Subject to easements and restrictions of record.

SMH Consultants
By: Tim Sloan

Tim Sloan, P.S.
Vice-President



SMH
CONSULTANTS

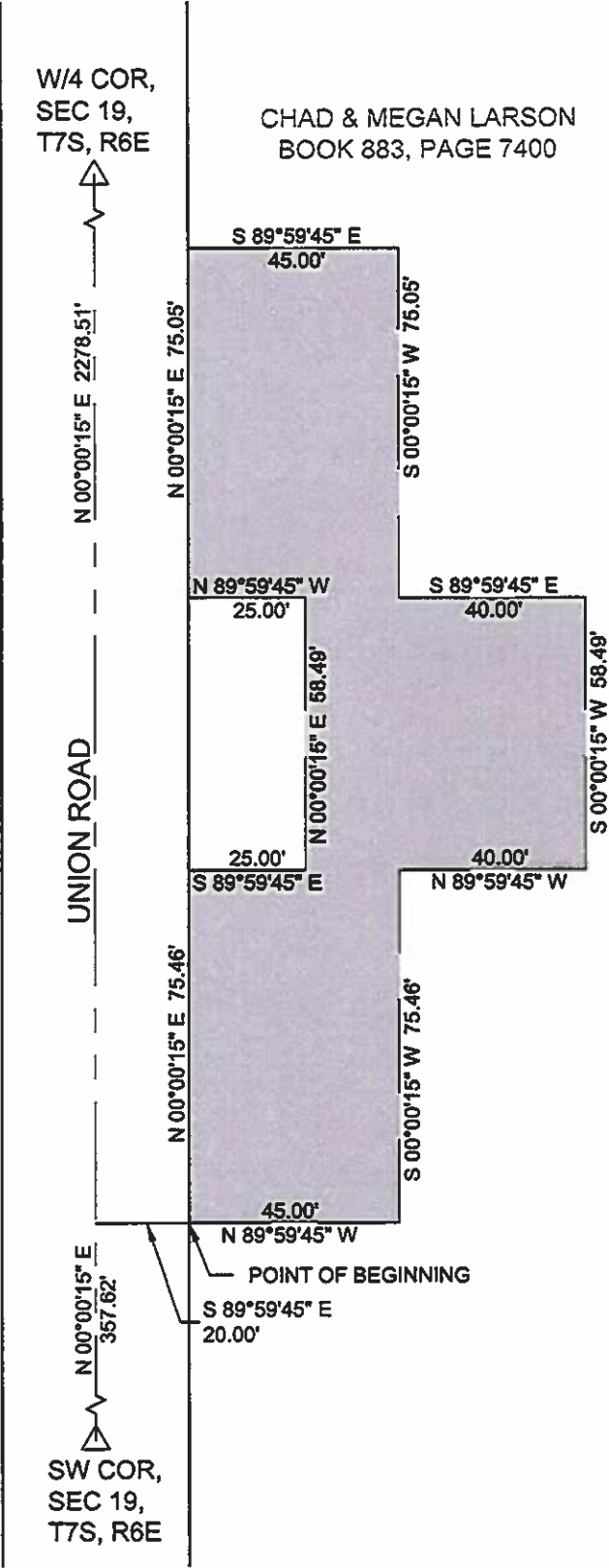
Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Kansas City, KS P: (913) 444-9615 • Colorado Springs, CO P: (719) 465-2145

Drawn By: ATJ Project 1912MN6006 DD TDS 80

SHEET 1 OF 1

Packet Pg. 24



Attachment: Chad & Megan Larson Temporary Easement (13322 : Union Rd. Culvert Replacement Project- Easements)

PERMANENT DRAINAGE EASEMENT EXHIBIT

UNION ROAD, RILEY COUNTY, KANSAS

LEGEND

△ Section Corner, NOTE:
All section corner
monument origins are
unknown unless
otherwise noted.

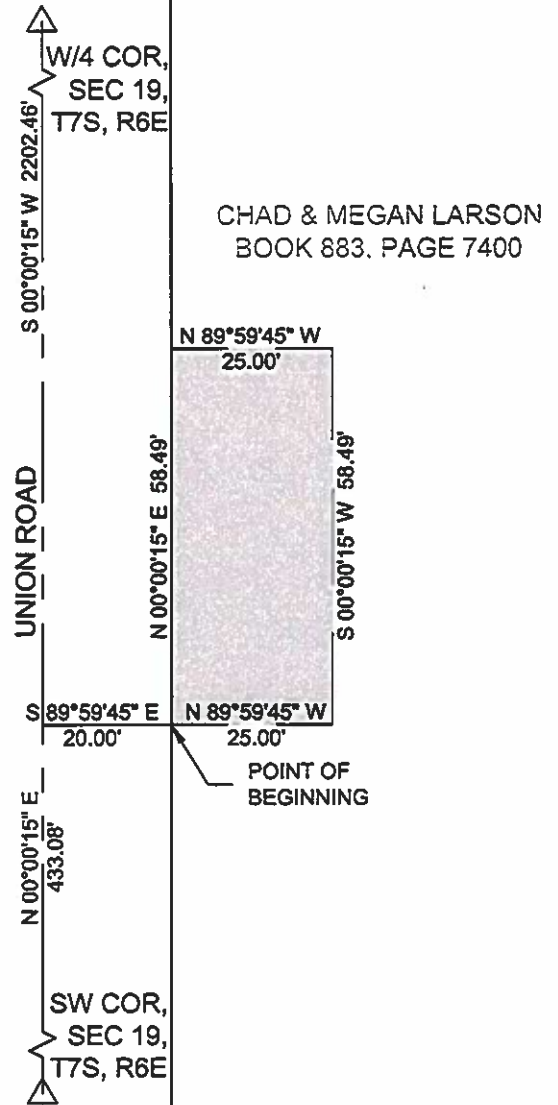
Permanent Drainage
Easement Hatch

30' 15' 0' 30'
SCALE: 1" = 30'



GALEN M &
LORI J FINK
TRUST
BOOK 873
PAGE 7364

COPY



DESCRIPTION:

A tract of land in the Southwest Quarter of Section 19, Township 7 South Range 6 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is N 00°00'15" E 433.08 feet and S 89°59'45" E 20.00 feet from the Southwest Corner of the Southwest Quarter of said Section 19; thence
N 00°00'15" E 58.49 feet; thence
S 89°59'45" E 25.00 feet; thence
S 00°00'15" W 58.49 feet; thence
N 89°59'45" W 25.00 feet to the point of beginning, containing 1,462 square feet.
Tim Sloan, PLS-783, January 17, 2022.

Subject to easements and restrictions of record.

SMH Consultants
By: Tim Sloan

Tim Sloan

Tim Sloan, P.S.
Vice-President



SMH
CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Kansas City, KS P: (913) 444-9615 • Colorado Springs, CO P: (719) 465-2145

Drawn By: ATJ Project 1912MN6006 DD TDS 80

SHEET 1 OF 1

Packet Pg. 25

Attachment: Chad & Megan Larson Temporary Easement (13322 : Union Rd. Culvert Replacement Project- Easements)

TEMPORARY CONSTRUCTION EASEMENT

This agreement, made and entered into this 26 day of August, 2022. By and between the **Galen M. Fink Trust and the Lori J. Fink Trust**, hereinafter called Party of the First Part; and the **BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS**, Party of the Second Part.

WITNESSETH: The WHEREAS, it has been found necessary by the Second Party to lay out, relocate, widen, or alter a certain public road known as:

Union Road

NOW, THEREFORE, in consideration of the sum of:

Temporary Easement- 0.235 acre ~ \$200.00

The party of the First Part does HEREBY AGREE TO GRANT, to the party of the Second Part, TEMPORARY EASEMENTS, solely for the purpose of constructing a road and/or Bridge Project, described as follows:

TEMPORARY CONSTRUCTION EASEMENT

Description:

A tract of land in the Southeast Quarter of Section 24, Township 7 South Range 5 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is N 00°00'15" E 357.62 feet and N 89°59'45" W 20.00 feet from the Southeast Corner of the Southeast Quarter of said Section 24; thence

N 89°59'45" W 45.00 feet; thence

N 00°00'15" E 75.46 feet; thence

N 89°59'45" W 40.00 feet; thence

N 00°00'15" E 58.49 feet; thence

S 89°59'45" E 40.00 feet; thence

N 00°00'15" E 75.05 feet; thence

S 89°59'45" E 45.00 feet; thence

S 00°00'15" W 75.05 feet; thence

N 89°59'45" W 25.00 feet; thence

S 00°00'15" W 58.49 feet; thence

S 89°59'45" E 25.00 feet; thence

S 00°00'15" W 75.46 feet to the point of beginning, containing 10,237 square feet.

Subject to easements and restrictions of record.

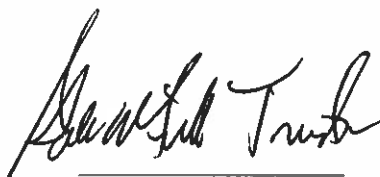
SAID TEMPORARY EASEMENT, HEREBY GRANTED AND RIGHTS HEREIN SET FORTH to continue so long as said property is used for the construction of, or in connection therewith, said project subject to all the provisions of the law relating thereto.

THIS AGREEMENT, will become binding only after both Parties have signed this document.

IN WITNESS WHEREOF: The Said Parties have hereunto subscribed their names.

Party of the First Part

Dated: 8-26-22



Galen M. Fink
Trustee
Galen M. Fink Trust



Lori J. Fink
Trustee
Lori J. Fink Trust

STATE OF Kansas)
) SS
COUNTY OF Riley)

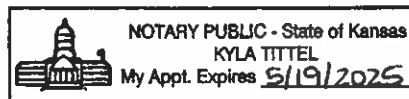
BE IT REMEMBERED, That on this 26 day of August ⁴⁷ 2022, before me, the undersigned, a Notary Public, in and for the County and State aforesaid, came Galen M. Fink, Trustee of the Galen M. Fink Trust and Lori J. Fink, Trustee of the Lori J. Fink Trust, who are personally known to me to be the same persons, who executed the within instrument of writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal on the day and year last above written.


NOTARY PUBLIC

My appointment expires: 05/19/2025

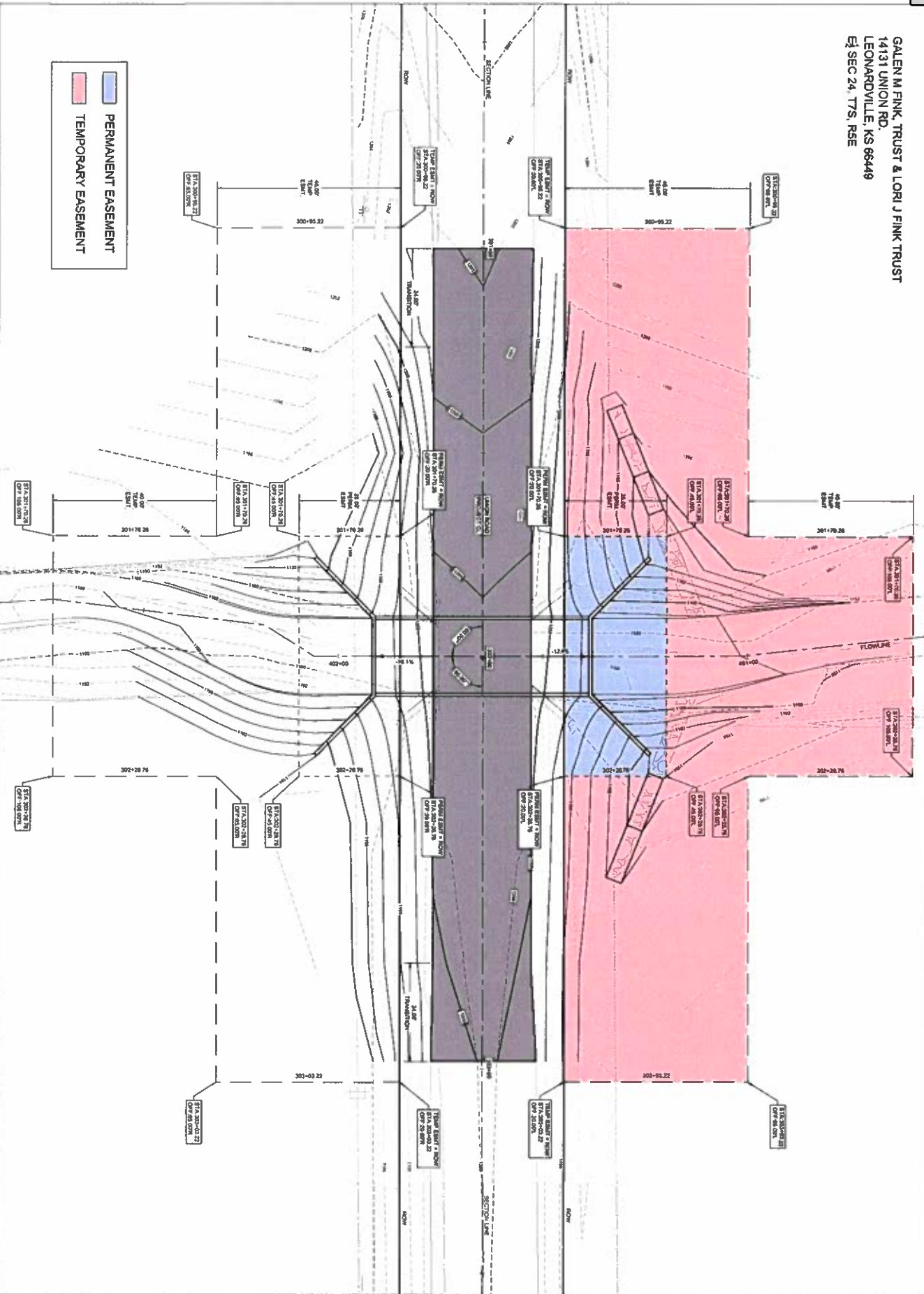
Party of the Second Part



Dated: _____

Chairman, Riley County
Board of Commissioners

GALEN M FINK, TRUST & LORI J FINK TRUST
14131 UNION RD.
LEONARDVILLE, KS 66449
EJ SEC 24, T7S, R5E



CONSULT

SM

Consulting Engineers & Architects, Inc.
1000 N. 1st St.
Topeka, KS 66606
Phone: 781-234-5678
Fax: 781-234-5679
www.smconsulting.com

PROJECT #

DATE

DESIGNER

DRAWN BY

CHECKED BY

APPROVED BY

UNION ROAD

PROGRESS DOCUMENTS - NOT FOR CONSTRUCTION

RILEY COUNTY, KANSAS

GRADING PLAN

1



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 13, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-04 PW A Mitchell (DOCX)
- 2023-04 PW I Drake (DOCX)
- 2023-04 Counselor S Woodard (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Antonio Mitchell**Status Change Date:** 4/7/2023**Status Change:** New Hire**Date of Hire:** 4/13/2023**Seniority:** 0 Month(s)**Position:** Traffic Control Technician**Position Type:** Full-time**Pay Range:** 5**Pay Type:** Hourly**Base Rate:** \$19.03**Annualized Pay:** \$39,582.40**Funds Codes:** 1-County General, 40-Public Works**Supervisor:** Alvin Perez**Department Head:** John Ellerman

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-04 PW A Mitchell (13316 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Isaac Drake**Status Change Date:** 4/7/2023**Status Change:** Rehire**Date of Hire:** 4/17/2023**Seniority:** 0 Month(s)**Position:** Facility & Grounds Tech I**Position Type:** Full-Time**Pay Range:** 6**Pay Type:** Hourly**Base Rate:** \$19.70**Annualized Pay:** \$40,976.00**Funds Codes:** 1-County General, 40-Public Works**Supervisor:** David Willis**Department Head:** John Ellerman

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-04 PW I Drake (13316 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Shelley Woodard**Status Change Date:** 4/7/2023**Status Change:** New Hire**Date of Hire:** 5/1/2023**Seniority:** 0 Month(s)**Position:** Deputy Riley County Counselor**Position Type:** Full-Time**Pay Range:** FF**Pay Type:** Salary**Base Rate:** \$4,730.77**Annualized Pay:** \$123,000.02**Funds Codes:** 1-County General, 4-Counselor**Supervisor:** Clarence Holeman**Department Head:** Clarence Holeman

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-04 Counselor S Woodard (13316 : Personnel Action Form (Green Sheet))



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Anne Smith, aTa Bus Director

1. aTa Bus update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:35 AM

Lori Feldkamp, Big Lakes Development Director

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

9:40 AM

Amanda Webb, Planning/Special Projects Director

4. Britts floodplain questions

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Elizabeth Ward, Human Resource Director

6. COLA

Attachment: 04-17-23 tentative agenda (12829 : Tentative Agenda)

7. New positions

11:00 AM Amanda Webb, Planning/Special Projects Director

8. Temporary Environmental Health Services Contract

12:00 PM Law Enforcement Agency Meeting

Adjournment

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

Attachment: 04-17-23 tentative agenda (12829 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 20, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

3. Staff update

10:15 AM

Brian Peete, RCPD Director

4. RCPD update

10:30 AM

Bob Isaac, Planner

5. Public hearing to present a final plat for Sky View Ranches, Unit 3

4:00 PM

Joint City/County/County Meeting (at County Offices)

Adjournment

Announcement

Attachment: 04-20-23 tentative agenda (12829 : Tentative Agenda)

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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

Attachment: 04-20-23 tentative agenda (12829 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 13, 2023

SUBJECT: Small City Sales Tax Loss Reimbursement Agreement—City of Leonardville

PRESENTER: Clancy Holeman

BACKGROUND

Before you today for your review and signature is the “Interlocal Service Agreement” (small cities’ sales tax loss reimbursement agreement) between the City of Leonardville and Riley County. It has been signed by the City of Leonardville. Additional identical agreements are waiting approval from the cities of Riley, Randolph and Ogden.

DISCUSSION

The purpose underlying all 4 agreements is to “make whole” each city for their loss of the distributive “share” they had received during the 10-year life of the Riley County ½ cent “Road and Bridge” sales tax. That “old” countywide retailers’ sales tax ended on its required sunset date, December 31, 2022.

That “old” .50 sales tax was “replaced” by a .20 countywide retailers’ sales tax approved by a majority of countywide voters in November 2022. And that “replacement” sales tax became effective January 1, 2023. This “new” county sales tax will last only 5 years. Its sales tax receipts must be *dedicated exclusively* to county road and bridge repair and maintenance. By statute it does not include any distributions to the small cities.

The agreement I’ve provided for review and approval by each small city has identical terms for each city which signs. Paragraph 2 on page 2 of every agreement describes the formula used for the distribution payments which will be made to every small city which signs and returns their agreement. That formula calculates the amount distributed by Riley County to every small city

during the next 5 years to be “an amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers’ sales tax *levied by the County for the County’s general fund.*” (Emphasis added.) See “Exhibit A” on each agreement for the schedule of payment dates for those distributions to the small cities who sign on. Distributions made to the small cities will have the general fund as their source.

Using the above formula, the statute will cause the dollar amounts distributed to every small city with an agreement to vary. That is because of their differences from one another in population and assessed value.

FISCAL IMPACT

See the above discussion.

RECOMMENDATION(S)

I recommend the Board authorize the Chairwoman to sign the three originals of this agreement.

POSSIBLE MOTION(S)

- A. “I move the Board authorize the Chairwoman to sign the agreement in its current form.”
- B. “I move the Board authorize the Chairwoman to sign the agreement, **with the following changes... .**”
- C. “I move the Board **not** authorize the Chairwoman to sign the agreement.”

Enclosures:

- Leonardville Interlocal Service Agreement (PDF)

INTERLOCAL SERVICE AGREEMENT

AN INTERLOCAL SERVICE AGREEMENT BETWEEN RILEY COUNTY, KANSAS AND THE CITY OF LEONARDVILLE, KANSAS CONCERNING THE PAYMENT BY RILEY COUNTY TO THE CITY OF SUMS IN LIEU OF RETAILERS' SALES TAX DISTRIBUTIONS MADE TO THE CITY FROM PROCEEDS OF A COUNTWIDE RETAILERS' SALES TAX EXPIRING ON DECEMBER 31, 2022.

THIS AGREEMENT is made as of March 7, 2023, by and between Riley County, Kansas (the "County") and the City of Leonardville, Kansas (the "City").

WHEREAS, the County is a duly organized and existing political subdivision of the State of Kansas with the power and authority to enter into agreements with cities located in the County to provide for payment of certain sums to the cities as provided herein; and

WHEREAS, the City is a duly organized city of the third class existing under laws of the State of Kansas with power and authority to enter into agreements with the County; and

WHEREAS, the County levied a .50% countywide retailers' sales tax that began on January 1, 2012, and will expire on December 31, 2022 ("2012 Sales Tax"), and approximately 4% of the receipts of the 2012 Sales Tax were allocated to the cities of Riley, Ogden, Leonardville and Randolph in the County by the Kansas Department of Revenue as required by K.S.A. 12-192; and

WHEREAS, the County did not seek to renew the 2012 Sales Tax, and instead sought and received voter approval for the levy of a retailers' sales tax in the amount of .20% dedicated to road and bridge projects in the County under K.S.A. 12-187 (b)(20) (the "2022 Sales Tax"), and to be levied for a period of five (5) years beginning on January 1, 2023; and

WHEREAS, 100% of the 2022 Sales Tax revenues are paid to the County by the Kansas Department of Revenue and are required to be used for road and bridge purposes in the County; and

WHEREAS, the County seeks to compensate the City for the loss of its portion of the 2012 Sales Tax, by making quarterly payments to the City in lieu of the 2012 Sales Tax distributions, in the amounts determined by this Agreement; and

WHEREAS, the County and City agree that it will be to their mutual advantage to enter into this agreement (the "Agreement") for the purposes described here; and

WHEREAS, the governing body of the City authorized its Mayor to execute this Agreement on March 7, 2023; and

WHEREAS, the Board of County Commissioners of the County authorized its Chairman to execute this Agreement on _____, 2023.

NOW, THEREFORE, in consideration of the mutual covenants and agreements made in this agreement and for good and valuable consideration, the County and City enter into this Interlocal Service Agreement as provided and authorized by K.S.A. 12-2901 *et. seq.* and containing the following terms and provisions.

1. PURPOSE. The purpose of this Agreement is to provide for cooperation between the County and City to compensate the City for the loss of its portion of revenue distributed to it from the expiring 2012 Sales Tax.

2. AGREEMENT BETWEEN THE PARTIES. The County and City agree that in each year during the term of this Agreement, the County will pay the City, following the end of each calendar quarter, and in the month immediately following County's receipt of County's distribution made by the Kansas Department of Revenue from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund, an amount equal to the amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund. The parties agree the payments described herein will be the amounts the City would have received as distributions of the 2012 Sales Tax if the 2012 Sales Tax had not expired. Payments by the County under this Agreement shall be paid to the City in immediately available funds, according to the schedule set forth on Exhibit A, and applied by the City to authorized governmental purposes as determined by the City.

3. DURATION OF AND TERMINATION OF AGREEMENT. This Agreement shall be in effect from the date set forth above and terminates on the last day of the County's current Fiscal Year ("Original Term"). The term of this Agreement may be continued at County's option at the end of the Original Term or a Renewal Term (defined herein) for an additional one-year term ("Renewal Term"), provided the Renewal Term will not extend beyond the final payment date described on Exhibit A. The County will prepare a new Exhibit A for each renewal term, showing the payment dates for the Renewal Term. The County will be deemed to have exercised its option to enter into a Renewal Term unless it has terminated this Agreement pursuant to Section 4 or Section 5, or this Agreement is terminated by mutual agreement of the parties as described in this paragraph. The terms and conditions of any Renewal Term will be the same as terms and conditions stated herein for the Original Term, except for modifications of Exhibit A. This Agreement may be terminated with the mutual approval of the governing bodies of the County and City at any time after its execution.

4. CASH BASIS AND BUDGET LAWS. The right of the County to enter into this Agreement is subject to the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other applicable laws of the State of Kansas. This Agreement shall be construed and interpreted to ensure that at all times the County conforms with such laws, and as a

condition of this Agreement, the County retains the right to unilaterally sever, modify or terminate this Agreement at any time, if, in the opinion of legal counsel to the County, this Agreement may violate the terms of the Cash Basis and Budget Laws.

The County and the City agree to take any necessary steps in establishing their respective budgets to provide for the payments described by this Agreement, as governed by applicable Kansas law.

5. NON-APPROPRIATION. Notwithstanding anything in the Agreement to the contrary, the cost and expense of the performance by the County of its obligations under this Agreement and the incurrence of any liabilities of the County under this Agreement, including without limitation, the payment of all sums to the City shown on Exhibit A, shall be subject to and dependent upon annual appropriations being made by the governing body of the County for such purposes.

If the County does not make appropriation for the payments described in this Agreement, the County shall deliver written notice to the City within 10 calendar days following such date. Upon receipt by the City of such notice, the County's obligation to make payments under this Agreement shall terminate as of the end of the then current fiscal year; provided, however, such termination shall not become effective at the end of the then current fiscal year if, prior to the end of such fiscal year, the County shall deliver to the City a written statement to the effect that it reasonably expects sufficient funds for the next succeeding fiscal year to be appropriated, and in that event the current term of this Agreement shall continue into the next fiscal year as long as there is an appropriation available to make the payment due under this Agreement.

6. ADMINISTRATION. No separate legal entity is created by this Agreement. This Agreement shall be administered by the County. It shall not be necessary to submit this Agreement to the Attorney General for approval as an Interlocal Cooperation Agreement under K.S.A. 12-2901 *et seq.* because it is a service agreement not involving joint exercise of authority, and not subject to the Attorney General's review or approval.

7. ENTIRE AGREEMENT. This Agreement and the Exhibits incorporated herein contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party.

8. ASSIGNMENT. Neither this Agreement nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other. Any attempt to assign without such consent shall be null and void.

9. AMENDMENTS. Neither this Agreement nor any rights and obligations created by it shall be amended by either party without the prior written consent of the other.

10. COUNTERPARTS, SIGNATURES. This Agreement and any amendments, modifications, or waivers in respect of this Agreement may be executed in any number of counterparts,

each of which shall be deemed an original, but all of which shall constitute one and the same documents. Facsimile signatures or signatures emailed in portable document format (PDF) shall be acceptable and deemed binding on the parties here as if they were originals.

11. GOVERNING LAW. This agreement shall be interpreted under and governed by the laws of the State of Kansas. The parties agree that any dispute or cause of action arising in connection with this Agreement shall be brought before a court of competent jurisdiction in Riley County, Kansas.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RILEY COUNTY, KANSAS

Chairperson

ATTEST:

Rich Vargo, County Clerk

[Seal]

Attachment: Leonardville Interlocal Service Agreement (13320 : Interlocal Service Agreement)

CITY OF Leonardville, KANSAS

Samuel Windsor, Mayor

ATTEST:

Deandra Anderson City Clerk

[Seal]

EXHIBIT A

[Payment Schedule]

<u>Sales Period</u>	<u>Receipt Date</u>	<u>Payment Date</u>
January-March	May 31 st	June 30 th
April-June	August 31 st	September 30 th
July-September	November 30 th	December 31 st
October-December	February 28 th	March 31 st



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie, Budget & Finance Officer

MEETING: April 13, 2023

SUBJECT: Monthly Cash Flow Report for March 2023

PRESENTER: Darell Edie, Budget & Finance Officer

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

Enclosures:

- 2023 Riley County Cip Cash Flow March (PDF)
- 2023 Riley County Building Cash Flow Analysis March (PDF)
- 2023 Riley County Economic Development Cash Flow March (PDF)
- 2023 Riley County .2% Sales Tax Cash Flow Analysis (PDF)
- 2023 Riley County Half Cent Sales Tax Cash Flow Analysis (PDF)

2023 Riley County CIP Cash Flow Analysis

% of Year: 25%

FUND 145							
Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P
Jan	93,613.31	1,786,668.00		1,880,281.31	288,002.84		
Feb				-	41,874.67		
Mar				-	10,736.96		
Apr				-			
May				-			
Jun				-			
Jul				-			
Aug				-			
Sep				-			
Oct				-			
Nov				-			
Dec				-			
Totals	93,613.31	1,786,668.00	-	1,880,281.31	340,614.47	\$0	\$0

Cash Reconciliation	
2023 Beginning Unencumbered Cash	8,064,241.07
2023 Revenue	1,880,281.31
Less 2023 Expenditures/Encumbrances	340,614.47
2023 Ending Unencumbered Cash	9,603,907.91
Less Remaining Approved Projects	2,579,617.40
2023 Projected Unencumbered Cash	7,024,290.51
LESS RESERVED FUNDS	2,398,677.44
Projected 2023 Cash w/out Reserves	4,625,613.07

Riley County 2021 CIP Budget Authority Summary		
2023 CIP Budgeted Expenditures	7,987,210	% Budget Expended
Expenditures to Date	340,614.47	
2023 Remaining Budget Authority	\$7,646,596	4.26%

Riley County 2021 CIP Budgeted Revenue		
2023 CIP Budgeted Revenue	2,896,672.00	% Budgeted Revenue
Revenue to Date	1,880,281.31	
		64.91%

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	96,807.55
FFE Reserve	915,201.89
Hardware Refresh	886,668.00
TOTAL RESERVE	2,398,677.44

2023 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005	465	Tabor Valley Bridge	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19LEC005		Andover Control Replacement	297,000	296,228		772	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	13,000		0	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
22-22LEC001		Master Control Door and Camera	275,000	0		275,000	
22-22LEC002		New Roof top HVAC Unit	60,000	0		60,000	
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
22-22PW001	465	Tabor Valley Bridge	255,000	166,861	7,052	81,088	
22-22PW002		Motor Graders (4)	460,000			460,000	
PUBLIC WORKS TOTAL			2,171,042	813,549	7,052	1,524,354	0
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM003	302	2 SUV Replacement Vehicles	120,000	111,539	3,752.97	0	1,789
22-22AM001		EMS AMBULANCE	325,000	0		325,000	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	94,000	94,000	0	0	
EMS TOTAL			689,000	231,309	3,753	449,230	1,789
CLERK							
21-21CK001		Open.Gov software	\$202,620.00	88,370.00	44,675.00	69,575	
CLERK TOTAL			202,620	88,370	44,675	69,575	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	280,000		0	
ATTORNEY TOTAL			280,000	280,000	0	0	0
APPRAISER							
21-21AP001		Replacement Vehicle	35,144	0		35,144	
APPRAISER TOTAL			35,144	0	0	35,144	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
BOCC TOTAL			50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System	110,000	99,725	0	10,275	
PLANNING & DEVELOPMENT TOTAL			110,000	99,725	0	10,275	0

Attachment: 2023 Riley County Cip Cash Flow March (13319 : Monthly Cash Flow Report for March 2023)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
22-22NW001		Mower Replacement	135,000	0	0	135,000	
		NOXIOUS WEED TOTAL	135,000	0	0	135,000	0
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	325,000	18,961	0	306,039	0
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	550,605		450,000	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	886,668		295,553	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,707,184		4,694,754	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,288,346	285,135.00	276,334	
		OTHER TOTAL	11,434,579	5,432,803	285,135	5,716,641	0
TOTAL			15,432,385	6,964,716	340,614	8,296,259	1,789

Remaining Approved Projects less lease/debt payments 2,579,617
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Detailed Expenditures per Project by Month

													Completed Projects (Over Under Approved Estimate
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Apr	Encumbrances	Jan/Feb Mar	Expenditures to Date	Remaining Project Estimate	
PUBLIC WORKS:													
13-13PW005	465	Design cost for 1 culverts	\$35,000.00	\$16,100.00							\$16,100.00	\$18,900.00	
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29							\$7,078.29	\$10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00							\$0.00	\$225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05							\$104,648.05	\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$296,228.00							\$296,228.00	\$772.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55							\$13,238.55	\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00							\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00							\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00							\$0.00	\$45,000.00	
21-21LEC003		Upgrade Fuel Card System	\$13,000.00	\$13,000.00							\$13,000.00	\$0.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00							\$0.00	\$45,000.00	
22-22LEC001		Master Control Door and Camera	\$275,000.00	\$0.00							\$0.00	\$275,000.00	
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00							\$0.00	\$60,000.00	
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00							\$0.00	\$75,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00							\$196,395.00	\$8,605.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00							\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00							\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00							\$0.00	\$234,021.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00							\$0.00	\$234,021.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$0.00	\$2,867.84	\$3,621.70	\$561.96				\$7,051.50	\$247,948.50	
22-22PW002		Motor Graders (4)	\$460,000.00	\$0.00							\$0.00	\$460,000.00	
EMERGENCY MEDICAL SERVICE													
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00							\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00							\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00		\$3,752.97					\$115,291.97	\$0.00	\$1,788.67
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00							\$0.00	\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00							\$94,000.00	\$0.00	
CLERK													
21-21CK001		Open.Gov software	\$202,045.00	\$88,370.00		\$34,500.00	\$10,175.00				\$133,045.00	\$69,000.00	
ATTORNEY													
19-19AT001	760	Odyssey Software System	\$280,000.00	\$280,000.00							\$280,000.00	\$0.00	
APPRAISER													
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00							\$0.00	\$35,144.00	
BOCC													
21-21-BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00							\$0.00	\$50,000.00	
PLANNING & DEVELOPMENT													
21-21PD002		Electronic Permit System	\$110,000.00	\$99,725.00							\$99,725.00	\$10,275.00	
NOXIOUS WEED													
22-22NW001		Mower Replacement	\$135,000.00	\$0.00							\$0.00	\$135,000.00	
EMERGENCY MANAGEMENT													
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00							\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71							\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00							\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00							\$0.00	\$125,000.00	
OTHER													
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$500,604.70							\$500,604.70	\$500,000.00	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$886,668.00							\$886,668.00	\$295,553.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,280,387.67							\$1,280,387.67	\$5,121,550.33	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,108,346.03	\$285,135.00						\$2,393,481.03	\$456,334.44	
TOTALS			\$16,146,810.17	\$6,141,059.00	\$288,002.84	\$41,874.67	\$10,736.96	\$0.00	\$0.00	\$0.00	\$6,481,673.47	\$9,660,428.67	\$1,788.67
										\$340,614.47			
Completed Projects												3,768,847.26	

Attachment: 2023 Riley County Cip Cash Flow March (13319 : Monthly Cash Flow Report for March 2023)

Federal Fund Exchange monies

Date	Amount	Project	Project Number
Aug-16	516,992.20	Fancy Creek Bridge E.2/5.6	16-16PW006
Apr-17	158,472.17	Anderson Avenue Bridge	17-17PW014
Sep-17	157,237.08	Anderson Avenue Bridge	17-17PW014
Jul-19	<u>(171,536.67)</u>	Trx to West 32nd Bridge from Anderson Ave Bridge	
	144,172.58		
Apr-18	263,375.40	West 32nd Ave Bridge	19-19PW007
Jul-19	289,879.33	West 32nd Ave Bridge	19-19PW007
Jul-19	<u>171,536.67</u>	Trx from Anderson Ave Bridge to West 32nd Bridge	
	724,791.40	no longer assigned	
10/21/2019	250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014
12/17/2019	27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013
	<u>447,531.40</u>	unassigned FFE as of 12/31/19	
9/23/2020	<u>243,640.58</u>	rec'd, but unassigned	
	691,171.98	Total unassigned FFE as of 9/23/2020	
11/12/2020	233,509.12	Welsh Road Asphalt Overlay	20-20PW010
	<u>457,662.86</u>	Total unassigned FFE as of 11/5/2020	
9/2/2021	234,041.53	rec'd, but unassigned	
	<u>691,704.39</u>	Total unassigned FFE as of 10/19/2021	
	250,000.00	Released back to Public Works - Sales Tax Project now	
6/30/2022	<u>(255,000.00)</u>	Assigned to Tabor Bridge Project	22-22PW001
	686,704.39		
12/30/2022	<u>228,497.50</u>	rec'd, but unassigned	
	915,201.89		

Attachment: 2023 Riley County Cip Cash Flow March (13319 : Monthly Cash Flow Report for March 2023)

2023 Riley County Building Cash Flow Analysis FUND 152

% of Year: 25%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	149,608.81		33.50	149,642.31	13,901.75			13,901.75
Feb		10.00	33.50	44	31,597.04			31,597.04
Mar	8,632.12	43.50		8,676	26,712.00			26,712.00
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	158,240.93	53.50	67.00	158,361.43	72,210.79	-	-	72,210.79

Cash Reconciliation	
2023 Beginning Unencumbered Cash	223,123.39
2023 Revenue	158,361.43
Less 2023 Expenditures/Encumbrances	72,210.79
2023 Ending Unencumbered Cash	309,274.03

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$72,211	
2022 Remaining Budget Authority	\$320,789	18.37%

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$253,418	% Budgeted Revenue
Revenue to Date	\$158,361	
		62.49%

2023 Riley County Economic Development Cash Flow Analysis

% of Year: 25%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	282,275			282,275	84,052.20			84,052
Feb				-				-
Mar				-				-
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	\$282,275	\$0	\$0	\$282,275	84,052.20	\$0	\$0	\$84,052

Cash Reconciliation	
2023 Beginning Unencumbered Cash	181,640.00
2023 Revenue	282,275.00
Less 2023 Expenditures/Encumbrances	84,052.20
2023 Ending Unencumbered Cash	379,862.80
Less Est. Project Balance for CY	168,557.00
2023 Projected Unencumbered Cash	211,305.80

Riley County 2022 Budget Authority Summary		
2023 Budgeted Expenditures	\$282,275	% Budget Expended
Expenditures to Date	\$84,052	
2022 Remaining Budget Authority	\$198,223	29.78%

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$282,275	% Budgeted Revenue
Revenue to Date	\$282,275	
		100.00%

Attachment: 2023 Riley County Economic Development Cash Flow March (13319 : Monthly Cash Flow

2023 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	27,500.00	27,500	0
Flint Hills Veterans Coalition	1,015	0	508.00	507	0
Downtown Manhattan	5,000	0	2,500.00	2,500	0
Riley Co. General Eco Devo	132,850	0		132,850	
APPROPRIATION TOTALS	\$193,865	\$0	30,508.00	\$163,357	\$0
MEMBERSHIPS					
FHMPO Contribution	5,201	0	1,391.20	5,200	0
FHRLP Underwriters & Sponsors				0	0
FHRC Contribution	10,000	0		0	not approved
MEMBERSHIP TOTALS	\$15,201	\$0	1,391.20	\$5,200	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	109,025.64		12,114	pay 2023 tax
CONTRACT TOTALS	\$121,140	\$109,026	-	\$12,114	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	359,504.67	52,153.00	246,844	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$359,505	52,153.00	\$246,844	\$0
PROJECTS					
Comprehensive plan update	25,000	0		25,000	
PROJECT TOTALS	\$25,000	\$0	-	\$25,000	\$0
TOTALS	\$1,013,707	\$468,530	84,052.20	\$452,515	\$0

Remaining Approved Projects less lease/debt payments/reserve \$168,557
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Riley County .2% Cent Sales Tax Cash Flow Analysis

FUND 188

% of Year: 25%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan				-				-
Feb				-				-
Mar	195,644.52			195,644.52				-
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	195,644.52	-	-	195,644.52	-	-	-	-

Cash Reconciliation	
2023 Beginning Unencumbered Cash	-
2023 Revenue	195,644.52
Less 2023 Expenditures/Encumbrances	-
2023 Ending Unencumbered Cash	195,644.52
Remaining 2023 Projected Revenue	-
Less Est. Project Balance for CY	-
2023 Projected Unencumbered Cash	195,644.52

Riley County 2022 Budget Authority Summary		
2023 Budgeted Expenditures	\$0	% Budget Expended
Expenditures to Date	\$0	#DIV/0!
2023 Remaining Budget Authority	\$0	

Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$1,500,000	% Budgeted Revenue
Revenue to Date	\$195,645	13.04%

2023 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

FUND 157

% of Year: 25%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	193,878.40			193,878.40				-
Feb	211,882.25			211,882.25				-
Mar				-				-
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	405,760.65	-	-	405,760.65	-	-	-	-

Cash Reconciliation	
2023 Beginning Unencumbered Cash	6,553,284.91
2023 Revenue	405,760.65
Less 2023 Expenditures/Encumbrances	-
2023 Ending Unencumbered Cash	6,959,045.56
Remaining 2023 Projected Revenue	(105,760.65)
Less Est. Project Balance for Projects	5,094,162.83
Less Est. Project Balance for Overlay	350,000.00
2022 Projected Unencumbered Cash	1,409,122.08

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$3,736,590	% Budget Expended
Expenditures to Date	\$0	
2022 Remaining Budget Authority	\$3,736,590	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$405,761	

2023 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS						
457	Flat Rock Road	113,500	52,707.29		60,792.71	
458	Parallel Road	117,000	51,440.37	-	65,559.63	
403	Kitten Creek Road	148,000	54,790.60		93,209.40	
459	Union Road	125,000	56,605.00		68,395.00	
CULVERT TOTALS		\$503,500	215,543.26	-	287,956.74	-
BRIDGES						
461	Fancy Creek K.O/6.2	653,800	53,909.92		599,890.08	
454	West 32nd Avenue	1,004,750	1,464,031.69		-	(459,281.69)
460	Winkler Mills Bridge	1,200,000	102,835.61	-	1,097,164.39	1,097,164.39
BRIDGE TOTALS		2,858,550.00	1,620,777.22	-	1,697,054.47	637,882.70
RECONSTRUCTION						
431	McDowell Creek Road (north end)	3,000,000	515,848.38	-	2,484,151.62	2,484,151.62
RECONSTRUCTION TOTALS		\$3,000,000	515,848.38	-	2,484,151.62	2,484,151.62
OVERLAY						
4	Unidentified Overlays	800,000	175,000.00		625,000.00	
OVERLAY TOTALS		\$800,000	175,000.00	-	625,000.00	-
TOTALS		\$7,162,050	2,527,168.86	-	5,094,162.83	3,122,034.32

Completed Projects

Project Estimates for 2021

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

2023 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Feb	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS								
457	Flat Rock Road	113,500	52,707				52,707.29	60,793
458	Parallel Road	117,000	51,440				51,440.37	65,560
403	Kitten Creek Road	148,000	54,791				54,790.60	93,209
459	Union Road	125,000	56,605				56,605.00	68,395
BRIDGES								
461	Fancy Creek K.O/6.2	653,800	53,910				53,909.92	599,890
454	West 32nd Avenue	1,004,750	1,464,032				1,464,031.69	0
460	Winkler Mills Bridge	1,200,000	102,836				102,835.61	1,097,164
RECONSTRUCTION								
431	McDowell Creek Road (north end)	3,000,000	515,848				515,848.38	2,484,152
OVERLAY								
	4 overlays unidentified	800,000	175,000				175,000.00	625,000
TOTALS		\$7,162,050	\$2,527,169	\$0	-	\$0.00	2,527,168.86	\$5,094,163
						\$0.00		

Completed Projects



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: April 13, 2023

SUBJECT: March 2023 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- March 2023 Financials (PDF)

Riley County Balance Sheet
March 31, 2023

13.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	51,873,565.36	County General		27,428,442.21
KS State Bank-ARP	14,175,683.91	Disaster Fund (ARPA Funds)		14,175,683.91
Riley State Bank	337,594.60	Health Department		2,127,399.29
Leonardville State Bank	5,000.00	Capital Improvements Fund		10,488,908.86
Sunflower Bank	0.00	Economic Development		379,863.21
Cash on Hand	54,954.37	RCPD Levy/Inmate Medical		1,794,607.03
CD/CDARS	8,428,320.30	Bond & Interest		596,633.20
		Road & Bridge Capital Projects		6,958,466.55
		Road & Bridge .20 Sales Tax		195,644.52
		Landfill Closure		60,956.56
		County Building		297,798.45
		County Auction		251,614.98
		Solid Waste		640,375.27
		Emergency Management		663,791.49
		Fire District #1		968,953.62
		Register of Deeds Tech Fund		170,390.18
		Clerk Tech Fund		150,549.08
		Treasurer Tech Fund		97,290.44
		Motor Vehicle Operations		118,207.95
		RCPD Ops/IT Reserve/Seizure		2,508,383.23
		District Court-Technology		163,514.38
		Court Services		3,475.00
		EMS Grants		4,610.91
		Museum Bequest		6,582.25
		War Memorial Fund		10,670.07
		KS Opioid Settlement		118,118.02
		LATCF Funds		50,000.00
		Miscellaneous		38,295.50
		Community Corrections		284,339.67
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		5,770.76
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,169,240.76
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		20,199.06
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		2,926,342.13
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 74,875,118.54	TOTAL LIABILITIES & FUND BAL		74,875,118.54

Investments and Interest
March 31, 2023
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2022 Interest
KS State Bank	\$0.00	\$66,049,249.27	\$814,764.85	
Riley State Bank	\$0.00	\$337,594.60	\$94.33	
Peoples State Bank	\$0.00	\$5,000.00	\$11.15	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$1,700,000.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$2,500,000.00	\$0.00	\$0.00	
Capitol Federal	\$0.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$1,100,000.00	\$0.00	\$0.00	
Commerce Bank	\$3,128,320.30	\$0.00	\$19,377.92	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$8,428,320.30	\$66,391,843.87	\$834,248.25	\$866,534.32
Cash & Transfer items	\$54,954.37			
Total on Deposit	\$74,875,118.54			

	2023	2022
Interest Transfers		
Capital Improvements #145	\$93,613.31	\$97,892.50
Emergency 911 #148	\$7,533.12	\$8,038.12
Reg of Deeds Technology #106	\$1,783.80	\$1,853.76
Clerk Technology #107	\$1,506.56	\$1,420.31
Treasurer Technology #108	\$960.82	\$885.32
RCPD Seizure Funds	\$3,465.34	\$2,912.10
Total Transfers	\$108,862.95	\$113,002.11

Net Interest to County General	\$725,385.30	\$753,532.21
Less Interest Paid for Treasury Bond	\$0.00	-\$2,633.40

Net Interest Earned	\$725,385.30	\$750,898.81
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Budget	\$ 100,000.00	\$25,000.00
---------------	----------------------	--------------------

% Collected	725.39%	3014.13%
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Interest - ARPA Fund	\$154,344.61	\$888.53
-----------------------------	---------------------	-----------------

Interest rate on active checking account	4.75%
Interest rate on one year investments	4.74%

Attachment: March 2023 Financials (13304 : March Treasurer's Report-2023)

**General Fund Revenue Detail
Through March 31, 2023**

	March		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	166,012.26	162,700.00	582,400.77	610,130.00	-27,729.23
Vehicle Rental Excise	0.00	0.00	21,267.30	10,578.00	10,689.30
Recreational Vehicle	935.48	1,509.00	5,308.10	5,660.00	-351.90
Commercial Vehicles	21,388.66	20,095.00	26,377.98	20,095.00	6,282.98
Ad Valorem					
RL/Oil/PP	501,038.07	505,892.00	14,589,192.44	14,417,932.00	171,260.44
Intangible	5,064.57	3,901.00	212,188.07	111,201.00	100,987.07
16/20 M Trucks	369.80	336.00	10,117.66	9,560.00	557.66
Watercraft	1,817.49	153.00	9,754.90	4,379.00	5,375.90
Delinquent Tax	54,674.46	0.00	161,243.92	0.00	161,243.92
Sales Tax	168,813.93	150,000.00	574,574.60	450,000.00	124,574.60
Payment In Lieu of Tax	0.00	0.00	0.00	0.00	0.00
City/County Highway	0.00	0.00	264,485.62	276,252.75	-11,767.13
Interest/Penalties	20,988.05	25,000.00	69,933.64	75,000.00	-5,066.36
Investment Interest	204,598.91	8,333.33	725,385.30	25,000.00	700,385.30
Recording Fees	26,774.00	25,000.00	64,294.00	75,000.00	-10,706.00
Hertiage Trust Fund	1,996.00	2,083.33	4,744.00	6,250.00	-1,506.00
Juvenile Supervision Fees	0.00	41.67	24.43	125.00	-100.57
Diversion Fees	3,155.00	4,666.67	7,832.91	14,000.00	-6,167.09
Franchise Fees	0.00	0.00	6,582.59	8,750.00	-2,167.41
Miscellaneous	0.00	0.00	72.68	0.00	72.68
Departments					
Clerk	32.75	250.00	141.75	750.00	-608.25
Register of Deeds	1,731.10	2,083.33	4,826.35	6,250.00	-1,423.65
Treasurer	289.25	666.67	1,287.78	2,000.00	-712.22
Clerk of the District Court	3,336.20	3,750.00	10,875.58	11,250.00	-374.42
Emergency Management	0.00	375.00	85,907.00	1,125.00	84,782.00
Coroner	0.00	0.00	0.00	0.00	0.00
Fair	1,286.00	1,666.67	5,965.00	5,000.00	965.00
Museum	0.00	0.00	0.00	0.00	0.00
Election	95.00	416.67	153.00	1,250.00	-1,097.00
Ambulance/EMS	146,133.44	110,430.42	441,859.30	331,291.25	110,568.05
Appraiser	249.10	1,416.67	4,648.55	4,250.00	398.55
Planning & Development	3,721.00	3,166.67	9,264.00	9,500.00	-236.00
Information Systems	9,845.78	0.00	24,845.78	0.00	24,845.78
General-General	12,159.37	0.00	28,962.34	0.00	28,962.34
Public Works	27,670.70	40,000.00	77,596.62	120,000.00	-42,403.38
Noxious Weed	5,063.28	10,000.00	14,069.67	30,000.00	-15,930.33
Total Before Transfers	1,389,239.65	1,083,933.08	18,046,183.63	16,642,579.00	1,403,604.63
Transfers In	0.00	0.00	2,765.61	0.00	0.00
Total After Transfers	1,389,239.65	1,083,933.08	18,048,949.24	16,642,579.00	1,406,370.24
Over/Under Budget Before Transfers	28.17%		8.43%		
Over/Under Budget After Transfers	28.17%		8.45%		

Attachment: March 2023 Financials (13304 : March Treasurer's Report-2023)

2023 General Fund Revenue
Year To Date

13.a

	March		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	166,012.26	162,700.00	582,400.77	2,033,757.00	28.64%
Vehicle Rental Excise	0.00	0.00	21,267.30	21,156.00	100.53%
Recreational Vehicle	935.48	1,509.00	5,308.10	18,872.00	28.13%
Commercial Vehicles	21,388.66	20,095.00	26,377.98	80,380.00	32.82%
Ad Valorem					
RL/Oil/PP	501,038.07	505,892.00	14,589,192.44	25,294,617.00	57.68%
Intangible	5,064.57	3,901.00	212,188.07	195,087.00	108.77%
16/20 M Trucks	369.80	336.00	10,117.66	16,770.00	60.33%
Watercraft	1,817.49	153.00	9,754.90	7,683.00	126.97%
Delinquent Tax	54,674.46	0.00	161,243.92	0.00	0.00%
Sales Tax	168,813.93	150,000.00	574,574.60	1,800,000.00	31.92%
Payment In Lieu of Tax	0.00	0.00	0.00	40,000.00	0.00%
City/County Highway	0.00	0.00	264,485.62	1,105,011.00	23.94%
Interest/Penalties	20,988.05	25,000.00	69,933.64	300,000.00	23.31%
Investment Interest	204,598.91	8,333.33	725,385.30	100,000.00	725.39%
Recording Fees	26,774.00	25,000.00	64,294.00	300,000.00	21.43%
Hertiage Trust Fund	1,996.00	2,083.33	4,744.00	25,000.00	0.00%
Juvenile Supervision Fees	0.00	41.67	24.43	500.00	4.89%
Diversion Fees	3,155.00	4,666.67	7,832.91	56,000.00	13.99%
Franchise Fees	0.00	0.00	6,582.59	35,000.00	18.81%
Miscellaneous	0.00	0.00	72.68	0.00	0.00%
Departments					
Clerk	32.75	250.00	141.75	3,000.00	4.73%
Register of Deeds	1,731.10	2,083.33	4,826.35	25,000.00	19.31%
Treasurer	289.25	666.67	1,287.78	8,000.00	16.10%
Clerk of the District Court	3,336.20	3,750.00	10,875.58	45,000.00	24.17%
Emergency Management	0.00	375.00	85,907.00	4,500.00	0.00%
Coroner	0.00	0.00	0.00	0.00	0.00%
Fair	1,286.00	1,666.67	5,965.00	20,000.00	29.83%
Museum	0.00	0.00	0.00	0.00	0.00%
Election	95.00	416.67	153.00	5,000.00	3.06%
Ambulance/EMS	146,133.44	110,430.42	441,859.30	1,325,165.00	33.34%
Appraiser	249.10	1,416.67	4,648.55	17,000.00	27.34%
Planning & Development	3,721.00	3,166.67	9,264.00	38,000.00	24.38%
Information Systems	9,845.78	0.00	24,845.78	0.00	0.00%
General-General	12,159.37	0.00	28,962.34	0.00	0.00%
Public Works	27,670.70	40,000.00	77,596.62	480,000.00	16.17%
Noxious Weed	5,063.28	10,000.00	14,069.67	120,000.00	11.72%
Total Before Transfers	1,389,239.65	1,083,933.08	18,046,183.63	33,520,498.00	53.84%
Transfers In	0.00	0.00	2,765.61	300,000.00	0.00%
Total After Transfers	1,389,239.65	1,083,933.08	18,048,949.24	33,820,498.00	53.37%
Over/Under Budget Before Transfers	28.17%				
Over/Under Budget After Transfers	28.17%				
March = 25.00% of the Budget					

Attachment: March 2023 Financials (13304 : March Treasurer's Report-2023)

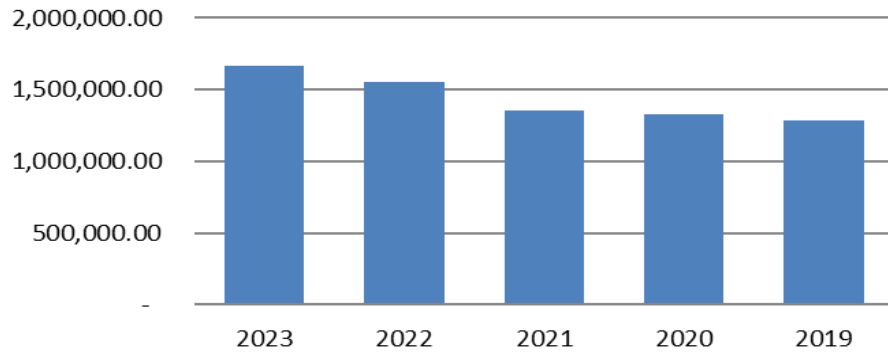
**Sales Tax Received
February 28, 2023**

	County General			2013 R&B .50% Sales Tax	2013 R&B .50% Sales Tax	2023 R&B .20% Sales Tax				
	2022	2023	Prior Year Variance	2022	2023		Prior Year Variance	Total Collected	2023 Budget	% Over Budget
January (Nov)	176,613.72	193,878.41	9.78%	176,613.72	193,878.40	0.00	9.78%	387,756.81	300,000.00	29.2
February (Dec)	203,380.11	211,882.26	4.18%	203,380.11	211,882.25	0.00	4.18%	423,764.51	300,000.00	41.2
March (Jan)	164,982.21	168,813.93	2.32%	164,982.20	0.00	195,644.52	18.59%	364,458.45	300,000.00	21.4
April (Feb)	153,999.52		-100.00%	153,999.52	0.00		-100.00%	0.00	300,000.00	-100.0
May (Mar)	191,055.04		-100.00%	191,055.03	0.00		-100.00%	0.00	300,000.00	-100.0
June (Apr)	194,557.33		-100.00%	194,557.33	0.00		-100.00%	0.00	300,000.00	-100.0
July (May)	166,841.98		-100.00%	166,841.98	0.00		-100.00%	0.00	300,000.00	-100.0
August (June)	188,561.83		-100.00%	188,561.83	0.00		-100.00%	0.00	300,000.00	-100.0
September (July)	227,154.27		-100.00%	227,154.26	0.00		-100.00%	0.00	300,000.00	-100.0
October (Aug)	146,657.85		-100.00%	146,657.84	0.00		-100.00%	0.00	300,000.00	-100.0
November (Sept)	215,216.37		-100.00%	215,216.36	0.00		-100.00%	0.00	300,000.00	-100.0
December (Oct)	194,581.96		-100.00%	194,581.95	0.00		-100.00%	0.00	300,000.00	-100.0
Year to Date	\$2,223,602.19	\$574,574.60		\$2,223,602.13	\$405,760.65	\$195,644.52	-74.16%	\$1,175,979.77	\$3,600,000.00	-67.3

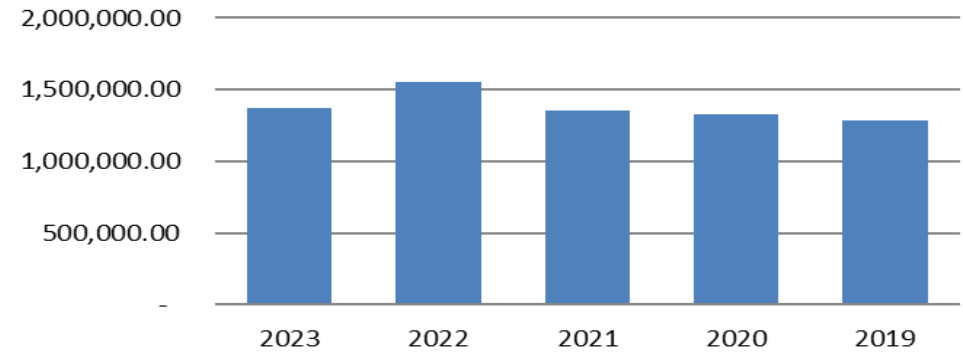
	2022	2023
Sales Tax Collected	\$4,447,204.32	\$1,175,979.77
Budget	\$3,400,000.00	\$3,600,000.00
% of Budget Collected	130.80%	32.67%
% Over Budget	30.80%	7.67%

Attachment: March 2023 Financials (13304 : March Treasurer's Report-2023)

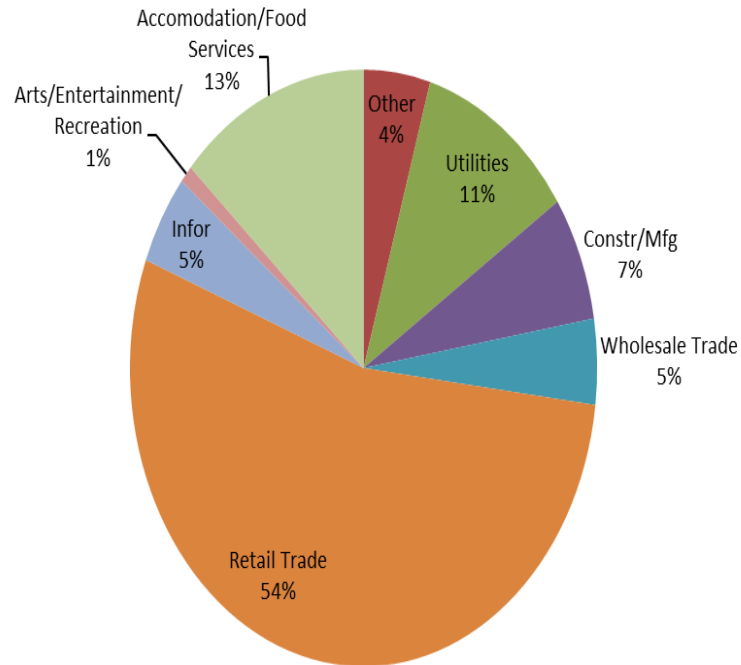
.50% General Fund Sales Tax Year to Date Mar (Jan Sales)



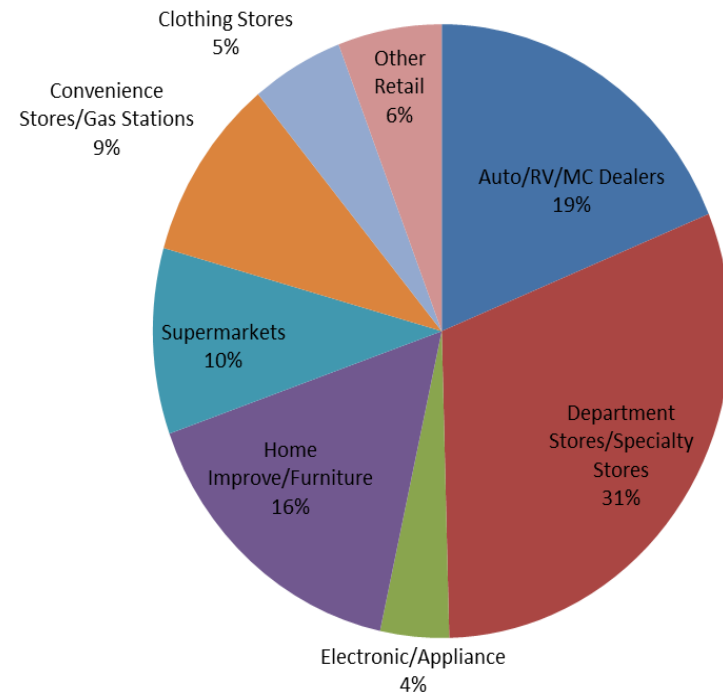
Road & Bridge Sales Tax Year to Date Mar (Jan Sales)



March Sales Tax Report January Sales by Type



March Sales Tax Report January Retail Sales



March 2023 (Jan Sales)

			State
Sales Tax			Treasurer
Leonardville	397,911.49	0.003611	1,436.88
Ogden	397,911.49	0.015657	6,230.18
Randolph	397,911.49	0.001305	519.45
Riley	397,911.49	0.009689	3,855.56
Manhattan	397,911.49	0.624109	248,340.23
County	397,911.49	0.345628	137,529.19
			0.999999 397,911.49

Use Tax			
Leonardville	90,515.73	0.003611	326.85
Ogden	90,515.73	0.015657	1,417.23
Randolph	90,515.73	0.001305	118.16
Riley	90,515.73	0.009689	877.05
Manhattan	90,515.73	0.624109	56,491.70
County	90,515.73	0.345628	31,284.74
			0.999999 90,515.73

488,427.22	488,427.22
.20 Sales Tax	195,644.53

Total Sales Tax	684,071.75
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HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: April 13, 2023
SUBJECT: RCHD Update
PRESENTER: Julie Gibbs

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- BOCCBtoAmarch2023 (PDF)
- B OCCmonthlypresapril2022 (PDF)

RILEY COU
2023 Budget to Actual
Janua

ACTUAL BEG. CASH BAL. \$968,906.67

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF	
Revenues			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	3,000,886.00	976,434.46	152,218.00	173,008.41	49,844.00	12,334.00	954,915.00	222,613.00	-	-			96,336.00	25,852.55
Client Fees	105,150.00	22,332.21	-	-	-	-	-	-	-	-			-	-
Medicaid	46,500.00	21,628.79	-	-	-	-	-	-	-	-			-	-
Insurance	277,500.00	137,748.85	-	-	-	-	-	-	-	-			-	-
Transfer from General	1,269,979.00	1,269,979.00	1,269,979.00	1,269,979.00	-	-	-	-	-	-			-	-
Transfer In-CARES	-	-	-	-	-	-	-	-	-	-			-	-
Miscellaneous	25,296.00	26,058.75	25,296.00	22,311.33	-	-	-	2,210.62	-	-			-	-
TOTALS	4,725,311.00	2,454,182.06	1,447,493.00	1,465,298.74	49,844.00	12,334.00	954,915.00	224,823.62	-	-			96,336.00	25,852.55

% of Budget Received	51.94%	101.23%	24.75%	23.54%	26.84%
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Expenses	Total Budget	Total Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Personnel	4,241,089.00	957,459.85	593,414.00	126,830.90	75,965.00	18,374.08	911,805.00	181,955.95	-	-			73,881.00	14,951.11
Total Contract	774,180.00	264,140.89	171,200.00	108,265.29	1,680.00	809.87	25,610.00	10,355.33	-	-			10,355.00	2,316.80
Total Commodities	306,549.00	67,670.40	19,271.00	12,572.08	-	-	17,500.00	291.26	-	-			12,100.00	11,302.60
Capital	-	6,418.30	-	2,080.88	-	-	-	-	-	-				
Transfers Out	-	-	-	-	-	-	-	-	-	-				
TOTALS	5,321,818.00	1,295,689.44	783,885.00	249,749.15	77,645.00	19,183.95	954,915.00	192,602.54	-	-	-	233.66	96,336.00	28,570.51

% of Budget Spent	24.35%	31.86%	24.71%	20.17%	29.66%
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BALANCE:

EXCESS/(DEF.) BUDGET	663,608.00	(27,801.00)	-	-	-
EXCESS/(DEF.) ACTUAL	1,215,549.59	(6,849.95)	32,221.08	-	(2,717.96)

ENDING CASH BAL. \$2,127,399.29

NTY HEALTH DEPARTMENT
Comparison of Revenues and Expenses
 January 1, 2023-March 31, 2023
 25.0% of year

ACTUAL BEG. CASH BAL.

	Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula	
Revenues	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	209,073.00	52,268.00	143,259.00	35,814.00	117,423.00	27,025.00	125,056.00	47,584.00	222,800.00	55,000.00	800,000.00	296,220.50	90,652.00	22,641.00
Client Fees	30,000.00	9,165.75	32,000.00	6,648.57	35,000.00	4,301.91	150.00	-	-	-	-	-	8,000.00	2,215.98
Medicaid	-	-	14,000.00	5,880.41	28,000.00	14,597.98	3,500.00	872.90	-	-	-	-	1,000.00	277.50
Insurance	-	-	40,000.00	9,101.16	225,000.00	122,741.44	1,500.00	955.01	-	-	-	-	11,000.00	4,951.24
Transfer from General	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	1,536.80	-	-	-	-	-	-
TOTALS	239,073.00	61,433.75	229,259.00	57,444.14	405,423.00	168,666.33	130,206.00	50,948.71	222,800.00	55,000.00	800,000.00	296,220.50	110,652.00	30,085.72

% of Budget Received	25.70%	25.06%	41.60%	39.13%	24.69%	37.03%	27.19%
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Expenses	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Personnel	312,583.00	77,902.63	411,863.00	89,013.08	303,518.00	69,436.77	323,729.00	79,801.93	448,076.00	110,133.78	454,959.00	117,286.80	327,659.00	70,885.62
Total Contract	12,140.00	5,803.62	20,300.00	4,728.24	8,825.00	5,823.54	8,840.00	3,523.95	64,850.00	9,472.73	405,560.00	103,394.87	28,400.00	7,504.11
Total Commodities	2,800.00	418.75	39,125.00	6,032.34	133,050.00	22,360.58	2,300.00	1,289.27	5,250.00	4,708.68	47,950.00	3,027.82	7,950.00	1,516.66
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	2,689.99
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	327,523.00	84,125.00	471,288.00	99,773.66	445,393.00	97,620.89	334,869.00	84,615.15	518,176.00	124,315.19	908,469.00	223,709.49	364,009.00	82,596.38

% of Budget Spent	25.69%	21.17%	21.92%	25.27%	23.99%	24.62%	22.69%
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BALANCE:

EXCESS/(DEF.) BUDGET	(88,450.00)	(242,029.00)	(39,970.00)	(204,663.00)	(295,376.00)	(108,469.00)	(253,357.00)
EXCESS/(DEF.) ACTUAL	(22,691.25)	(42,329.52)	71,045.44	(33,666.44)	(69,315.19)	72,511.01	(52,510.66)

ENDING CASH BAL.

Attachment: BOCCBtoAmarch2023 (13318 : RCHD Update)

ACTUAL BEG. CASH BAL.

	March of Dimes		Wildcat Region PHEP	
Revenues	Budget	Actual	Budget	Actual
Grants	7,500.00	-	31,810.00	6,074.00
Client Fees	-	-	-	-
Medicaid	-	-	-	-
Insurance	-	-	-	-
Transfer from General	-	-	-	-
Transfer In-CARES	-	-	-	-
Miscellaneous	-	-	-	-
TOTALS	7,500.00	-	31,810.00	6,074.00

% of Budget Received	0.00%	19.09%
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Expenses	Budget	Actual	Budget	Actual
Total Personnel	-	-	3,637.00	887.20
Total Contract	-	-	16,420.00	1,908.88
Total Commodities	7,500.00	2,670.47	11,753.00	1,479.89
Capital	-	-	-	1,647.43
Transfers Out	-	-	-	-
TOTALS	7,500.00	2,670.47	31,810.00	5,923.40

% of Budget Spent	35.61%	18.62%
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BALANCE:

EXCESS/(DEF.) BUDGET	-	-
EXCESS/(DEF.) ACTUAL	(2,670.47)	150.60

ENDING CASH BAL.



BOCC Monthly Report April 2023

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: B OCCmonthlypresapril2022 (13318 : RCHD Update)

Budget to Actual (March 2023)

Explanations

Revenues

- timing of payments. WIC and Regional PHEP are all reimbursement based grants

Expenses

- Admin-timing of expenses. Had some large ELC expenses that were paid in January (software, FCRC floor), OPIOID and MRC expenses included in this column and they were awarded after the budget process
- KCCTF-timing of expenses
- CCL-timing of expenses
- MCH-timing of expenses
- BaM-expense timing, funds received in 2022 but spent in 2023
- CDRR- check from prior year was voided and reissued, that is why expenses are showing for this program

MCH Update

15.b

BaM classes on Thursdays in March = 60 participants!

- Spanish BAM = 25 participants

FY 24 ATL Grant turned in and FY 24 OPEI Contract turned in and signed

MCH received full ask for \$5,000 from GMCF

- safe sleep incentives for families who attend Community Baby Shower

Attachment: B OCCmonthlypresapril2022 (13318 : RCHD Update)

Clinic Updates

222 total immunizations (146 patients) in March

177 family planning visits

421 total visits in March

Planning for health fair – May 25 from 10-1

CCL Update

March	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections	3			2		5
Initial Compliance						
Annual Inspections	5	2	1	4	3	15
Annual Compliance	2		1		1	4
KDHE compliance Inspections		3			3	6
Complaint First Visit		1				1
Complaint Second Visit						
Illegal Care Complaints						
	10	6	2	6	7	31
Amendments	1					
Exceptions						
Consults						
Home Orientation	3	1		1	1	6
Center Orientation		1				1

CCL Update

Facilities	April	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		9				1	10
Child Care Center		14	7	1	5	8	35
R & R Agency		1					1
School Age Drop In Program		11				3	14
Group Day Care Home		30	13	14	10	15	82
Head Start Child Care							
Licensed Day Care Home		44	15	14	18	34	125
Preschool			1	3	3		7
Totals		109	35	32	36	61	273
		2	-1		1	1	3

Attachment: B OCCmonthlypresapril2022 (13318 : RCHD Update)

Raising Riley Update

15.b

Outreach

March 14 – Laundry Love with 7 children



Family Engagement

March 21 – Suess-isms with 11 parents and 16 children



Provider Support

March 23 support group – 4 providers attended

Red Cross CPR training for 15 preschool teachers

Emergency Preparedness – 8 providers

Attachment: B OCCmonthlypresapril2022 (13318 : RCHD Update)

WIC Update

March – 290 client certifications, overall = 2531 participating clients

Direct referral process with IACH labor and delivery

Revive the FHBC - Breastfeeding Friendly LHD designation

Attachment: B OCC monthly pres April 2022 (13318 : RCHD Update)



CCMFOA 2023 Spring
Conference



OD2A Grant Updates

- 13 presentations
- 290 participants
- Working with 5 schools so far
- Boys and Girls Club
- Ogden Non-Profit Coffee Shop

Attachment: B OCCmonthlypresapril2022 (13318 : RCHD Update)

County Health Rankings

Riley County ranked 10th in 2022!

- [Riley County](#)
- [RL vs DG](#)

Health Outcomes

Health outcomes represent how healthy a county is right now, in terms of length of life but quality of life as well. Riley (RL) is ranked among the healthiest counties in Kansas (Highest 75%-100%).

Health Factors

Health Factors represent those things we can modify to improve the length and quality of life for residents. Riley (RL) is ranked among the healthiest counties in Kansas (Highest 75%-100%).

Past and Upcoming Events

April 1 10 AM

- Easter Egg Hunt @ FCRC Lawn – 300 families!!

April 15 10 AM – 2 PM

- Bugapalooza @ Douglas Center

May 25 – 10:00 – 1:00

- Health Fair @ RCHD

June 3 – 9 AM

- Community Baby Shower @ FCRC



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: April 13, 2023
SUBJECT: RCHD Out of State Travel Request
PRESENTER: Julie Gibbs

FISCAL IMPACT

There will be no fiscal impact to the county as PHAB will be covering ALL travel expenses. Julie will be representing Kansas LHDs as a fully accredited county health department. Kendra Baldrige, KDHE, will also be attending. Kansas is one of 19 states that are part of PHNCI (Public Health National Center for Innovations). This initiative is a division of the Public Health Accreditation Board (PHAB).

The concept is to prepare health departments to create equitable conditions for health in their communities and across their state. This is something Kansas has been working toward since 2017. This meeting in May is a great opportunity to learn about strategies and innovations from other states and best practices to move the whole state toward the providing the public health essentials.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 21c (PDF)
- OUT OF STATE Travel RequestNew (PDF)

Tentative Agenda**Meeting Goals:**

- Discuss current status of public health transformation across the 18 21C states.
- Share strategies and innovations amongst the learning community.
- Develop actional strategies in areas related to public health systems and infrastructure.

Day 1: Thursday, May 11th

Time (ET)	Topic and Goals
9AM	Welcome, Overview of Meeting, Introductions, and Opening Activity <i>This session will create a foundation for the meeting and agenda and give states/participants a chance to get to know one another.</i>
9:45AM	Updates from PHNCI/PHAB <i>This session will provide updates from PHNCI/PHAB on key initiatives that support public health transformation.</i>
10:15AM	Break
10:30AM	Panel Discussion: Tribal Public Health Transformation <i>This session will feature Tribal experts and 21C states that have engaged Tribes in their public health transformation efforts.</i>
12PM	Lunch
1:15PM	Breakout Discussions: Peer Sharing Round 1 (State Matches) <i>This session will pair participants by state to discuss challenges, strategies, and ways to work together on key topics.</i>
2:30PM	Break
2:45PM	Breakout Discussions: Peer Sharing Round 2 (Special Topics) <i>This session will allow participants to join discussions on the following topics (these may be refined as topics are finalized):</i> • Local-level transformation activities (i.e., how do local health departments contribute to statewide efforts, what support do locals need, etc.) • State-level transformation activities (i.e., how do state health departments involve all system partners, what support do they provide, etc.) • Legislation that supports public health transformation • Communicating the value of public health and transformation at all levels

Location: Westin Alexandria Old Town
 400 Courthouse Square, Alexandria, VA 22314

4:15PM	Group Discussion: Public Health Infrastructure Grant <i>This session will provide participants the opportunity to share updates on their grant activities and work together on solutions to common challenges.</i>
5PM	Adjourn

Day 2: Friday, May 12th

Time (ET)	Topic and Goals
9AM	Welcome Back and Reflections <i>This session will welcome participants back to the meeting and engage in reflection and discussion from the first meeting day.</i>
9:15AM	Breakout Discussions: Affinity Groups <i>This session will provide time for affinity group participants to meet and create learnings to share with the learning community.</i>
11:00AM	Group Discussion: Affinity Group Learnings <i>This session will provide affinity group learnings that the learning community can use in their transformation efforts.</i>
11:30PM	Group Discussion: Learning Community Planning and Next Steps <i>This session will share plans for the remainder of the year.</i>
12PM	Adjourn and Lunch Thank you for joining us and travel safely home!
12:15PM	Optional Lunch Discussions: Transforming PHNCI/PHAB Roundtable <i>This optional session will seek input and direction from the learning community on key PHNCI/PHAB activities.</i>

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Julie Gibbs **DEPARTMENT:** RCHD - Admin

POSITION TITLE: Director **DATE REQUESTED** May 10-12, 2023

FUND: RCHD - General

Travel From: MCI - KC, MO **Date:** May 10

Travel To: DCA - Washington DC **Date:** May 12

Purpose of Travel:

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☒ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Mileage to and from airport and flights	\$550
Lodging	Westin in Alexandria, VA	\$300
Meals	May 11 and 12 meals	\$76
Registration/Fees	N/A	N/A
Other		

Total Estimated Travel Costs: \$926

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant