



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Apr 10, 2025 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

7. Year to date budget and expenditure reports

9:15 AM

Laurie Harrison, Emergency Management Coordinator

8. Out of State travel request

9:20 AM

Elizabeth Ward, Human Resources Director and Vivienne Leyva, PIO

9. NACo and Flint Hills Leadership Programs Proposal for 2025

9:30 AM

Press Conference

10. Saturday's Earth Day event at the Zoo - Gregg Eyestone (2-3 minutes)
11. Presentation of Certificate of Recognition for Years of Service to Lynne Berry - Greg McKinley (3-5 minutes)

- 9:40 AM** **Jared Tremblay, MPO Planning Manager**
12. Flint Hills Electric Vehicle Readiness Plan
- 10:10 AM** **John Ellermann, Public Works Director/County Engineer**
13. Public Works Project Update
- 10:25 AM** **Bryant Parker, Counselor/Director of Administrative Services**
14. Administrative Work Session
15. Pending County Projects County Counselor
- 10:45 AM** **Bryant Parker, Counselor/Director of Administrative Services**
16. Executive session to discuss confidential legal advice regarding potential litigation issues
- 10:55 AM** **Bryant Parker, Counselor/Director of Administrative Services**
17. Executive session to discuss confidential legal advice regarding potential litigation issues
- 11:05 AM** **Russel Stukey, Emergency Management Director**
18. Report on Harmony RD fire and have general discussion on State statutes and county resolutions that regulate burning in Riley County
- 11:20 AM** **Board of County Commissioners**
19. Executive session to discuss a performance matter involving non-elected personnel

Adjournment**Announcement**

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

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



**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 14, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-04 JHouse EAF (DOCX)
- 2025-04 PStevenson EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: James House**Status Change Date:** 04/25/2025**Status Change:** Separation**Date of Hire:** 09/03/2019**Seniority:** 5 Year(s), 7 Month(s)**Position:** PWOPRII - Public Works Operator II**Position Type:** Regular Full Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$25.26**Annualized Pay:** \$52,540.80**Funds Codes:** 40 - Public Works**Supervisor:** Jason Rodgers**Department Head:** John Ellerman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-04 JHouse EAF (15677 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Perry Stevenson**Status Change Date:** 04/28/2025**Status Change:** New Hire**Date of Hire:** 04/28/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Building Maint. Tech II**Position Type:** Regular Full Time**Pay Range:** 6**Pay Type:** Hourly**Base Rate:** \$28.49**Annualized Pay:** \$59,259.20**Funds Codes:** 40 - Public Works**Supervisor:** Darin Nelson**Department Head:** John Ellerman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-04 PStevenson EAF (15677 : Employee Action Form (Green Sheet))



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Member](#)

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

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

- 9:00 AM** **Call to Order**
- Pledge of Allegiance**
- Public Comment**
- Commission Comments**
- Business Meeting**
1. Approve payroll/accounts payables (when completed)
- Review Minutes**
- Review Tentative Agenda**
- Press Conference Topics**
- 9:15 AM** **Amy Manges, Register of Deeds**
2. Staff update
- 9:30 AM** **Bryant Parker, Counselor/Director of Administrative Services**
3. Administrative Work Session
- 9:50 AM** **Alvin Perez, Operations and Fleet Manager**
4. Bid opening for chip seal
- 9:55 AM** **Alvin Perez, Operations and Fleet Manager**
5. Bid opening for asphalt overlay
- 10:00 AM** **Daniel Skucius, Extension Director and Gregg Eyestone, Extension Agent**
6. Staff update
- 10:15 AM** **Brian Peete, RCPD Director**
7. RCPD update
- 10:30 AM** **Amanda Webb, Planning/Special Projects Director**

Attachment: 04-17-25 tentative agenda (15636 : Tentative Agenda)

8. Comp Plan Subcommittee Report

11:00 AM Jacob Hansen, Deputy County Counselor

9. BOCC Findings on City Annexation

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

Adjournment

Announcement

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

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



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM Call to Order

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

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

Adjournment

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

Attachment: 04-18-25 special meeting tentative agenda (15636 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 21, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Brittany Phillips, Budget and Finance Officer

1. P-Card Cleanup

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Bryant Parker, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Announcement

The 2025 Kansas County Commissioners Association (KCCA) Annual Conference will be held April 21-23, 2025 at the Hilton Garden Inn,

Attachment: 04-21-25 tentative agenda (15636 : Tentative Agenda)

Manhattan, Kansas.

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

Attachment: 04-21-25 tentative agenda (15636 : Tentative Agenda)



**COUNTY CLERK &
ELECTIONS**
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: April 14, 2025

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2025 YTD Wage-Overtime Report Overview 2025-03 (PDF)
- 2025 YTD Wage-Overtime Report Detail Page 2025-03 (PDF)
- March Financial reports 2025 (PDF)

2025 YTD Wages/Overtime Compared to Budget						% of Year Used		25.00%
March	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2024 Total Budget	Budget Spent
Department								
1 Attorney	\$458,254.76	\$2,013,454.90	\$2,374.36	\$7,029.78	0.12%	\$460,629.12	\$2,020,484.68	22.80%
2 Clerk	\$217,012.37	\$1,008,345.00	\$9.03	\$6,870.44	0.00%	\$217,021.40	\$1,015,215.44	21.38%
3 Commissioners	\$41,904.18	\$181,585.00	\$0.00	\$0.00	0.00%	\$41,904.18	\$181,585.00	23.08%
4 Administrative Services	\$107,753.66	\$495,229.00	\$0.00	\$1,031.00	0.00%	\$107,753.66	\$496,260.00	21.71%
6 Register of Deeds	\$90,180.08	\$394,453.00	\$0.00	\$3,231.00	0.00%	\$90,180.08	\$397,684.00	22.68%
7 Treasurer	\$227,487.84	\$1,039,862.00	\$884.55	\$10,388.00	0.09%	\$228,372.39	\$1,050,250.00	21.74%
10 Emergency Mgt	\$43,307.66	\$230,470.00	\$0.00	\$851.00	0.00%	\$43,307.66	\$231,321.00	18.72%
17 Museum	\$80,944.97	\$359,669.00	\$0.00	\$0.00	0.00%	\$80,944.97	\$359,669.00	22.51%
19 Election	\$66,761.37	\$497,170.00	\$0.00	\$5,458.00	0.00%	\$66,761.37	\$502,628.00	13.28%
20 EMS/Ambulance	\$634,292.40	\$2,479,315.00	\$259,874.88	\$1,504,528.00	10.48%	\$894,167.28	\$3,983,843.00	22.44%
22 Appraiser	\$292,614.17	\$1,302,889.00	\$3,386.09	\$23,039.76	0.26%	\$296,000.26	\$1,325,928.76	22.32%
24 Planning & Development	\$124,800.65	\$545,336.00	\$0.00	\$2,614.00	0.00%	\$124,800.65	\$547,950.00	22.78%
29 Information Tech-GIS	\$171,784.14	\$746,347.00	\$0.00	\$9,469.00	0.00%	\$171,784.14	\$755,816.00	22.73%
30 General Serv.-Separation	\$9,993.52	\$120,000.00	\$0.00	\$0.00	0.00%	\$9,993.52	\$120,000.00	8.33%
40 Public Works	\$880,462.02	\$4,066,578.00	\$16,687.04	\$147,881.00	0.41%	\$897,149.06	\$4,214,459.00	21.29%
41 Noxious Weed	\$106,594.62	\$478,274.00	\$1,269.07	\$13,225.00	0.27%	\$107,863.69	\$491,499.00	21.95%
NON-GENERAL FUNDS								
Solid Waste payroll	\$49,467.60	\$196,536.00	\$1,341.41	\$16,601.00	0.68%	\$50,809.01	\$213,137.00	23.84%
Fire District #1	\$47,848.80	\$357,744.00	\$0.00	\$788.00	1.73%	\$47,848.80	\$358,532.00	13.35%
Subtotal-All County Funds	\$3,651,464.81	\$16,513,256.90	\$285,826.43	\$1,753,004.98	1.73%	\$3,937,291.24	\$18,266,261.88	
Health Dept.-General Fund	\$84,052.58	\$370,813.00	\$1,979.77	\$1,991.00	0.53%	\$86,032.35	\$372,804.00	23.08%
Health Dept.-Grant Funds	\$639,765.80	\$3,144,576.00	\$0.00	\$21,745.00	0.00%	\$639,765.80	\$3,166,321.00	20.21%
Community Corrections								
Adult Services	\$74,119.35	\$274,639.00	\$61.93	\$7,195.00	0.02%	\$74,181.28	\$281,834.00	26.32%
Juvenile Services	\$66,414.57	\$224,257.00	\$39.91	\$4,340.00	0.02%	\$66,454.48	\$228,597.00	29.07%
Juvenile reinvestment	\$10,097.38	\$37,625.00	\$0.00	\$1,250.00	0.00%	\$10,097.38	\$38,875.00	25.97%
BJA Grant	\$17,634.50	\$73,105.00	\$1,235.11	\$15,367.00	1.69%	\$18,869.61	\$88,472.00	21.33%
Subtotal Grant Funds	\$168,265.80	\$609,626.00	\$1,336.95	\$28,152.00	0.22%	\$169,602.75	\$637,778.00	
Totals	\$4,543,548.99	\$20,638,271.90	\$289,143.15	\$1,804,892.98	1.40%	\$4,832,692.14	\$22,443,164.88	

Attachment: 2025 YTD Wage-Overtime Report Overview 2025-03 (15660 : Year to date budget and expenditure reports)

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2025 Budget
	Department											
1	Attorney	Regular Salaries	1001	\$153,996.00	\$152,102.10	\$152,156.66	\$458,254.76	\$0.00	\$0.00	\$0.00	\$458,254.76	\$1,986,364.90
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$27,090.00
		Overtime	1005	\$121.20	\$1,095.90	\$1,157.26	\$2,374.36	\$0.00	\$0.00	\$0.00	\$2,374.36	\$7,029.78
				\$154,117.20	\$153,198.00	\$153,313.92	\$460,629.12	\$0.00	\$0.00	\$0.00	\$460,629.12	\$2,020,484.68
2	Clerk	Regular Salaries	1001	\$72,353.55	\$70,358.31	\$72,710.51	\$215,422.37	\$0.00	\$0.00	\$0.00	\$215,422.37	\$993,345.00
		Seasonal/ASND	1003	\$731.25	\$858.75	\$0.00	\$1,590.00	\$0.00	\$0.00	\$0.00	\$1,590.00	\$15,000.00
		Overtime	1005	\$0.00	\$0.00	\$9.03	\$9.03	\$0.00	\$0.00	\$0.00	\$9.03	\$6,870.44
				\$73,084.80	\$71,217.06	\$72,719.54	\$217,021.40	\$0.00	\$0.00	\$0.00	\$217,021.40	\$1,015,215.44
3	Commissioners	Regular Salaries	1001	\$13,968.06	\$13,968.06	\$13,968.06	\$41,904.18	\$0.00	\$0.00	\$0.00	\$41,904.18	\$181,585.00
				\$0.00		\$0.00	\$0.00			\$0.00		
4	Administrative Svcs	Regular Salaries	1001	\$35,917.89	\$35,917.89	\$35,917.88	\$107,753.66	\$0.00	\$0.00	\$0.00	\$107,753.66	\$495,229.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,031.00
				\$35,917.89	\$35,917.89	\$35,917.88	\$107,753.66	\$0.00	\$0.00	\$0.00	\$107,753.66	\$496,260.00
6	Register of Deeds	Regular Salaries	1001	\$30,060.02	\$30,060.02	\$30,060.04	\$90,180.08	\$0.00	\$0.00	\$0.00	\$90,180.08	\$394,453.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,231.00
				\$30,060.02	\$30,060.02	\$30,060.04	\$90,180.08	\$0.00	\$0.00	\$0.00	\$90,180.08	\$397,684.00
7	Treasurer	Regular Salaries	1001	\$75,366.09	\$76,060.89	\$76,060.86	\$227,487.84	\$0.00	\$0.00	\$0.00	\$227,487.84	\$1,039,862.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$845.00	\$16.92	\$22.63	\$884.55	\$0.00	\$0.00	\$0.00	\$884.55	\$10,388.00
				\$76,211.09	\$76,077.81	\$76,083.49	\$228,372.39	\$0.00	\$0.00	\$0.00	\$228,372.39	\$1,050,250.00
10	Emergency Mgt	Regular Salaries	1001	\$13,345.09	\$13,345.09	\$16,617.48	\$43,307.66	\$0.00	\$0.00	\$0.00	\$43,307.66	\$230,470.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$851.00
				\$13,345.09	\$13,345.09	\$16,617.48	\$43,307.66	\$0.00	\$0.00	\$0.00	\$43,307.66	\$231,321.00
17	Museum	Regular Salaries	1001	\$22,656.59	\$25,446.17	\$25,460.96	\$73,563.72	\$0.00	\$0.00	\$0.00	\$73,563.72	\$338,219.00
		Seasonal/ASND	1003	\$1,856.25	\$3,476.25	\$2,048.75	\$7,381.25	\$0.00	\$0.00	\$0.00	\$7,381.25	\$21,450.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$24,512.84	\$28,922.42	\$27,509.71	\$80,944.97	\$0.00	\$0.00	\$0.00	\$80,944.97	\$359,669.00
19	Election	Regular Salaries	1001	\$19,912.38	\$21,902.66	\$22,475.08	\$64,290.12	\$0.00	\$0.00	\$0.00	\$64,290.12	\$307,684.00
		Seasonal/ASND	1003	\$731.25	\$712.50	\$1,027.50	\$2,471.25	\$0.00	\$0.00	\$0.00	\$2,471.25	\$189,486.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,458.00
				\$20,643.63	\$22,615.16	\$23,502.58	\$66,761.37	\$0.00	\$0.00	\$0.00	\$66,761.37	\$502,628.00
20	EMS/Ambulance	Regular Salaries	1001	\$224,102.12	\$197,870.15	\$197,125.20	\$619,097.47	\$0.00	\$0.00	\$0.00	\$619,097.47	\$2,417,786.00
		Seasonal/ASND	1003	\$5,775.90	\$5,508.75	\$3,910.28	\$15,194.93	\$0.00	\$0.00	\$0.00	\$15,194.93	\$61,529.00
		Overtime	1005	\$82,691.96	\$83,701.46	\$93,481.46	\$259,874.88	\$0.00	\$0.00	\$0.00	\$259,874.88	\$1,504,528.00
				\$312,569.98	\$287,080.36	\$294,516.94	\$894,167.28	\$0.00	\$0.00	\$0.00	\$894,167.28	\$3,983,843.00

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2025 Budget
	Department											
22	Appraiser	Regular Salaries	1001	\$98,977.89	\$98,240.64	\$95,395.64	\$292,614.17	\$0.00	\$0.00	\$0.00	\$292,614.17	\$1,287,889.96
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
		Overtime	1005	\$571.70	\$2,273.36	\$541.03	\$3,386.09	\$0.00	\$0.00	\$0.00	\$3,386.09	\$23,039.76
				\$99,549.59	\$100,514.00	\$95,936.67	\$296,000.26	\$0.00	\$0.00	\$0.00	\$296,000.26	\$1,325,929.72
24	Planning & Development	Regular Salaries	1001	\$41,158.50	\$41,821.08	\$41,821.07	\$124,800.65	\$0.00	\$0.00	\$0.00	\$124,800.65	\$545,336.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,614.00
				\$41,158.50	\$41,821.08	\$41,821.07	\$124,800.65	\$0.00	\$0.00	\$0.00	\$124,800.65	\$547,950.00
29	Information Tech-GIS	Regular Salaries	1001	\$57,261.38	\$57,261.38	\$57,261.38	\$171,784.14	\$0.00	\$0.00	\$0.00	\$171,784.14	\$746,347.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,469.00
				\$57,261.38	\$57,261.38	\$57,261.38	\$171,784.14	\$0.00	\$0.00	\$0.00	\$171,784.14	\$755,816.00
30	General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Separation Payout	1005	\$0.00	\$3,704.69	\$6,288.83	\$9,993.52	\$0.00	\$0.00	\$0.00	\$9,993.52	\$120,000.00
				\$0.00	\$3,704.69	\$6,288.83	\$9,993.52	\$0.00	\$0.00	\$0.00	\$9,993.52	\$120,000.00
40	Public Works	Regular Salaries	1001	\$307,988.68	\$288,018.13	\$284,238.83	\$880,245.64	\$0.00	\$0.00	\$0.00	\$880,245.64	\$3,931,502.00
		Seasonal/ASND	1003	\$42.22	\$131.94	\$42.22	\$216.38	\$0.00	\$0.00	\$0.00	\$216.38	\$135,076.00
		Overtime	1005	\$11,247.78	\$2,215.67	\$3,223.59	\$16,687.04	\$0.00	\$0.00	\$0.00	\$16,687.04	\$147,881.00
				\$319,278.68	\$290,365.74	\$287,504.64	\$897,149.06	\$0.00	\$0.00	\$0.00	\$897,149.06	\$4,214,459.00
41	Noxious Weed	Regular Salaries	1001	\$37,080.18	\$35,114.74	\$34,399.70	\$106,594.62	\$0.00	\$0.00	\$0.00	\$106,594.62	\$478,274.00
		Seasonal/ASND	1003	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,031.74	\$237.33	\$0.00	\$1,269.07	\$0.00	\$0.00	\$0.00	\$1,269.07	\$13,225.00
				\$38,111.92	\$35,352.07	\$34,399.70	\$107,863.69	\$0.00	\$0.00	\$0.00	\$107,863.69	\$491,499.00
150	Solid Waste Payroll	Regular Salaries	1001	\$18,063.32	\$15,935.81	\$15,468.47	\$49,467.60	\$0.00	\$0.00	\$0.00	\$49,467.60	\$196,536.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,086.54	\$0.00	\$254.87	\$1,341.41	\$0.00	\$0.00	\$0.00	\$1,341.41	\$16,601.00
				\$19,149.86	\$15,935.81	\$15,723.34	\$50,809.01	\$0.00	\$0.00	\$0.00	\$50,809.01	\$213,137.00
183	Fire District #1	Regular Salaries	1001	\$21,266.61	\$21,298.19		\$42,564.80	\$0.00	\$0.00	\$0.00	\$42,564.80	\$282,419.00
		Stipends	1003	\$2,045.00	\$3,239.00		\$5,284.00	\$0.00	\$0.00	\$0.00	\$5,284.00	\$75,325.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00
				\$23,311.61	\$24,537.19	\$0.00	\$47,848.80	\$0.00	\$0.00	\$0.00	\$47,848.80	\$358,532.00
400	Health Dept.-General	Regular Salaries	1001	\$27,600.84	\$28,451.73	\$28,000.01	\$84,052.58	\$0.00	\$0.00	\$0.00	\$84,052.58	\$370,813.00
		Seasonal/ASND	1003	\$ -	\$ -	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$104.96	\$9.47	\$1,865.34	\$1,979.77	\$0.00	\$0.00	\$0.00	\$1,979.77	\$1,991.00
				\$27,705.80	\$28,461.20	\$29,865.35	\$86,032.35	\$0.00	\$0.00	\$0.00	\$86,032.35	\$372,804.00
410 - 445	Health Dept.-Grants	Regular Salaries	1001	\$206,745.88	\$216,286.81	\$216,678.11	\$639,710.80	\$0.00	\$0.00	\$0.00	\$639,710.80	\$3,144,576.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2025 Budget
	Department											
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,745.00
				\$206,745.88	\$216,286.81	\$216,733.11	\$639,765.80	\$0.00	\$0.00	\$0.00	\$639,765.80	\$3,166,321.00
520	Community Corrections	Regular Salaries	1001	\$23,831.95	\$25,147.17	\$25,140.23	\$74,119.35	\$0.00	\$0.00	\$0.00	\$74,119.35	\$274,639.00
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$35.32	\$4.44	\$22.17	\$61.93	\$0.00	\$0.00	\$0.00	\$61.93	\$7,195.00
				\$23,867.27	\$25,151.61	\$25,162.40	\$74,181.28	\$0.00	\$0.00	\$0.00	\$74,181.28	\$281,834.00
521	Community Corrections	Regular Salaries	1001	\$19,508.87	\$17,666.52	\$23,863.93	\$61,039.32	\$0.00	\$0.00	\$0.00	\$61,039.32	\$200,009.00
	-Juvenile	Seasonal/ASND	1003	\$ 2,001.69	1632.74	1740.82	\$5,375.25	\$0.00	\$0.00	\$0.00	\$5,375.25	\$24,248.00
		Overtime	1005	\$0.00	\$6.65	\$33.26	\$39.91	\$0.00	\$0.00	\$0.00	\$39.91	\$4,340.00
				\$21,510.56	\$19,305.91	\$25,638.01	\$66,454.48	\$0.00	\$0.00	\$0.00	\$66,454.48	\$228,597.00
523	Community Corrections	Regular Salaries	1001	\$3,482.18	\$3,444.73	\$3,170.47	\$10,097.38	\$0.00	\$0.00	\$0.00	\$10,097.38	\$37,625.00
	-Juvenile reinvestment	Seasonal/ASND	1003	\$ -	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00
				\$3,482.18	\$3,444.73	\$3,170.47	\$10,097.38	\$0.00	\$0.00	\$0.00	\$10,097.38	\$38,875.00
2003	Community Corrections	Regular Salaries	1001	\$5,840.80	\$5,923.28	\$5,870.42	\$17,634.50	\$0.00	\$0.00	\$0.00	\$17,634.50	\$73,105.00
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$176.58	\$532.70	\$525.83	\$1,235.11	\$0.00	\$0.00	\$0.00	\$1,235.11	\$15,367.33
				\$6,017.38	\$6,455.98	\$6,396.25	\$18,869.61	\$0.00	\$0.00	\$0.00	\$18,869.61	\$88,472.33
	Totals:			\$1,638,099.03	\$1,597,555.34	\$1,586,940.39	\$4,822,594.76	\$0.00	\$0.00	\$0.00	\$4,822,594.76	\$22,443,166.17

2025 YTD BUDGET ACTIVITY

% of Year 25

7.c

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$3,048,087	\$210,468	\$224,672	\$211,609	\$646,749	\$0	\$0	\$0	\$646,749	\$2,401,338	21.22%
	Clerk	\$1,529,504	\$100,477	\$98,241	\$100,772	\$299,490	\$0	\$0	\$0	\$299,490	\$1,230,014	19.58%
	County Commissioners	\$301,748	\$18,281	\$17,908	\$23,748	\$59,937	\$0	\$0	\$0	\$59,937	\$241,811	19.86%
	Admin. Svcs/Counselor	\$746,491	\$47,912	\$49,280	\$48,936	\$146,128	\$0	\$0	\$0	\$146,128	\$600,363	19.58%
	Register of Deeds	\$609,413	\$47,334	\$41,483	\$43,683	\$132,500	\$0	\$0	\$0	\$132,500	\$476,913	21.74%
	Treasurer	\$1,528,779	\$108,097	\$108,988	\$111,361	\$328,446	\$0	\$0	\$0	\$328,446	\$1,200,333	21.48%
	District Court	\$189,380	\$1,531	\$15,214	\$12,081	\$28,826	\$0	\$0	\$0	\$28,826	\$160,555	15.22%
1.00	Emergency Management	\$390,858	\$19,902	\$20,139	\$24,455	\$64,496	\$0	\$0	\$0	\$64,496	\$326,362	16.50%
	Coroner	\$156,500	\$4,167	\$6,421	\$19,292	\$29,879	\$0	\$0	\$0	\$29,879	\$126,621	19.09%
	Juvenile Detention	\$120,000	\$0	\$0	\$47,975	\$47,975	\$0	\$0	\$0	\$47,975	\$72,025	39.98%
	Fair	\$110,500	\$0	\$280	\$11,259	\$11,539	\$0	\$0	\$0	\$11,539	\$98,961	10.44%
1.00	Museum	\$509,201	\$32,571	\$40,195	\$37,398	\$110,164	\$0	\$0	\$0	\$110,164	\$399,037	21.63%
	Election	\$855,025	\$31,126	\$32,656	\$49,577	\$113,358	\$0	\$0	\$0	\$113,358	\$741,667	13.26%
	Ambulance	\$6,501,135	\$460,948	\$444,284	\$469,055	\$1,374,287	\$0	\$0	\$0	\$1,374,287	\$5,126,848	21.14%
	Appraiser	\$2,020,830	\$170,285	\$162,334	\$137,650	\$470,269	\$0	\$0	\$0	\$470,269	\$1,550,561	23.27%
	Planning & Development	\$826,873	\$86,276	\$57,892	\$58,236	\$202,404	\$0	\$0	\$0	\$202,404	\$624,469	24.48%
	Budget Appropriations	\$2,062,682	\$981,284	\$5,000	\$57,597	\$1,043,881	\$0	\$0	\$0	\$1,043,881	\$1,018,801	50.61%
	Insurance	\$1,170,000	\$4,475	\$4,090	\$94,107	\$93,721	\$0	\$0	\$0	\$93,721	\$1,076,279	8.01%
	Information Systems	\$1,922,993	\$111,092	\$111,812	\$102,340	\$325,244	\$0	\$0	\$0	\$325,244	\$1,597,749	16.91%
	County General-General	\$5,983,550	\$19,039	\$474,056	\$203,435	\$696,530	\$0	\$0	\$0	\$696,530	\$5,287,020	11.64%
	Public Works	\$10,412,803	\$472,457	\$578,625	\$675,799	\$1,726,881	\$0	\$0	\$0	\$1,726,881	\$8,685,922	16.58%
	Noxious Weed	\$941,971	\$52,378	\$90,761	\$47,804	\$190,943	\$0	\$0	\$0	\$190,943	\$751,028	20.27%
	Juvenile Supervision	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$5,590,838	\$5,590,838	\$0	\$0	\$5,590,838	\$0	\$0	\$0	\$5,590,838	\$0	100.00%
	County General subtotal	\$47,530,161	\$8,561,987	\$2,584,329	\$2,588,170	\$13,734,486	\$0	\$0	\$0	\$13,734,486	\$33,795,675	28.90%
	Less Budget Stabilization	\$4,250,000										
	General Fund w/out Budget Stabilization	\$43,280,161										

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 25

7.c

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$6,205,009	\$428,931	\$432,147	\$419,085	\$1,280,164	\$0	\$0	\$0	\$1,280,164	\$4,924,845	20.63%
	Disaster Fund #3	\$6,803,333	\$30,712	\$764,223	\$840,440	\$1,635,375	\$0	\$0	\$0	\$1,635,375	\$5,167,958	24.04%
	21st District Adult Drug Court #40	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	EMS Grants #52	\$6,371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,371	0.00%
	KS Opioid Settlement #53	\$319,430	\$54,000	\$0	\$0	\$54,000	\$0	\$0	\$0	\$54,000	\$265,430	16.91%
	LATCF Funds #54	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	0.00%
	Register of Deeds Tech Fund #106	\$207,160	\$1,398	\$294	\$23,129	\$24,821	\$0	\$0	\$0	\$24,821	\$182,339	11.98%
	Clerk's Tech Fund #107	\$199,205	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$199,205	0.00%
	Treasurer's Tech Fund #108	\$117,999	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$117,999	0.00%
	War Memorial #112	\$11,500	\$0	\$75	\$0	\$75	\$0	\$0	\$0	\$75	\$11,425	0.65%
	County Auction #118	\$281,094	\$0	\$305	\$2,084	\$2,389	\$0	\$0	\$0	\$2,389	\$278,705	0.85%
	P.A.T.F #128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Motor Vehicle Operations #130	\$433,220	\$505	\$1,155	\$1,799	\$3,460	\$0	\$0	\$0	\$3,460	\$429,760	0.80%
	Special Alcohol Programs #132	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	0.00%
2.00	Community Corrections #144	\$227,961	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$227,961	0.00%
	KDOC Adult Services - 2000	\$529,565	\$40,471	\$28,298	\$33,448	\$102,218	\$0	\$0	\$0	\$102,218	\$427,347	19.30%
	KDOC Juvenile Services - 2001	\$356,757	\$28,906	\$17,745	\$22,192	\$68,843	\$0	\$0	\$0	\$68,843	\$287,914	19.30%
	KDOC Juv Reinvestment - 2002	\$61,595	\$5,307	\$5,303	\$5,138	\$15,748	\$0	\$0	\$0	\$15,748	\$45,847	25.57%
	BJA Grant - 2003	\$181,620	\$8,122	\$15,120	\$14,005	\$37,246	\$0	\$0	\$0	\$37,246	\$144,374	20.51%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$0	\$1,717	\$276	\$1,993	\$0	\$0	\$0	\$1,993	\$23,945	7.68%
	Kansas Fights Addiction - 2005	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000	0.00%
	City Alcohol Funds - 2006	\$23,500	\$0	\$80	\$409	\$489	\$0	\$0	\$0	\$489	\$23,011	2.08%
	RL County Alcohol Funds - 2007	\$5,616	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,616	0.00%
	RL Salary Appropriations - 2008	\$187,636	\$0	\$28,130	\$18,789	\$46,919	\$0	\$0	\$0	\$46,919	\$140,717	25.01%
	Caroline Peine Grant - 2009	\$7,450	\$0	\$3,486	-\$3,112	\$373	\$0	\$0	\$0	\$373	\$7,077	5.01%
	GMCF Grant - 2010	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,750	0.00%
	Daniel Keating Foundation - 2011	\$4,865	\$0	\$175	\$0	\$175	\$0	\$0	\$0	\$175	\$4,690	3.60%
	Adult Services Carry-Over	\$0	\$0	\$90	\$95	\$186	\$0	\$0	\$0	\$186	-\$186	#DIV/0!
	Juvenile Services Carry-Over	\$0	\$0	\$90	\$95	\$186	\$0	\$0	\$0	\$186	-\$186	#DIV/0!
	Capital Improvements Fund #145	\$15,548,840	\$220,832	\$104,976	\$121,424	\$447,232	\$0	\$0	\$0	\$447,232	\$15,101,608	2.88%
	Economic Development #146	\$324,361	\$84,309	\$0	\$14,009	\$98,318	\$0	\$0	\$0	\$98,318	\$226,043	30.31%
	Emergency 911 #148	\$996,497	\$178,988	\$3,466	\$4,992	\$187,446	\$0	\$0	\$0	\$187,446	\$809,051	18.81%
	Solid Waste #150	\$3,346,640	\$30,785	\$237,308	\$222,776	\$490,869	\$0	\$0	\$0	\$490,869	\$2,855,771	14.67%
	County Building #152	\$433,000	\$2,577	\$11,995	\$18,176	\$32,748	\$0	\$0	\$0	\$32,748	\$400,252	7.56%
	Road & Bridge Capital Projects #157	\$5,745,678	\$0	\$6,848	\$158,616.43	\$165,465	\$0	\$0	\$0	\$165,465	\$5,580,213	2.88%
	Road & Bridge Capital Projects #188	\$6,160,333	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,160,333	0.00%
	RCPD Operations #173	\$6,180,206	\$1,480,255	\$52,659	\$36,206	\$1,569,120	\$0	\$0	\$0	\$1,569,120	\$4,611,086	25.39%
	Landfill Closure #180	\$52,622	\$0	\$2,949	\$1,110	\$4,059	\$0	\$0	\$0	\$4,059	\$48,563	7.71%
	Bond & Interest # 181	\$470,467	\$11,349	\$27,369	\$0	\$38,718	\$0	\$0	\$0	\$38,718	\$431,749	8.23%
	Riley Co Fire Dist #1 #183	\$1,526,222	\$57,772	\$58,365	\$141,398	\$257,536	\$0	\$0	\$0	\$257,536	\$1,268,686	16.87%

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 25

7.c

			JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$2,597,306	\$15,800	\$27,600	\$32,000	\$75,400	\$0	\$0	\$0	\$75,400	\$2,521,906	0.00%
	University Park W&S #230	\$195,476	\$48	\$5,360	\$8,335	\$13,743	\$0	\$0	\$0	\$13,743	\$181,733	7.03%
	Univ Park W/S Reserve #284	\$186,493	\$0	\$0	\$1,456	\$1,456	\$0	\$0	\$0	\$1,456	\$185,037	0.78%
	Hunters Island Water #238	\$45,363	\$1,407	\$2,371	\$2,608	\$6,386	\$0	\$0	\$0	\$6,386	\$38,977	14.08%
	Hunters Island Reserve #241	\$14,801	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,801	0.00%
	Carson Sewer Operations #239	\$98,757	\$0	\$915	\$2,007	\$2,922	\$0	\$0	\$0	\$2,922	\$95,835	2.96%
	Carson Sewer Reserve #237	\$110,139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,139	0.00%
	Deep Creek Sewer #242	\$14,018	\$6	\$486	\$597	\$1,090	\$0	\$0	\$0	\$1,090	\$12,928	7.77%
	Deep Creek Reserve #243	\$29,998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,998	0.00%
	Moehlman Bottoms #244	\$27,556	\$0	\$370	\$3,302	\$3,672	\$0	\$0	\$0	\$3,672	\$23,884	13.32%
	Moehlman Bottoms Reserve #245	\$18,631	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,631	0.00%
	Terra Hts Sewer #252	\$56,600	\$15	\$748	\$1,719	\$2,481	\$0	\$0	\$0	\$2,481	\$54,119	4.38%
	Terra Hts Sinking #254	\$153,321	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$153,321	0.00%
	Konza Water Operations #256	\$121,350	\$61	\$2,298	\$5,671	\$8,030	\$0	\$0	\$0	\$8,030	\$113,320	6.62%
	Konza Water Reserve #257	\$242,245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$242,245	0.00%
	Valleywood Cap Reserve #282	\$198,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198,546	0.00%
	Valleywood Operations #248	\$71,339	\$0	\$373	\$483	\$856	\$0	\$0	\$0	\$856	\$70,483	1.20%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,677	\$1	\$127	\$138	\$266	\$0	\$0	\$0	\$266	\$2,411	9.94%
	Lakeside Heights Sewer Capital #286	\$5,434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,434	0.00%

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2024 to 2025 Comparison

% of Year 25

DEPARTMENT	MARCH		MARCH	YEAR-TO-DATE THRU MARCH		Y-T-D	2025
	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Attorney	\$187,571	\$211,609	\$24,038	\$532,383	\$646,749	\$114,366	\$3,048,087
Clerk	\$100,787	\$100,772	-\$15	\$274,991	\$299,490	\$24,499	\$1,529,504
County Commissioners	\$24,364	\$23,748	\$24,572	\$52,164	\$59,937	\$93,964	\$301,748
Admin. Svcs/Counselor	\$52,368	\$48,936	-\$8,686	\$160,211	\$146,128	-\$27,712	\$746,491
Register of Deeds	\$38,449	\$43,683	\$72,912	\$103,195	\$132,500	\$225,251	\$609,413
Treasurer	\$103,976	\$111,361	-\$91,895	\$303,700	\$328,446	-\$274,875	\$1,528,779
District Court	\$18,059	\$12,081	\$6,397	\$35,666	\$28,826	\$28,831	\$189,380
Emergency Management	\$23,066	\$24,455	-\$3,774	\$66,747	\$64,496	-\$36,868	\$390,858
Coroner	\$5,274	\$19,292	\$14,018	\$22,927	\$29,879	\$6,952	\$156,500
Juvenile Detention	\$0	\$47,975	\$47,975	\$17,409	\$47,975	\$30,566	\$120,000
Fair	\$565	\$11,259	\$10,694	\$10,269	\$11,539	\$1,270	\$110,500
Museum	\$38,431	\$37,398	-\$1,033	\$105,974	\$110,164	\$4,190	\$509,201
Election	\$49,586	\$49,577	-\$9	\$96,945	\$113,358	\$16,413	\$855,025
Ambulance	\$421,940	\$469,055	\$47,115	\$1,039,159	\$1,374,287	\$335,128	\$6,501,135
Appraiser	\$134,547	\$137,650	\$3,103	\$386,705	\$470,269	\$83,565	\$2,020,830
Planning & Development	\$77,386	\$58,236	-\$19,150	\$168,004	\$202,404	\$34,400	\$826,873
Budget Appropriations	\$50,018	\$57,597	\$7,579	\$859,499	\$1,043,881	\$184,382	\$2,062,682
Insurance	\$0	\$94,107	\$94,107	\$254,210	\$93,721	-\$160,489	\$1,170,000
Information Systems/GIS	\$97,377	\$102,340	\$4,963	\$281,193	\$325,244	\$44,050	\$1,922,993
County General-General	\$87,769	\$203,435	\$115,666	\$302,683	\$696,530	\$393,846	\$5,983,550
Public Works	\$634,489	\$675,799	\$41,310	\$1,406,511	\$1,726,881	\$320,370	\$10,412,803
Noxious Weed	\$48,510	\$47,804	-\$707	\$182,800	\$190,943	\$8,143	\$941,971
General Fund	\$2,194,533	\$2,588,170	\$389,181	\$6,663,346	\$8,143,648	\$1,450,243	\$41,938,323

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2024 to 2025 Comparison

% of Year 25

DEPARTMENT	MARCH		MARCH	YEAR-TO-DATE THRU MARCH		Y-T-D	2025
	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Health Department - 30	\$415,433	\$419,085.22	\$3,652	\$1,245,806	\$1,280,164	\$34,358	\$6,205,009
Disaster Fund - 3	\$1,155	\$840,440.42	\$839,286	\$297,589	\$1,635,375	\$1,337,787	\$6,803,333
EMS Grants Fund - 52	\$0	\$0.00	\$0	\$0	\$0	\$0	\$6,371
KS Opioid Settlement - 53	\$0	\$0.00	\$0	\$22,795	\$54,000	\$31,205	\$319,430
LATCF Funds - 54	\$0	\$0.00	\$0	\$0	\$0	\$0	\$200,000
Register of Deeds Tech Fund - 106	\$2,044	\$23,129.24	\$21,085	\$5,752	\$24,821	\$19,069	\$207,160
Clerk's Tech Fund - 107	\$0	\$0.00	\$0	\$0	\$0	\$0	\$199,205
Treasurer's Tech Fund - 108	\$0	\$0.00	\$0	\$0	\$0	\$0	\$117,999
War Memorial - 112	\$0	\$0.00	\$0	\$0	\$75	\$75	\$11,500
County Auction - 118	\$1,371	\$2,083.96	\$713	\$1,731	\$2,389	\$658	\$281,094
P.A.T.F - 128	\$0	\$0.00	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations - 130	\$2,419	\$1,798.94	-\$620	\$5,270	\$3,460	-\$1,810	\$433,220
Special Alcohol Programs - 132	\$5,616	\$0.00	-\$5,616	\$5,616	\$0	-\$5,616	\$6,000
Community Corrections - 144	\$2,050	\$0.00	-\$2,050	\$2,050	\$0	-\$2,050	\$227,961
KDOC Adult Services - 2000	\$27,454	\$33,448.27	\$5,994	\$122,036	\$102,218	-\$19,818	\$529,565
KDOC Juvenile Services - 2001	\$24,193	\$22,191.51	-\$2,002	\$90,861	\$68,843	-\$22,019	\$356,757
KDOC Juv Reinvestment - 2002	\$5,230	\$5,137.82	-\$93	\$15,332	\$15,748	\$416	\$61,595
BJA Grant - 2003	\$11,146	\$14,004.63	\$2,858	\$47,672	\$37,246	-\$10,426	\$181,620
21st Jud Dist DC ADSAP - 2004	\$1,386	\$276.33	-\$1,110	\$2,233	\$1,993	-\$240	\$25,938
Kansas Fights Addiction - 2005	\$6,895	\$0.00	-\$6,895	\$24,922	\$0	-\$24,922	\$70,000
City Alcohol Funds - 2006	-\$2,390	\$408.76	\$2,799	\$15,064	\$489	-\$14,576	\$23,500
RL County Alcohol Funds - 2007	\$0	\$0.00	\$0	\$4	\$0	-\$4	\$5,616
RL Salary Appropriations - 2008	\$21,831	\$18,788.97	-\$3,042	\$21,831	\$46,919	\$25,088	\$187,636
Caroline Peine Grant - 2009	\$34	-\$3,112.32	-\$3,146	\$1,224	\$373	-\$851	\$7,450
GMCF Grant - 2010	\$0	\$0.00	\$0	\$1,887	\$0	-\$1,887	\$3,750
Daniel Keating Foundation - 2011	\$0	\$0.00	\$0	\$375	\$175	-\$200	\$4,865
Adult Services Carry-Over 2012	\$0	\$95.25	\$95	\$0	\$186	\$186	\$0

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2024 to 2025 Comparison

% of Year 25

DEPARTMENT	MARCH		MARCH	YEAR-TO-DATE THRU MARCH		Y-T-D	2025
	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Juvenile Services Carry-Over 2013	\$0	\$95.25	\$95	\$0	\$186	\$186	\$0
Capital Improvements Fund - 145	\$11,289	\$121,423.93	\$110,135	\$260,586	\$447,232	\$186,646	\$15,548,840
Economic Development - 146	\$1,895	\$14,008.96	\$12,114	\$86,437	\$98,318	\$11,881	\$324,361
Emergency 911 - 148	\$6,882	\$4,992.40	-\$1,890	\$179,325	\$187,446	\$8,121	\$996,497
Solid Waste -150	\$241,797	\$222,776.29	-\$19,021	\$493,581	\$490,869	-\$2,712	\$3,346,640
County Building - 152	\$19,027	\$18,176.10	-\$851	\$48,982	\$32,748	-\$16,233	\$433,000
Road & Bridge Capital Projects 1/2 - 157	\$16,628	\$158,616.43	\$141,989	\$56,116	\$165,465	\$109,349	\$5,745,678
Road & Bridge Capital Projects 0.2 - 188	\$0	\$0.00	\$0	\$0	\$0	\$0	\$6,160,333
RCPD Operations - 173	\$38,519	\$36,205.63	-\$2,314	\$1,422,163	\$1,569,120	\$146,957	\$6,180,206
Landfill Closure - 180	\$1,282	\$1,110.36	-\$171	\$2,223	\$4,059	\$1,836	\$52,622
Bond & Interest - 181	\$0	\$0.00	\$0	\$30,469	\$38,718	\$8,249	\$470,467
Riley Co Fire Dist #1 - 183	\$253,774	\$141,398.49	-\$112,375	\$394,267	\$257,536	-\$136,731	\$1,526,222
Riley Co Fire Dist Cap Ou - 184	\$0	\$0.00	\$0	\$0	\$85,000	\$85,000	\$660,334
Fire Station Projects - 185	\$2,583	\$0.00	-\$2,583	\$9,428	\$0	-\$9,428	\$500,672
University Park W&S - 230	\$7,580	\$8,334.81	\$755	\$10,925	\$13,743	\$2,819	\$195,476
Keats Capital Project - 236	\$0	\$32,000.00	\$32,000	\$0	\$75,400	\$75,400	\$2,597,306
Univ Park W/S Reserve - 284	\$0	\$1,456.05	\$1,456	\$0	\$1,456	\$1,456	\$186,493
Hunters Island Water - 238	\$3,329	\$2,607.98	-\$721	\$4,163	\$6,386	\$2,223	\$45,363
Hunters Island Reserve -241	\$0	\$0.00	\$0	\$0	\$0	\$0	\$14,801
Carson Sewer Operations - 239	\$1,202	\$2,006.98	\$805	\$2,266	\$2,922	\$657	\$98,757
Carson Sewer Reserve -237	\$0	\$0.00	\$0	\$0	\$0	\$0	\$110,139
Deep Creek Sewer - 242	\$429	\$597.49	\$168	\$605	\$1,090	\$485	\$14,018
Deep Creek Reserve - 243	\$0	\$0.00	\$0	\$0	\$0	\$0	\$29,998
Moehlman Bottoms - 244	\$1,187	\$3,301.53	\$2,115	\$1,382	\$3,672	\$2,290	\$27,556
Moehlman Botoms Reserve - 245	\$0	\$0.00	\$0	\$0	\$0	\$0	\$18,631
Terra Hts Sewer 252	\$1,398	\$1,718.86	\$321	\$2,388	\$2,481	\$93	\$56,600
Terra Hts Sinking - 254	\$0	\$0.00	\$0	\$0	\$0	\$0	\$153,321
Konza Water Operations -256	\$6,691	\$5,671.26	-\$1,020	\$9,368	\$8,030	-\$1,338	\$121,350
Konza Water Reserve - 257	\$0	\$0.00	\$0	\$0	\$0	\$0	\$242,245
Valleywood Cap Reserve - 282	\$0	\$0.00	\$0	\$0	\$0	\$0	\$198,546
Valleywood Operations - 248	\$698	\$482.90	-\$215	\$1,504	\$856	-\$647	\$71,339
Mertz/McGehee Drainage - 322	\$0	\$0.00	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$169	\$138.34	-\$31	\$399	\$266	-\$133	\$2,377
Lakeside Heights Sewer Cap - 286	\$0	\$0.00	\$0	\$0	\$0	\$0	\$5,434
Total Including General Fund	\$3,336,760	\$4,743,067	\$1,401,851	\$11,609,972	\$14,911,119	\$3,271,089	\$104,556,702

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 25

COUNTY GENERAL-GENERAL		BUDGET	JAN EXP.	FEB EXP.	MAR EXP.	1st QTR EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$120,000	\$8	\$3,794	\$7,445	\$11,247	\$0	\$0	\$0	\$11,247	\$108,753	9.37%
Contractual	2000	\$1,586,030	\$19,030	\$188,966	\$195,529	\$403,525	\$0	\$0	\$0	\$403,525	\$1,182,505	25.44%
Commodities	3000	\$5,500	\$0	\$795	\$462	\$1,257	\$0	\$0	\$0	\$1,257	\$4,243	22.86%
Misc-Budget Stabilization		\$4,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,250,000	0.00%
Capital Outlay	4000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Transfers Out	604	\$0	\$0	\$280,500	\$0	\$280,500	\$0	\$0	\$0	\$280,500	-\$280,500	#DIV/0!
Grand Total		\$5,961,530	\$19,039	\$474,056	\$203,435	\$696,530	\$0	\$0	\$0	\$696,530	\$5,265,000	11.68%
Other Expense Totals		Year-To- Date	Budget									
Indigent Attorney		\$218,322	\$520,000									
Incidentals:												
Postage		\$119										
Computer Software												
Mileage		\$679										
Copies		\$2,076										
Misc Fees		\$0										
Meals		\$0										
		\$2,873										
Base Panel fees		\$82,000										
Off Panel		\$133,449										

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 25

[illegible]

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY % of Year 25

	2021	2022	2023	2024	2025	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$191,373	\$206,854	\$228,812	\$303,030	\$104,390	\$1,034,459
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$71,043	\$60,486	\$109,933	\$60,127	\$35,691	\$337,280
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$10,500	\$10,500	\$10,800	\$11,400	\$2,925	\$46,125
Juvenile Transport	\$152	\$237	\$0	\$0	\$0	\$389
Water, Electric	\$444	\$352	\$169	\$0	\$0	\$965
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$91,239	\$21,447	\$0	\$0	\$0	\$112,686
Budget Appropriation	\$4,391,746	\$4,597,175	\$5,000,016	\$5,336,092	\$1,426,114	\$20,751,143
Total	\$4,756,498	\$4,897,050	\$5,349,730	\$5,710,649	\$1,569,120	\$22,283,047

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 25

RCPD								
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE								
INCLUDED IN 2025 \$31,000 POOL								
	JAN	FEB	MAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physician	-\$526	\$82	\$421	-\$22	\$0	\$0	\$0	-\$22
Laboratory	\$0	\$0	\$99	\$99	\$0	\$0	\$0	\$99
Hospital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$15,275	\$1,303	\$16,579	\$0	\$0	\$0	\$16,579
Supplies	\$309	\$143	\$411	\$863	\$0	\$0	\$0	\$863
TOTAL	-\$216	\$15,501	\$2,235	\$17,519	\$0	\$0	\$0	\$17,519
Savings from Medicaid Rate				\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$31,216	\$15,716	\$13,481					\$13,481
Quarterly ADP: (Contract)								
County Inmate (72 base census)	121.4	125.5	123.9	371	0	0	0	
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Attachment: March Financial reports 2025 (15660 : Year to date budget and expenditure reports)



**EMERGENCY
MANAGEMENT/FIRE**
Travel Request

Russel Stukey
Emergency Management Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Laurie Harrison, Emergency Management Assistant Director

MEETING: April 14, 2025

SUBJECT: Out of State travel request

PRESENTER: Laurie Harrison, Emergency Management Assistant Director

BACKGROUND

Emergency Management Institute (EMI), as part of the National Disaster & Emergency Management University, provides courses to hand picked students from across the nation.

DISCUSSION

Robert Cox, Emergency Management Planner, has been chosen to attend EMI in May 2025. The course, Exercise Conduct, Evaluation and Improvement Planning, is a required course in the Master Exercise Practitioner certification that Robert is working towards.

FISCAL IMPACT

The cost to Riley County Emergency Management would be reimbursing Robert for his meal ticket (\$300).

RECOMMENDATION(S)

Recommend approving travel request and meal reimbursement for Robert Cox to attend Emergency Management Institute in Maryland May 5-8, 2025.

POSSIBLE MOTION(S)

Move to approve out of state travel request and meal reimbursement for Robert Cox to attend Emergency Management Institute in Maryland May 5-8, 2025.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- cox out of state travel request (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Robert Cox **DEPARTMENT:** Emergency Management

POSITION TITLE: Planner **DATE REQUESTED** 5/4 - 5/9 2025

FUND: Emerg Mgmt 001-010

Travel From: MHK Airport/ Baltimore, Washington **Date:** May 4th/ May 9th

Travel To: Baltimore, Washington/MHK Airport **Date:** May 4th/ May 9th

Purpose of Travel: To attend the last course of the Emergency Management Institutes Master Exercise Practitioner Progm.

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	I am initially paying for transportation and then will receive reimbursement for transportation cost by FEMA.	\$0.00
Lodging	Being provided by the Institute at no cost.	\$0.00
Meals	Having to purchase a Meal Ticket through the institute and eat on campus. No reimbursement is available.	\$300.00
Registration/Fees	No Registration Fee- FEMA Course	\$0.00
Other		

Total Estimated Travel Costs: \$300.00

Requested by: Robert Cox **Date:** 3/31/2025

Approved by:

Department Head: Russ / [Signature] **Date:** 3-31-25

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant



**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 14, 2025

SUBJECT: NACo and Flint Hills Leadership Programs Proposal for 2025

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

Riley County has made a commitment to retain and develop employees as part of our staffing model. One of the crucial components of retaining employees who are ready to take on the next leadership role, is making professional development a center piece of our culture. Not only does this strategy help us retain great employees, but also prepares us to fill future positions as needed by the organization,

Over the last several years, Riley County has created several initiatives to meet our professional development needs including reorganizing Employee Day, implementing onboarding for all new employees, and developing opportunities for current and future supervisors to learn and grow.

Several training options are available to help current, new, and upcoming leaders develop leadership skills. The Commissioners have historically approved enrolling two employees each year to the NACo High Performance Leadership Academy (HPLA) and one to the Flint Hills Regional Leadership Program (FHRLP).

The NACo HPLA is a 12-week, online program specifically designed for county government professionals.

There are 4 dates per year; the next sessions start in April, August, and September for 2025.

The NACO program focuses on 5 practical skills: (April's timeline is attached as an example)

- **LEAD:** Engage teams to create positive climates and exceed expectations.
- **ORGANIZE:** Plan, lead and execute organizational change effectively and consistently
- **COLLABORATE:** Establish alignment and partnerships through stronger relationships
- **COMMUNICATE:** Create clarity, confidence, and community
- **DELIVER:** Measure projects and processes to deliver results aligned with priorities

HPLA shares regular reports with Riley County with details about each participant's progress and ways we can add the content to their responsibilities at Riley County.

Internally, several of our current and past leaders have participated in the NACo program and found it to be very rewarding.

FHRLP is a 10-session program for community leaders working to tackle the challenges facing our region. This program teaches modern leadership skills through dialogue and hands-on experience. FHRLP accepts nominations from May through July and the program sessions take place September 2025 through February 2026.

DISCUSSION

Commissioners, Department Heads, and Human Resources consistently focus efforts on the retention and growth of our current employees to maximize workforce effectiveness and save money by reducing turnover. Recognizing and providing training for leaders has been an important part of that process.

Leadership and management training creates higher retention for all employees, creates an atmosphere of problem solving when difficult challenges arise, boosts our whole team's productivity, and increases all employees' confidence in their jobs and their employer.

Human resources staff would like to work with the department heads to identify the most suitable candidates for these programs for 2025. There are several department heads and assistants who would currently be considered, but timing and availability would be discussed as part of the process.

FISCAL IMPACT

Each department would pay tuition fees for their participating employees as part of their existing 2025 budget appropriations.

The NACo program cost is \$1995 per participant

The FHRLP program cost is \$600 per participant

RECOMMENDATION(S)

Human Resources announce the request for applications and the applicant review committee recommend sending two employees to the NACo program and two employees to the FHRLP program in 2025 for a total commitment of \$5,190.

POSSIBLE MOTION(S)

I move to open applications and selection of 2 employees for each NACo High Performance Leadership Academy and Flint Hills Regional Leadership Program in collaboration with department heads.

Approve the nomination and selection of a different number of candidates

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024-25-course agenda (PDF)
- NACO High Performance Program - April 2025 (PDF)



Flint Hills Regional Leadership Program

2024-25 BOARD/CLASS TIME-TABLE

Application Posted - **May 15**; Application Deadline - **July 20**;
Board's Class Selection – **August 8**; Notification of Selection - **August 9**;
Tuition Due - **August 21**; Public Announcement (**ALMA**) - **August 22**

Orientation Retreat/Session Sept. 5 & 6

Rock Springs Ranch 4-H Center – Day 1

BUILDING THE TEAM - True Colors / SWOT

Junction City/Geary County Session – Day 2

*TEAM ENGAGEMENT - Introduction of
“FINDING YOUR PURPOSE”*

Pottawatomie County.... September 26

COMMUNITY COLLABORATION –

Adapting to Opportunities and Challenges

Wabaunsee County.... September 27

*ADVOCACY - Prairie Preservation, Agriculture and the
Importance of our Regions Rural Economies*

Kansas State University . . .October 17

*VISIONING – Creating our future with
Investment in Education/Research*

Fort Riley November 14 & 15

SERVANT LEADERSHIP -

*Community Engagement, Conflict Prevention/Management
Threat Assessment / Negotiation Skills*

Manhattan/Riley County.... December 12

ENTREPRENEURSHIP - Infrastructure Investment

Topeka January 16, 2025

POLITICAL LITERACY - Collaboration & Compromise

Celebration February 6

REFLECTION Host: **ALMA**

***CLASS PROJECT: Inspiring a Collective Purpose**

This is a 12-week online program with content provided by industry leading executives. The curriculum provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and how to deliver increased value from high performance county management.

Course 1: Leadership Mindset & Positive Engagement

This course provides insights from members of the program's National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable "positively deviant" performance and engender positive culture and communication.

Course 2: Leading Effective Change

The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial or market-based reasons for change and drive toward breakthrough results.

Course 3: Communication and Collaboration

Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing and receiving feedback, and negotiating with the Mutual Gains Approach.

Course 4: Leading High Performance Teams

This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results – values and benefits – may differ from one company to the next and even from department to department within a single company, but the consistent variable is It's All About People.

COURSE 1: April 28th – May 23rd

Module 1: Your Leadership Mindset
Module 2: Your Potential as a Positive Leader
Module 3: Positive Leadership and Your Team:
Empowerment & Engagement
Module 4: Leadership Rules and Your Oath
Break Week: May 26th- May 30th

COURSE 2: June 2nd - June 27th

Module 1: The Process of Change: Planning
Module 2: The Process of Change: Executing
Module 3: The Process of Change: Sustaining
Module 4: Leadership Rules and Your Oath
Break Week: June 30th – July 4th

COURSE 3: June 30th – July 25th

Module 1: Speaking the Language of Business
Module 2: Positive Communications
Module 3: Mutual Gains Approach

COURSE 4: July 28th – August 1st

Module 1: It's All About People
Graduation: August 1st



"Many frontline managers are exactly the people we cannot afford to lose. The NACo High Performance County Leadership Academy helps to retain these vital employees and helps enable them to be better leaders."

Matt Chase, Executive Director, NACo



OUTSIDE AGENCY
Presentation

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

MEMORANDUM

FROM: Jared Tremblay, MPO Planning Manager

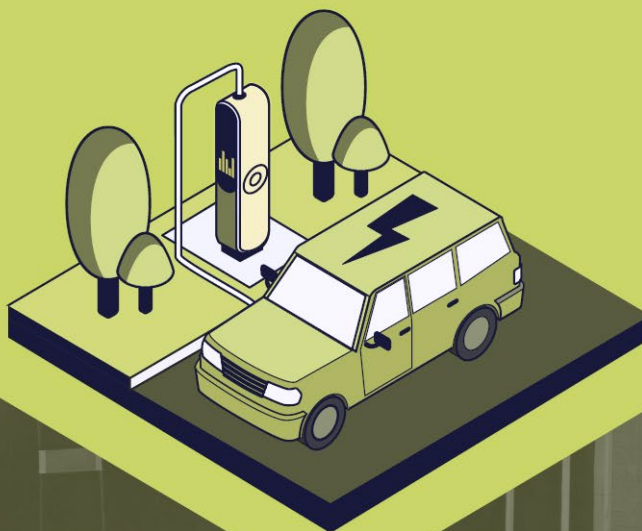
MEETING: April 14, 2025

SUBJECT: Flint Hills Electric Vehicle Readiness Plan

PRESENTER: Jared Tremblay, MPO Planning Manager

Enclosures:

- EVRP Public Meeting Presentation (PDF)



FLINT HILLS ELECTRIC VEHICLE READINESS PLAN

PREPARED FOR:

FLINT HILLS METROPOLITAN
PLANNING ORGANIZATION
MANHATTAN, KANSAS

olsson®





Not promoting or pushing EVs



This is not an action plan (no projects or funding)

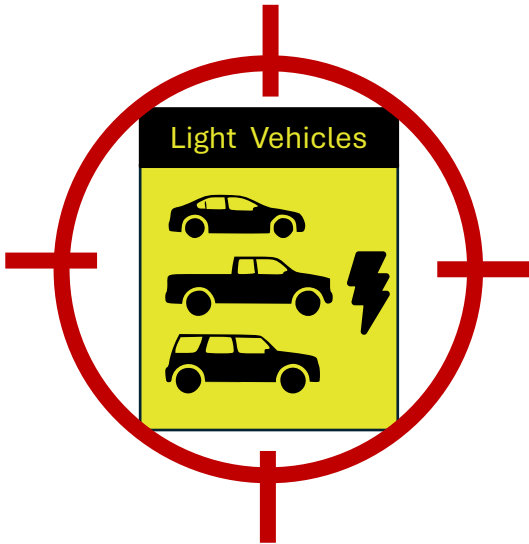
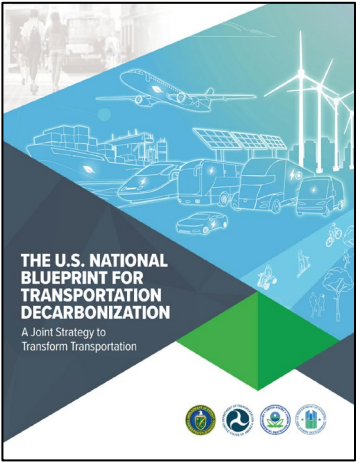
Rather, this report is to:

1

Gauge **where our region is today** on the topic of EVs

2

Inform what **policies & infrastructure** may be needed **if, and when** EVs become a major factor in the Flint Hills region



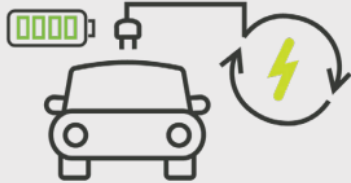
Not the focus for EVs.

- Have you ever driven or ridden in an EV?

Types of EVs

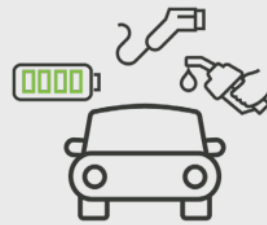
Electric Vehicles contain batteries that power the vehicle in place of, or in addition to, traditional internal combustion engines (which use gasoline or diesel fuel). Two types of EVs require charging stations:

BATTERY ELECTRIC VEHICLE (BEV)



BEVs are powered entirely by electricity stored in on-board batteries. Range capability varies based on model but is generally anywhere from 100 to 400 miles.

PLUG-IN HYBRID ELECTRIC VEHICLE (PHEV)

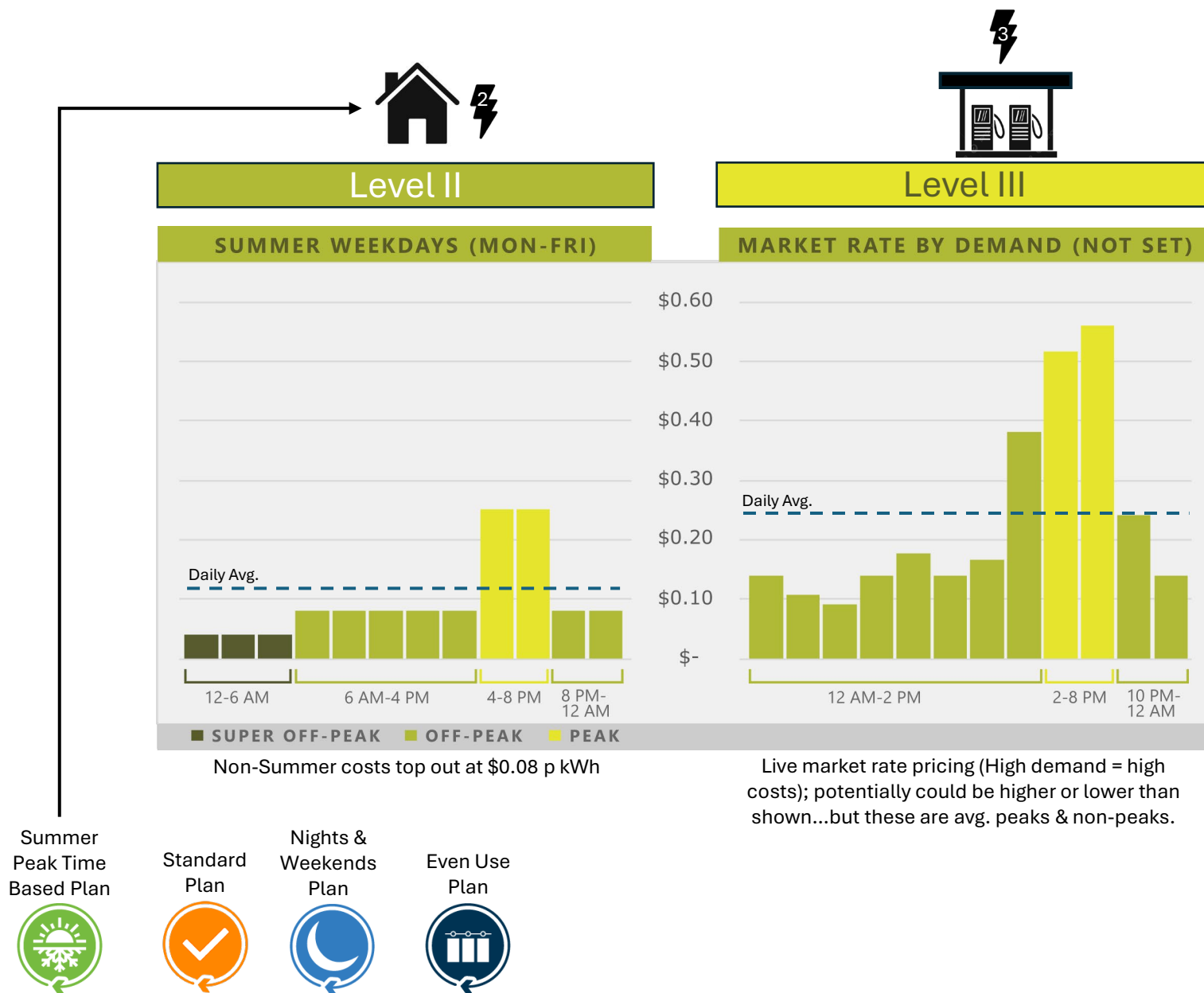


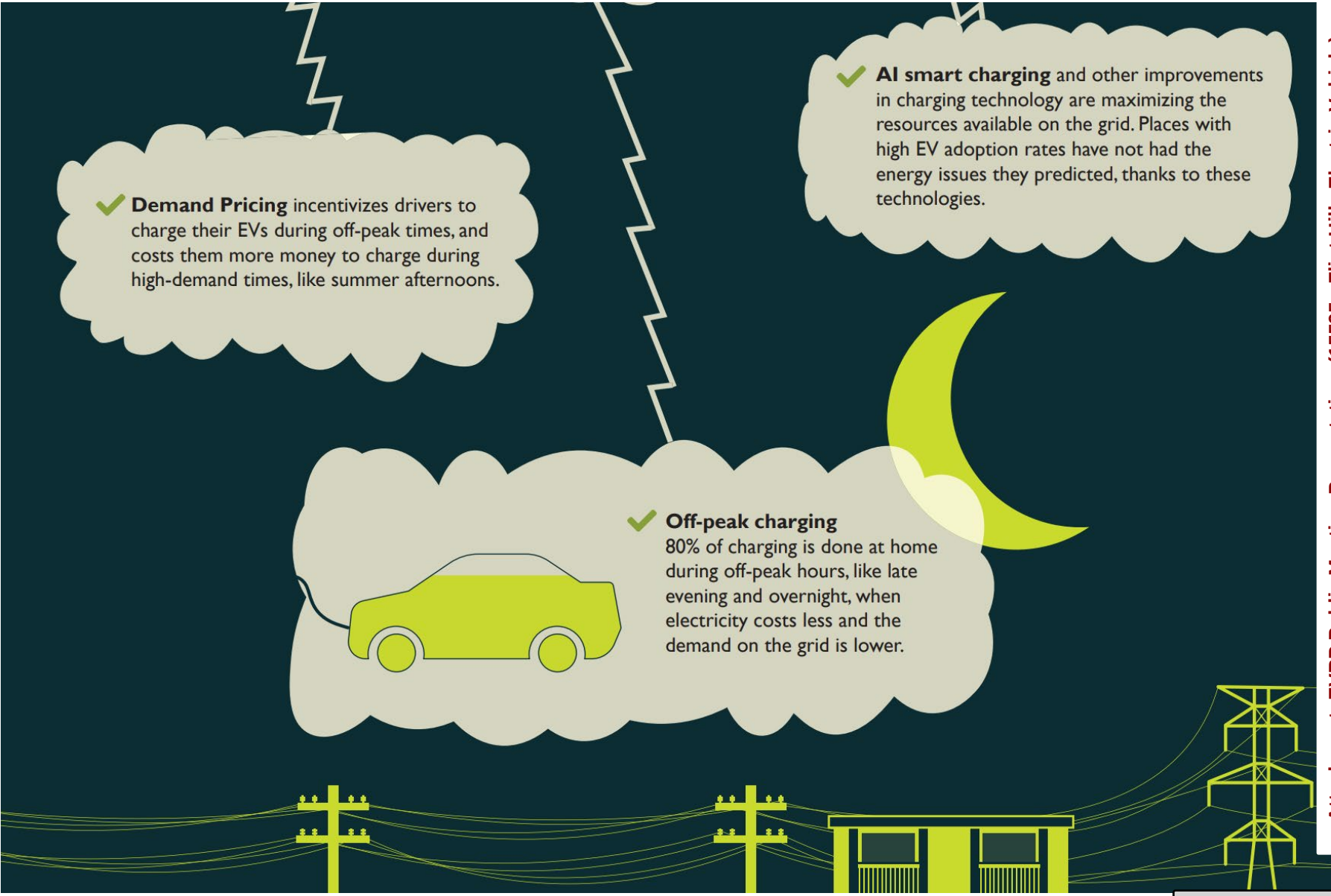
PHEVs are powered in part by electricity stored in on-board batteries with short range. Once the battery energy is exhausted, the vehicle automatically switches to the gas engine. The fully electric range is 40 miles, and combined range can reach 600 miles.

Charging Infrastructure

Various electric charging infrastructure is available to charge EVs. Infrastructure selection depends on intended application and available electrical infrastructure. Two common types of charging are summarized below:

	LEVEL I	LEVEL II	LEVEL III DIRECT CURRENT FAST CHARGER (DCFC)
Charge Rate	3-7 Miles of Range Per Hour	20- 60 Miles of Range Per Hour	175-500 Miles of Range Per Hour
Typical Vehicle Charge Time	23-60 Hours	2-8 Hours	10-40 Minutes
Use Cases	Overnight or Emergencies	Overnight Parking / Retail Parking	On-route Charging
Supply Voltage / Amperage	120-Volt / 15 amps	240-Volt / 48-100 amps	480-Volt 3 Phase / 80-260 amps
Charger Plug Examples			
Locations			
Driving Types		Day-to-Day Driving. Hotels & K-State Games	Longer Trips





The infographic features a dark blue background with stylized white lightning bolts, a yellow crescent moon, and a yellow car with a charging cable. At the bottom, there are yellow power lines and a yellow building. Three light gray cloud-like shapes contain text boxes. The background is decorated with these elements to represent different times of day and energy concepts.

✓ **Demand Pricing** incentivizes drivers to charge their EVs during off-peak times, and costs them more money to charge during high-demand times, like summer afternoons.

✓ **AI smart charging** and other improvements in charging technology are maximizing the resources available on the grid. Places with high EV adoption rates have not had the energy issues they predicted, thanks to these technologies.

✓ **Off-peak charging**
80% of charging is done at home during off-peak hours, like late evening and overnight, when electricity costs less and the demand on the grid is lower.

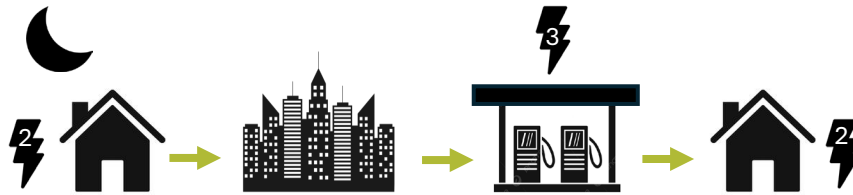
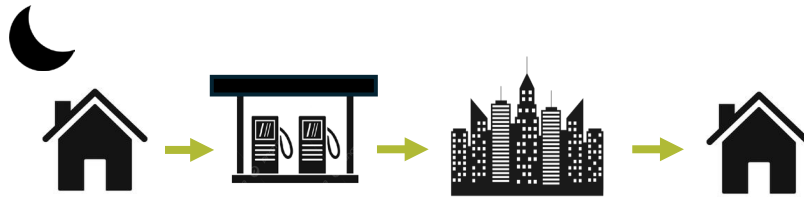
Day-to-Day Driving

Gas Vehicle

EV

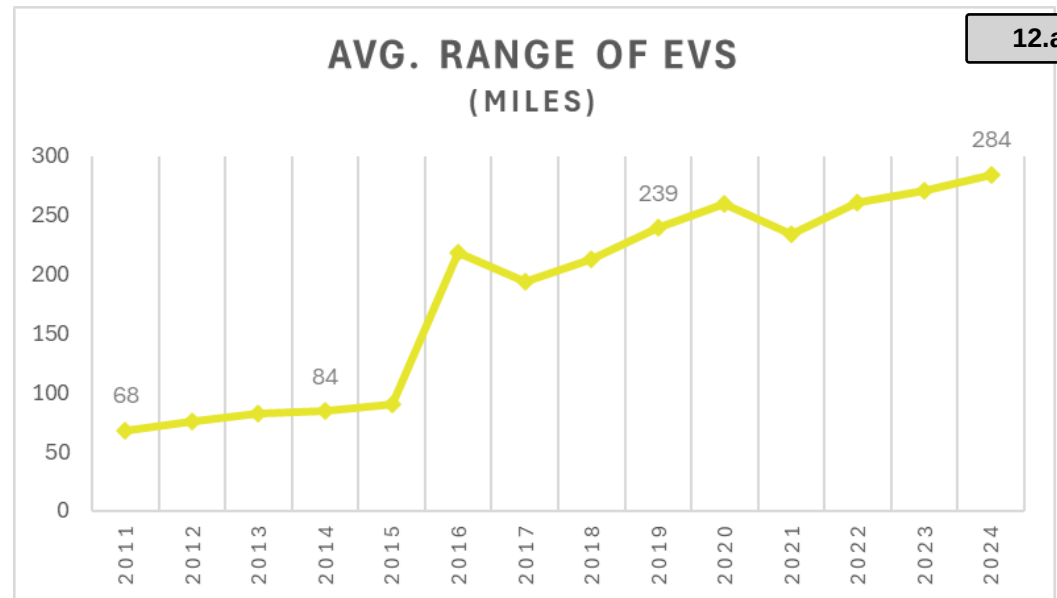
	Day 1	
	Day 2	
	Day 3	
	Day 4	
	Day 5	
Gas Station	Model	Cell Phone

Use it during day, charge at night, re

Longer Trip (>350 miles)

>95% of vehicle trips are less than 100 miles

Avg. EV Range:
284 miles



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Chevy Equinox EV



1LT – 319 miles
2LT – 319 miles
3LT – 319 miles

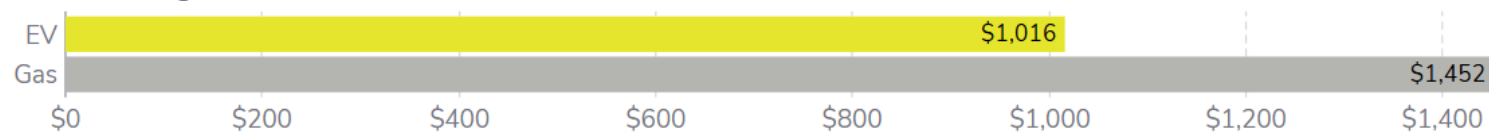
Tesla 3



RWD – 363 miles
AWD – 346 miles
Performance AWD – 29

On average EVs have **30% lower** overall maintenance costs than gas vehicles

Annual Avg. Maintenance Costs



Data: AAA and US Dept. of Energy (2024)

Basic Comparison: Powertrain Components

Gas Vehicle

1,400 Components

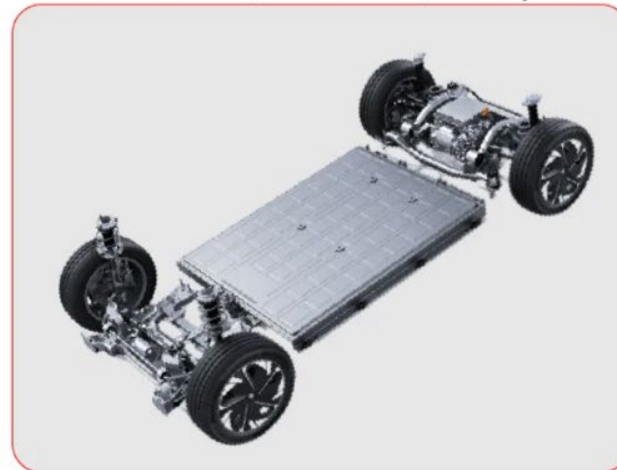
Engine, Exhaust, Transmission/Drivetrain



Electric Vehicle

200 Components

Electric Motor (+ Electronics), Battery Pack



Engine - Motor

		Internal Combustion Engine	Electric Motor	Oil Change & Filter	Spark Plugs	Timing Belts
Gas						
EV						

Tires & Brakes

		Tire Rotation & Replacement	Brake Pads & Rotors	Brake Fluid	Regenerative Braking*
Gas					
EV					

* Regenerative braking captures energy when a vehicle slows down & converts it into energy, greatly reducing brake wear.

Transmission

		Transmission (Multi-gear or CVT)	Single Speed Gearbox	Transmission Fluid
Gas				
EV				

Fuel/Power & Exhaust

		Muffler & Pipes	Catalytic Converter	Gas Tank & Pump	Battery Pack
Gas					
EV					

Cooling System

		Radiator - Heat Exchanger	Water Pump & Thermostat	Coolant Fluid
Gas				
EV				

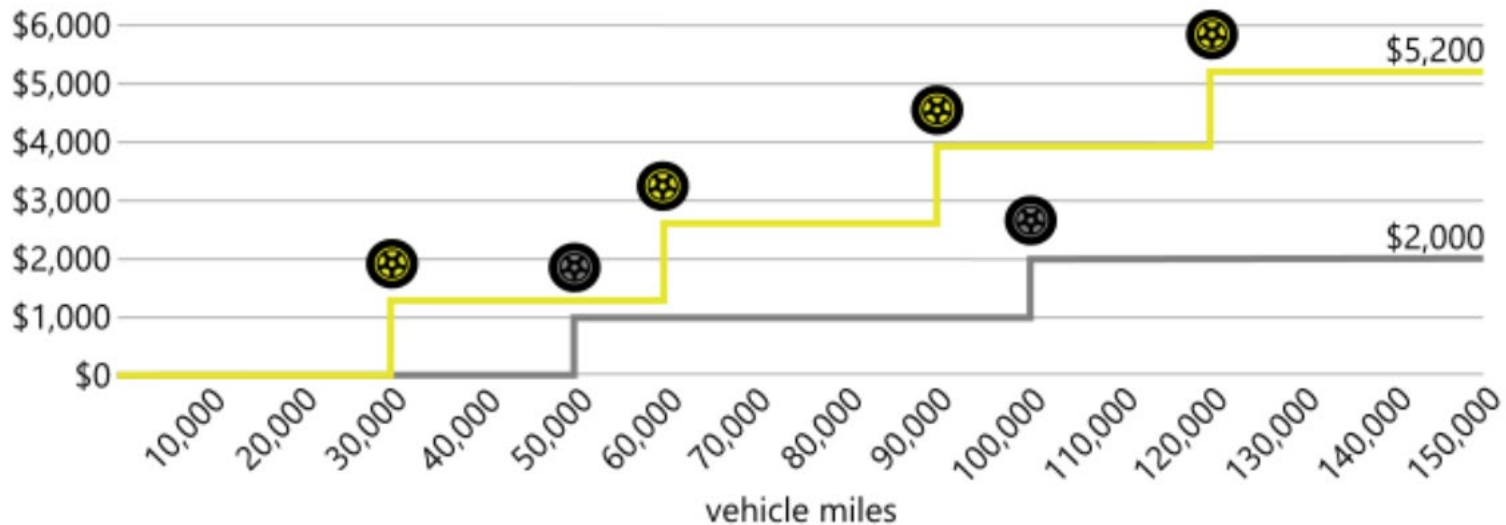
Tire Costs

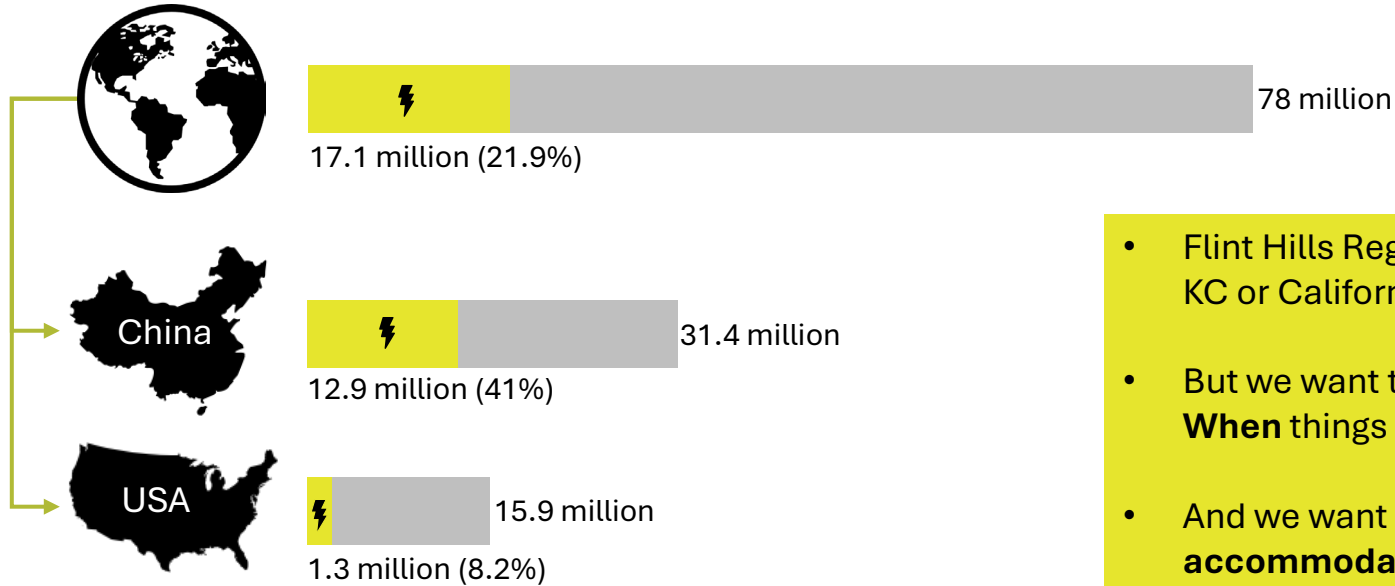
On average **EV tires cost 30% more** than gas vehicle tires. These costs are due to special materials & manufacturing processes that are required for 3 reasons:

1. EV tires have specialized engineering for lower rolling resistance (better efficiency)
2. EVs have higher torque that tires must handle
3. EVs are heavier than gas vehicles due to batteries

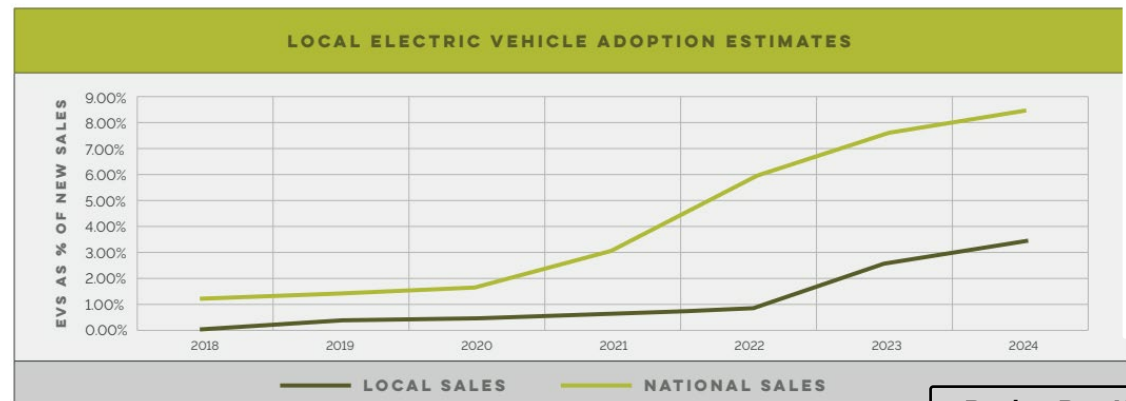
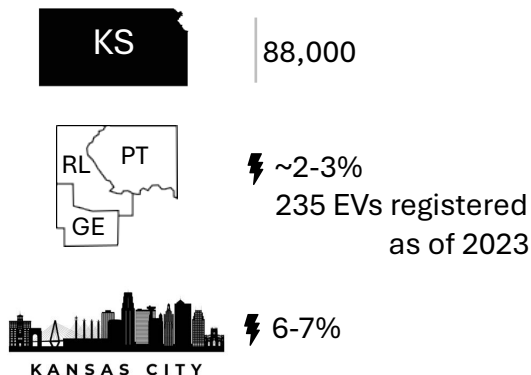
Tire Mileage

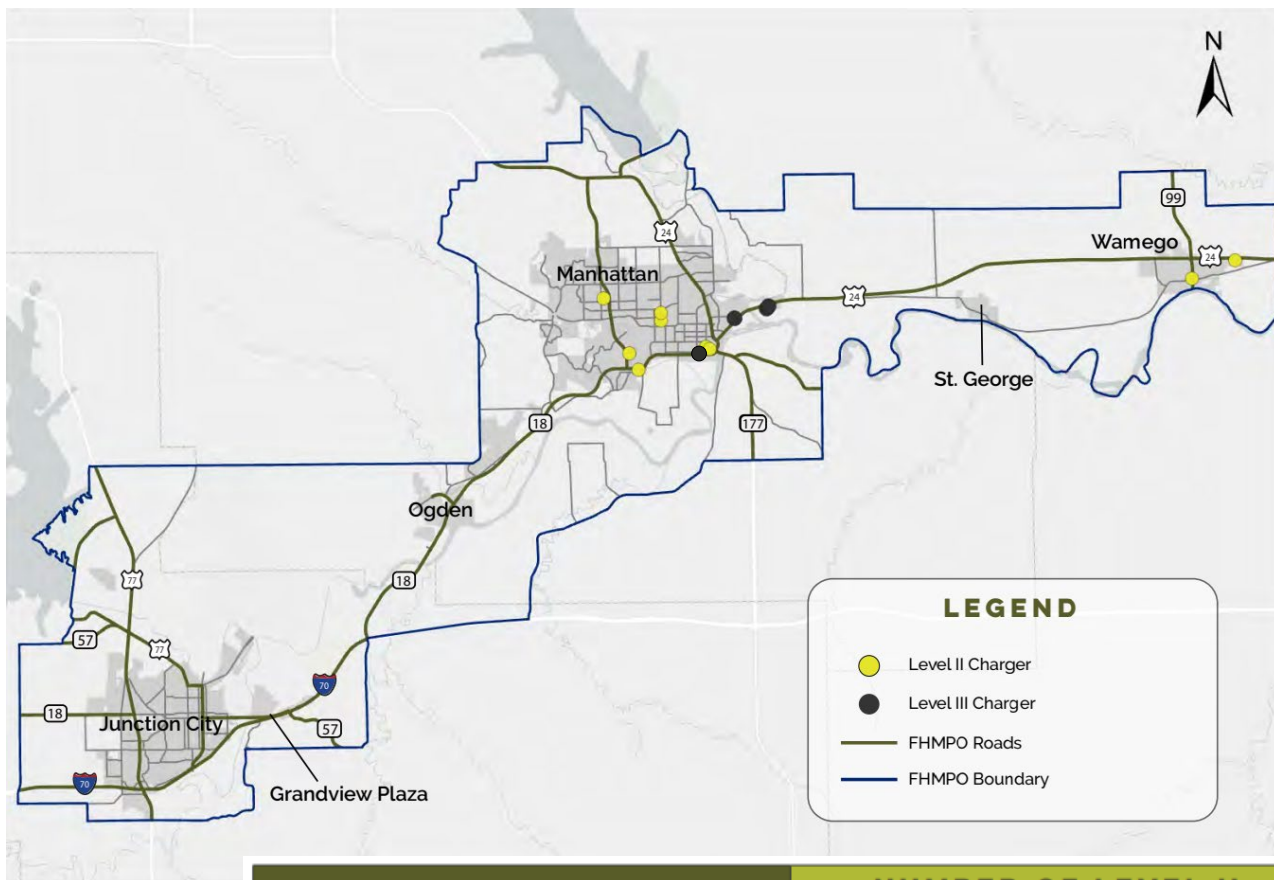
EV tires average **30,000 miles** before replacement, far less than standard gas vehicle tires (~50,000 miles). The graph below shows how tire costs and mileage play out over the 150,000-mile life of a vehicle





- Flint Hills Region is not KC or California or China.
- But we want to be ready **If & When** things change.
- And we want to **accommodate** and **profit** from visitors who do own EVs.

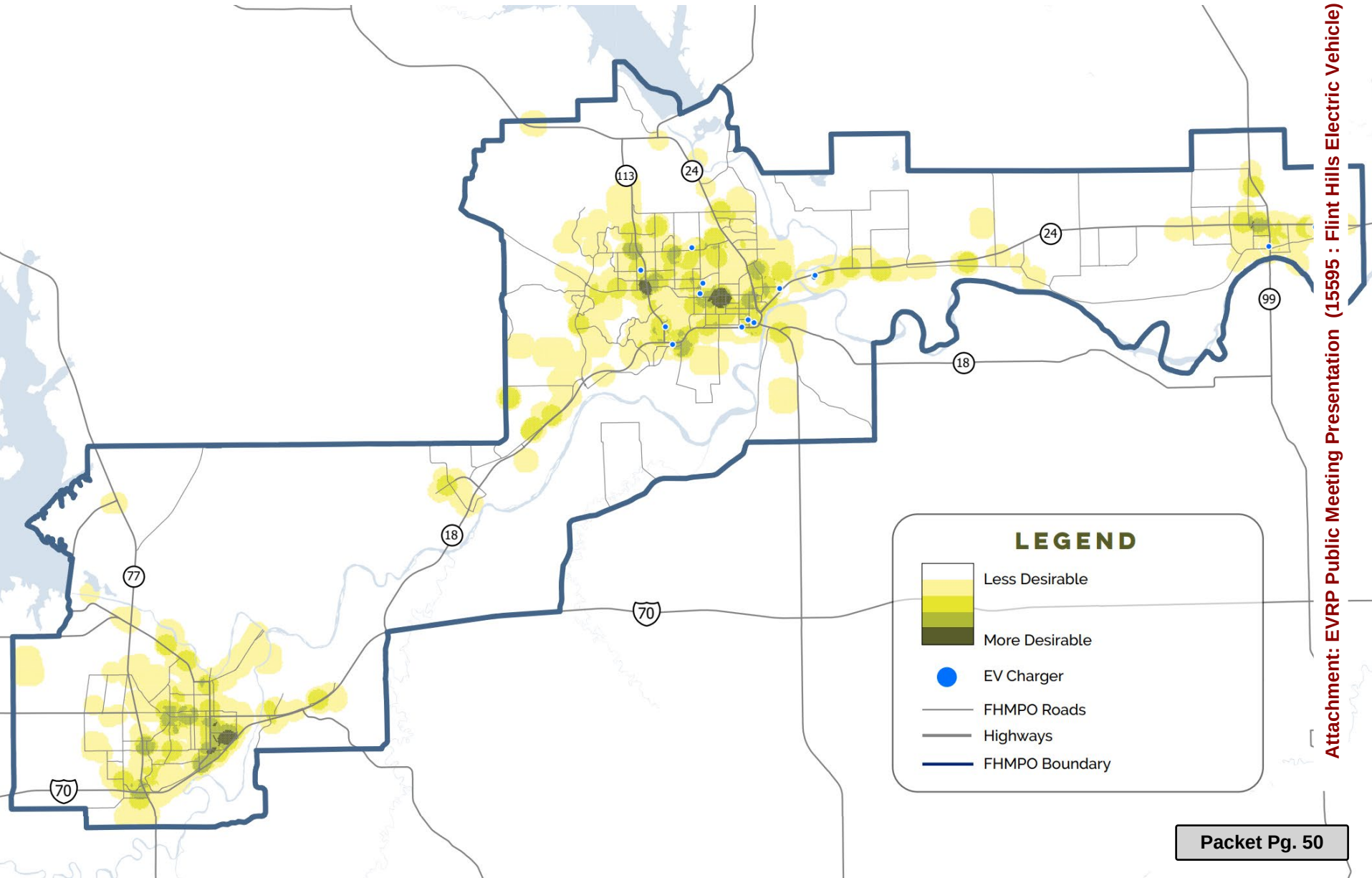


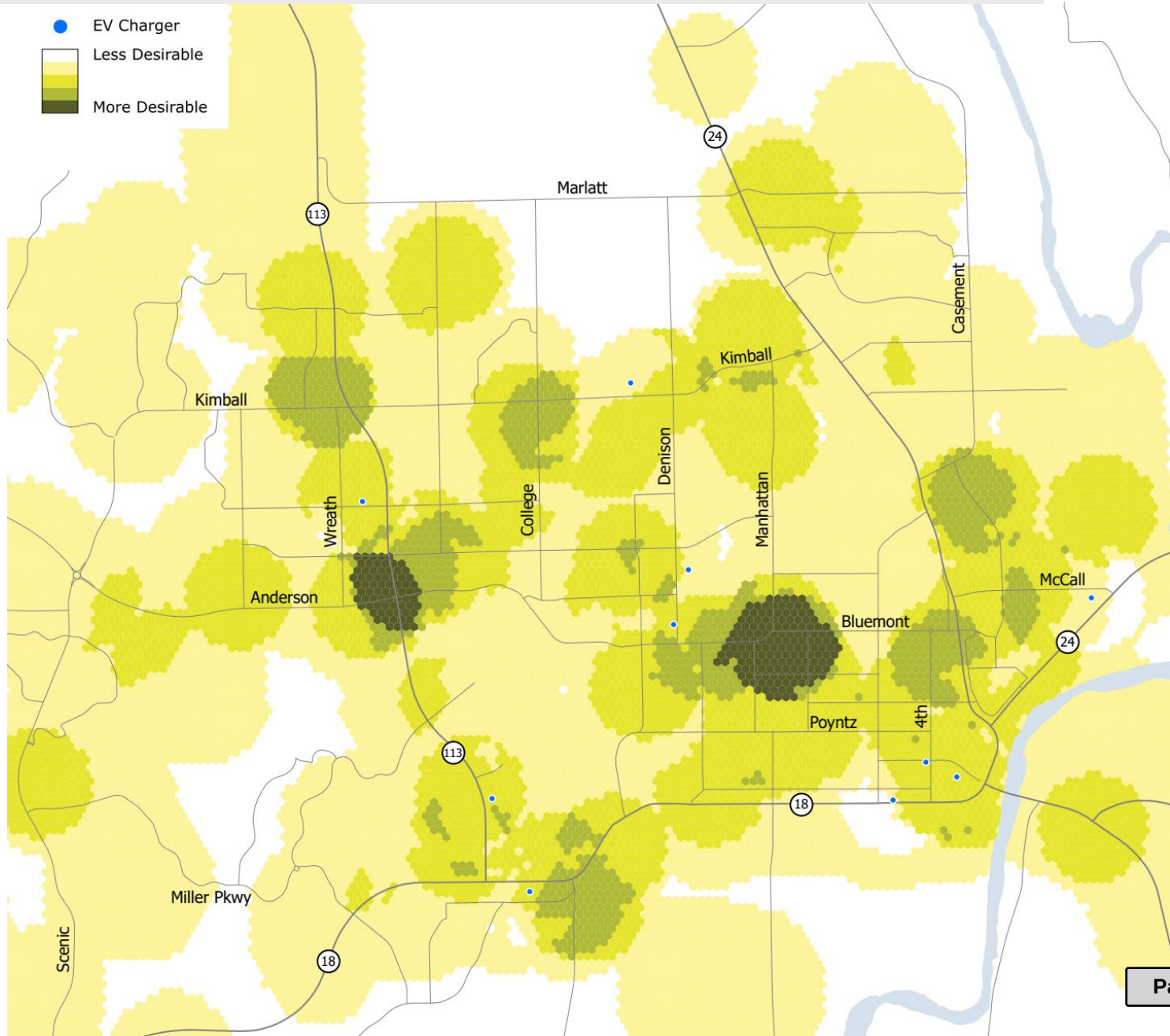


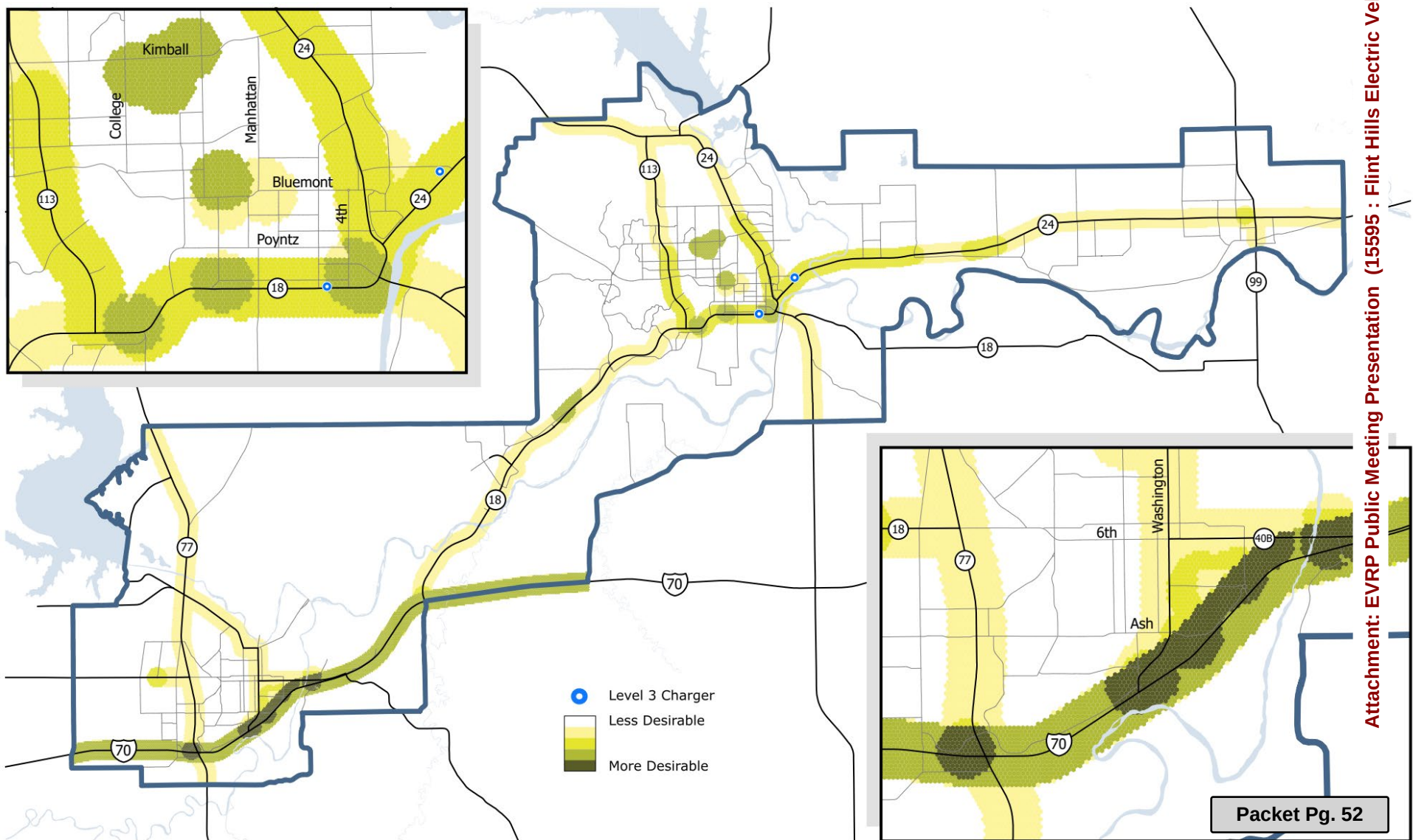
Local Cities or Counties **DO NOT** want to be involved in owning or operating EV chargers.

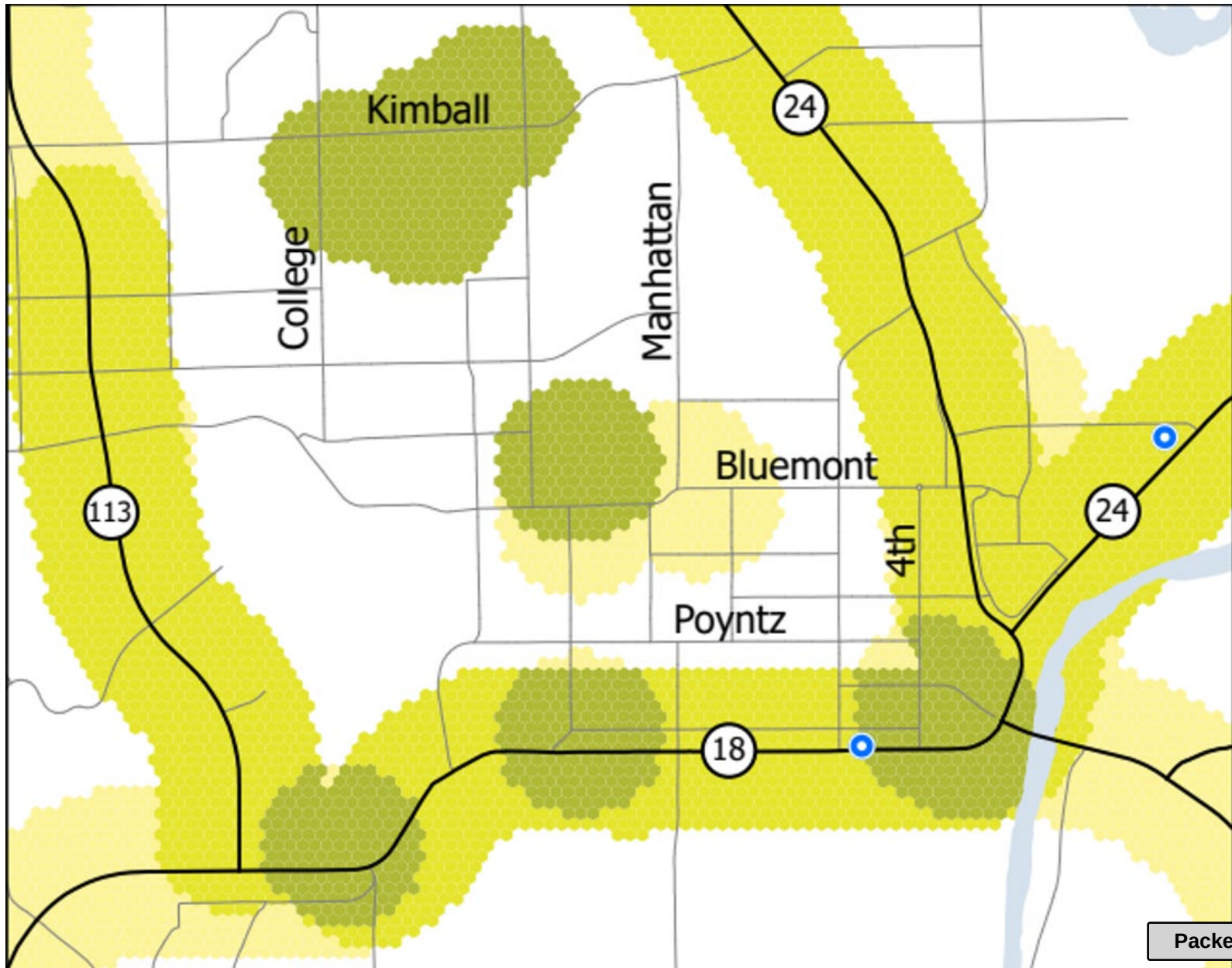
Rather they want to be **prepared** & **support private businesses** should they wish to install them. Same model as gas station permitting, construction, & operation.

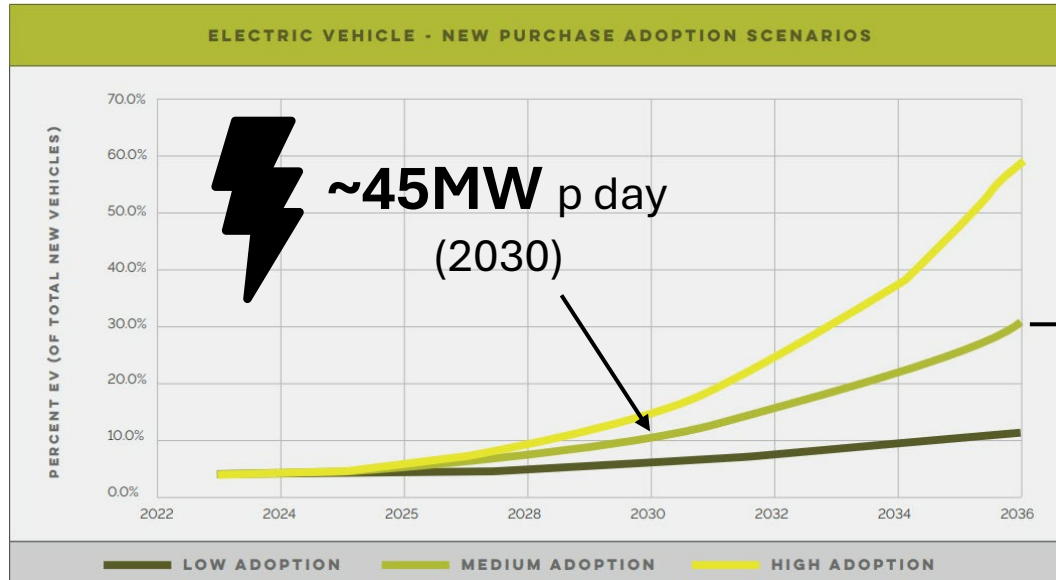
LOCATION	NUMBER OF LEVEL II CHARGING STATIONS	NUMBER OF LEVEL III CHARGING STATIONS
Manhattan	12 (17 plugs)	3 (6 plugs)
Wamego	2 (3 plugs)	0
Ogden	0	0
Junction City	0	0
Grandview Plaza	0	0
St. George	0	0









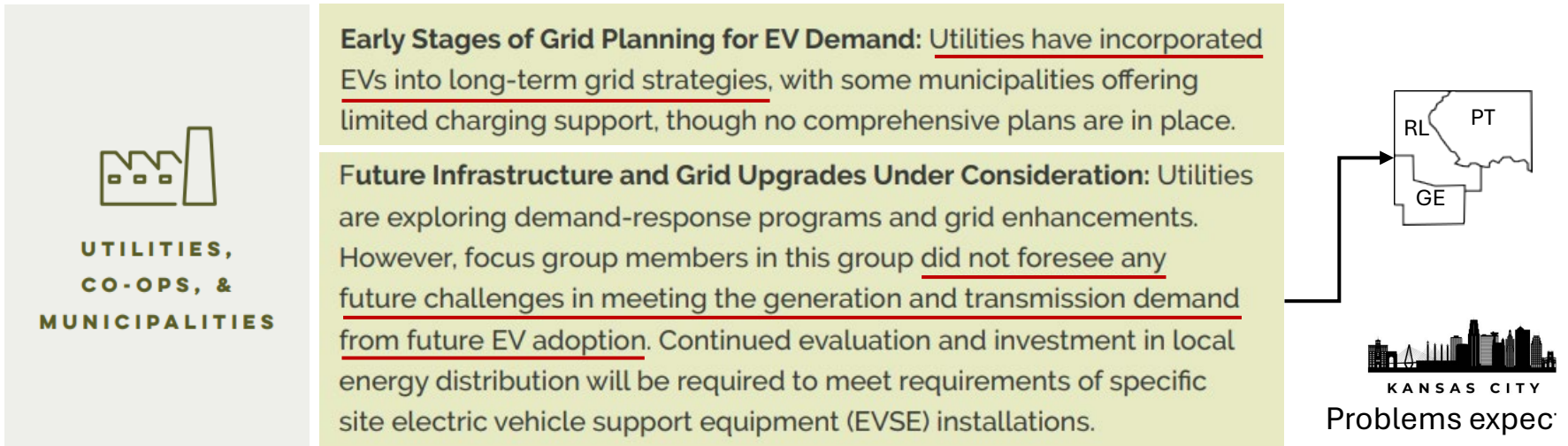
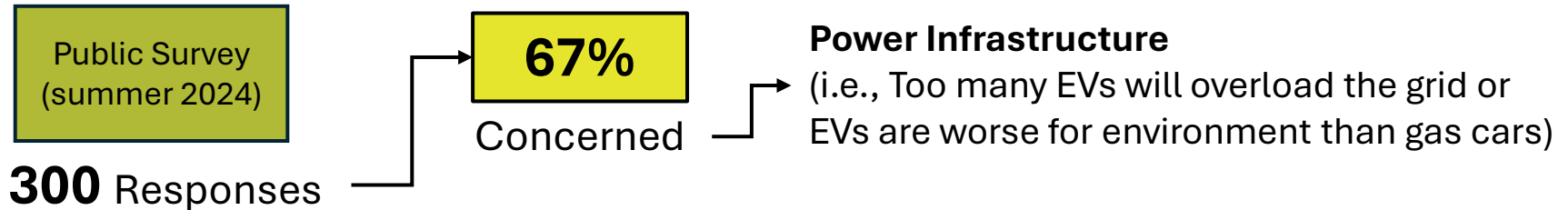


Modeled
Adoption
Scenario

ELECTRIC VEHICLE COMPOSITION		PERCENTAGE
PEV Sedans		25.0%
PEV C/SUVs		40.0%
PEV Pickups		30.0%
PEV Vans		5.0%
Total		100.0%
CHARGING PROFILE CHARACTERISTICS		
Average station utilization (%)		25.0%
Vehicle access to home charging (%)		88.0%
Public charging for home charging access group (%)		10.0%

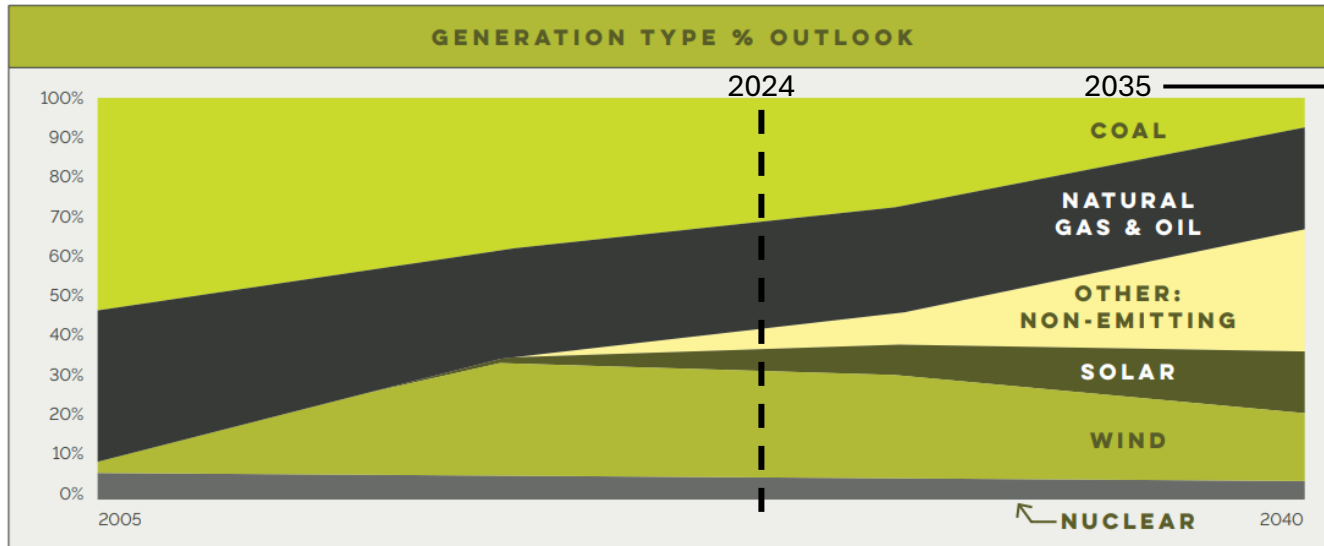
CURRENT CHARGING NEED:
43 Level II Stations
(Gap of 20 Stations)

PROJECTED 2030 NEED:
215 Level II Stations

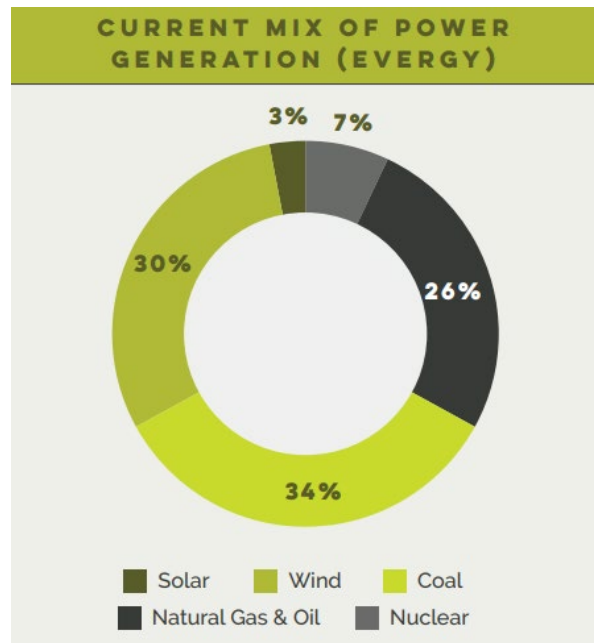


Senior Manager – Electrification

Leads the Evergy team responsible for developing & implementing electrification products & services, including the utility's long-term electrification roadmap.

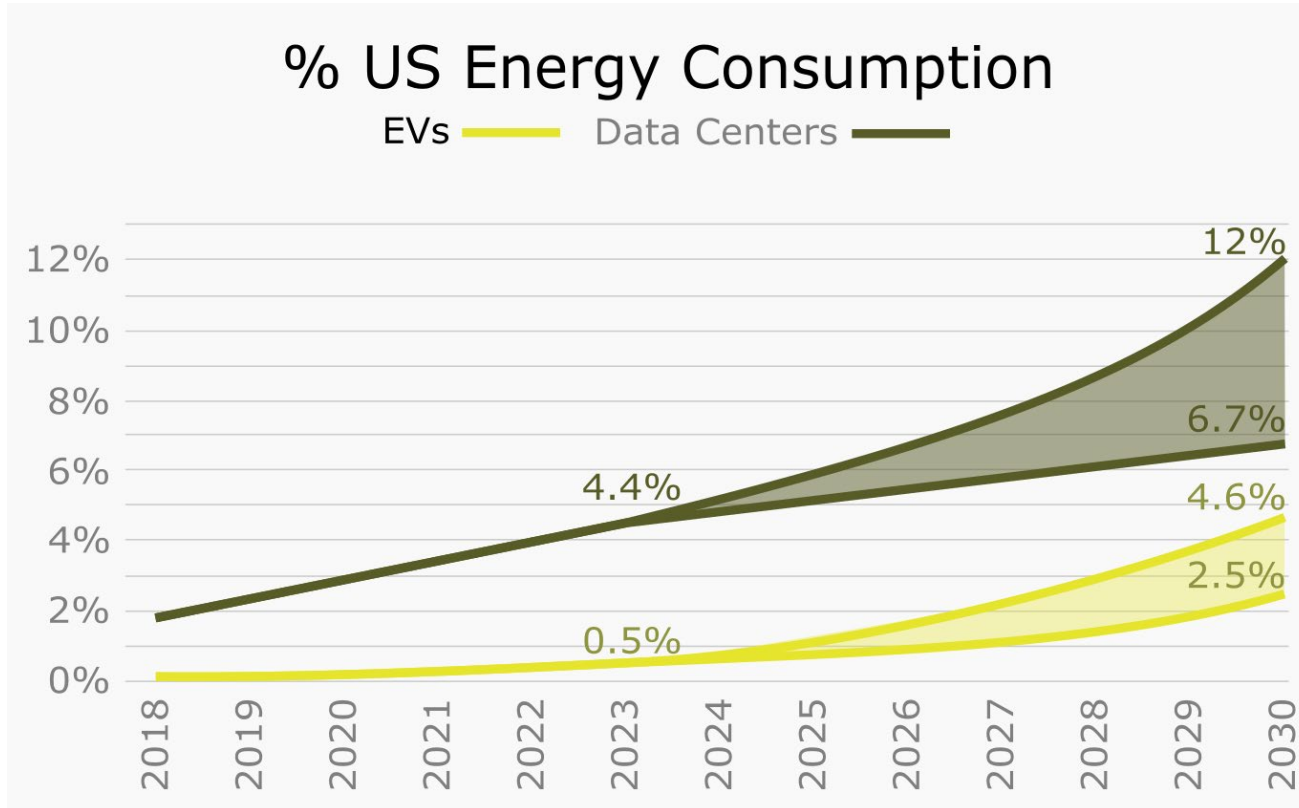


+360MW
in generation*



New energy demands related to EV growth are expected to be modest compared to Evergy generation growth.
EV load demands of ~45Mwh/ day by 2030 are modest compared to plans to grow generation by 360MW over the next 10 years. Especially considering 80 percent of charging will occur overnight when demand is low.

* In Oct. 2024 Evergy announced construction of two coal gas plants with 1,410MW of generation. ~60% less CO₂ pollution than coal.

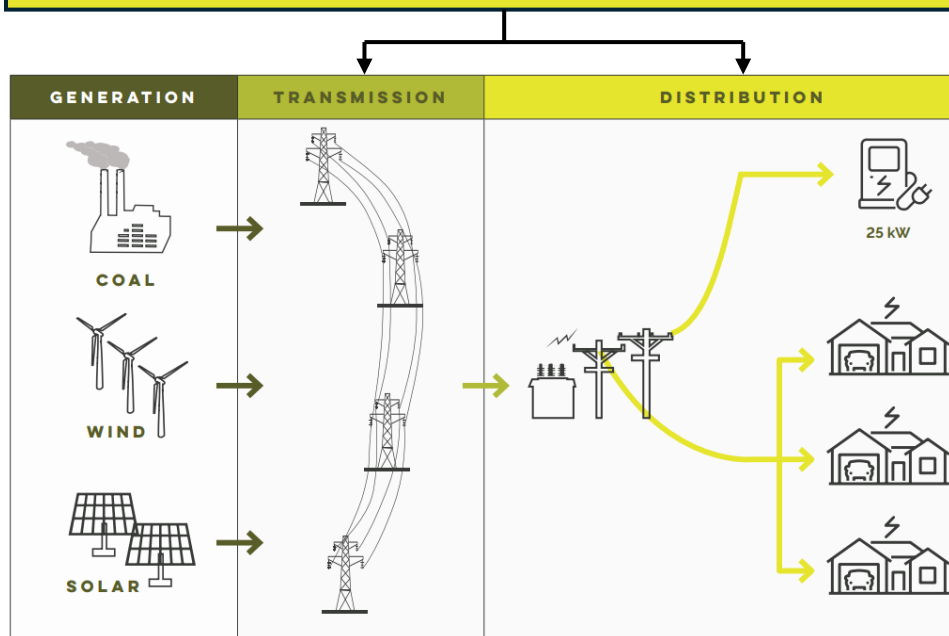


A ChatGPT query requires ~10x more electricity than a Google search

- Revenues from EV charging have **more than paid back** investment costs.
- These profits are expected to potentially **drive down costs for All** electricity customers (not just EV owners)*.
- These investments, driven by EV demand, are modernizing & upgrading the grid, something that is needed, regardless of EVs.

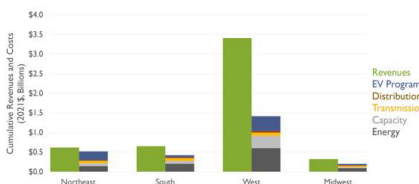
Investment & upgrades will be required for EVs

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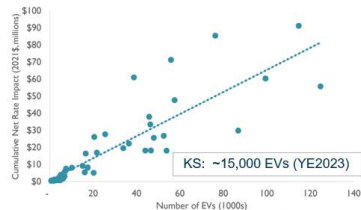
A recently updated study by Synapse concluded that EV revenues have thus far exceeded costs across the U.S.

Total costs plus EV program expenditures, versus total revenues of EV charging across the U.S. per year from 2011-2021



Revenues
EV Programs
Distribution
Transmission
Capacity
Energy

Correlation between the number of EVs in a state and the cumulative net rate impact



METHODOLOGY

Costs and revenues were calculated based on the >2M passenger EVs sold between 2012 and 2021. Costs included energy (hourly), generation capacity, transmission, distribution, and utility programs. Revenues were calculated using the average residential retail rates specific to each state.

<https://www.synapse-energy.com/sites/default/files/Electricity%20Vehicle%20Cost%20and%20Revenue%20Data%20for%20Customer%20Load%20and%202024%202021-0331.pdf>

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KCC Update / June 2024



Similar, forward-looking findings from California's Public Advocates Office and collaborated by a separate CPUC rep

BACKGROUND

- CPAO projected the cost of grid upgrades for CA's three largest IOUs
- Analysis is based on California's 2035 EV adoption goal

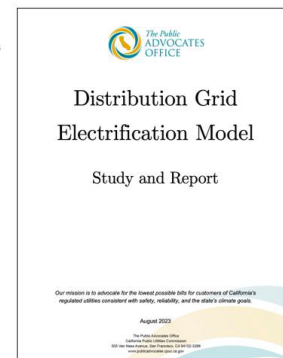
RESULT HIGHLIGHTS

- CPAO predicts electrification will result in downward pressure on residential rates for each IOU (i.e., PG&E, SCE, and SDG&E)
- Five key model assumptions
 - Distribution infrastructure expansion costs (e.g., feeders, substations)
 - Utility infrastructure investment – amount and location
 - Load growth due to electrification
 - Existing utility programs will not be meaningfully expanded
 - Residential charging load shapes (peak vs off-peak)

<https://www.publicadvocates.org/ca.gov/press-room/reports-and-analysis/distribution-grid-electrification-model-findings>

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KCC Update / June 2024





1. REVIEW AND UPDATE ZONING REQUIREMENTS

- Identify and revise zoning restrictions that might hinder the deployment of EV charging infrastructure.
- Permit EV chargers as accessory uses in all zoning districts to simplify approval processes.



2. INCORPORATE EV CHARGING IN PARKING STANDARDS

- Reduce minimum parking requirements by weighting EV charging stalls as more than one space.
- Include accessible ADA parking spots with chargers as multiple parking spaces when minimum requirements apply.

See Appendix G.



3. DEVELOP STANDARDS FOR SPECIFIC HOUSING AND CURBSIDE INSTALLATIONS

- Create guidelines for installing charging infrastructure in affordable multifamily housing and areas reliant on curbside parking.
- Encourage open network charging systems to ensure universal accessibility.



4. STREAMLINE PERMITTING AND INSPECTION PROCESSES

- Train staff on permitting and inspection best practices, ensuring clarity and efficiency in handling EV infrastructure applications.



5. INCORPORATE EV POLICIES INTO LONG-TERM PLANNING

- Include goals and policies supporting EVs and charging infrastructure in urban area comprehensive plans to ensure alignment with sustainability objectives.

5.4 MULTI-UNIT DWELLING PERMITTING

When considering the development and promotion of multi-unit dwelling (MUD) charging station permitting policies, several key considerations and potential programs can help facilitate the transition to widespread EV adoption in residential areas. These considerations and programs can improve the accessibility and practicality of charging infrastructure for residents in multi-family housing, who may not have access to personal garages or dedicated parking spaces.

PROGRAM	CONSIDERATIONS
EQUITABLE ACCESS & FAIR DISTRIBUTION	- Ensure that charging stations are accessible to all residents, especially in historically underserved areas or low-income communities. - Address the needs of different types of residents (e.g., renters, low-income, and apartment dwellers), ensuring that policies don't favor single-family homeowners over multi-family residents.
INFRASTRUCTURE READINESS	- Consider existing electrical capacity in MUDs and the cost of upgrades to accommodate EV chargers. - Evaluate whether there's sufficient parking infrastructure to support EV charging stations and plan for shared charging resources when space is limited.
BUILDING & ELECTRICAL CODE COMPLIANCE	- Align with local building codes, fire codes, and electrical safety standards when developing permitting policies for MUD charging stations. - Ensure that installation of chargers in common spaces does not pose a safety risk, such as overloaded circuits or hazards in areas with high foot traffic.
COST SHARING MODELS	- Develop incentives or policies that encourage developers, landlords, and property managers to invest in charging infrastructure. - Promote cost-sharing models that distribute the installation and operational costs of charging stations among residents, property owners, and utilities.
LONG-TERM MAINTENANCE & MANAGEMENT	- Address who will manage the charging stations, including maintenance, billing, and customer service. - Ensure systems are in place for ongoing operational support and for residents to report issues with charging equipment.
ADAPTABILITY FOR FUTURE GROWTH	- Account for the future growth of EV adoption. Ensure that policies and programs allow flexibility in scaling the infrastructure as demand increases. - Consider whether chargers should be installed with "future-proofing" in mind, such as installing wiring in anticipation of future EVs or upgrades.
PARKING & CHARGING SPACE ALLOCATION	- Implement systems to ensure fair and effective allocation of charging spaces, particularly in buildings with limited parking. This allocation could include priority access for residents who own electric vehicles or creating systems for reserving charging stations. - Consider options for shared-use chargers in areas with limited dedicated spaces.
DATA COLLECTION & REPORTING	- Establish data collection mechanisms to track the effectiveness of charging station installations, usage patterns, and the cost-benefit analysis of EV infrastructure in MUDs. - Use this data to continuously improve permitting processes, identify areas of need, and support future investment in charging infrastructure.

5.5 COMMERCIAL AND PUBLIC CHARGER PERMITTING



When permitting commercial and/or public charging stations it is important to consider the following questions:

1. DOES YOUR BUSINESS OWN OR LEASE ITS FACILITIES?

Building Owners: Businesses that own their facility and parking areas will face fewer challenges w/ implementing vehicle charging infrastructure. It's essential to involve key stakeholders early, including PEV drivers, operations supervisors, building/facility managers, facility technicians, and legal counsel.

Building Tenants: Businesses leasing their facility may need to obtain approval from the property owner to install charging stations. If an agreement with the owner is not possible, consider partnering with neighboring parking lot owners or nearby businesses to establish a cooperative PEV charging program.

2. WHAT TYPE OF CHARGING IS NEEDED?

Business owners should evaluate their facility's electrical capacity to determine the appropriate charging levels. Refer to **Table 2** to identify the type of charging infrastructure suitable for the site's location and use type.

3. WHO WILL PAY FOR THE CHARGING?

Business owners can decide whether to cover the electricity costs and offer free charging or pass the costs to consumers by implementing a fee-for-use model to recoup expenses.

PRIORITY	ACTION ID	RECOMMENDATION ACTIONS	BARRIERS ADDRESSED				
			EDUCATIONAL AWARENESS	RANGE ANXIETY	ADOPTION	INFRASTRUCTURE	COST
 1. COMMUNITY OUTREACH	1.1	Promote and educate the community about smart chargers and vehicle to grid technology to offset or mitigate strain on the electrical grid as a part of EV education and awareness programming.					
	1.2	Provide information about EVs that can be shared with school programs, science fairs, or school events to reach families and younger generations.					
	1.3	Communicate advancements in EV battery technology and range capabilities, dispelling outdated perceptions about limited range.					
	1.4	Ensure the public is aware of rebates or tax incentives for installing Level II home chargers, which provide faster charging times and reduce the need for public chargers during daily commutes.					
 2. COMMUNITY EDUCATION	2.1	Encourage the installation of highway signage to inform drivers about upcoming charging stations, similar to gas station signs, reducing anxiety about finding the next charger.					
	2.2	Provide cities/ towns within the MPA clear guidance on available state, local, and federal incentives for purchasing EVs and installing charging equipment for fleet electrification and public charging.					
	2.3	Support programs to that provide incentives for installing charging stations in apartment complexes and condos, so more residents can charge overnight.					
	2.4	Reach out to local business and property owners within key areas highlighted in this plan to install workplace chargers, reducing concerns about running out of charge during the day.					

PRIORITY	ACTION ID	RECOMMENDATION ACTIONS	BARRIERS ADDRESSED				
			EDUCATIONAL AWARENESS	RANGE ANXIETY	ADOPTION	INFRASTRUCTURE	COST
 3. MONITOR PROGRESS	3.1	Regularly update maps or webpages that show the location of public charging stations and upcoming charging infrastructure projects.					
	3.2	Gather charging data from available stations and communicate sustainable impacts of local charging infrastructure.					
	3.3	Generate local performance measures and targets and monitor progress on these routinely.					
 4. LEAD BY EXAMPLE	4.1	Evaluate opportunities for transit electrification (fixed route and on-demand services).					
	4.2	Identify grant opportunities which MPO (or partner communities) can apply for to contribute funds towards infrastructure build out.					
	4.3	Establish local EV Technical Advisory Committee (TAC) with key implementation partners (K-State, local business councils, Evergy, etc.).					
	4.4	Work with local governments and encourage regular coordination with local utilities such as Evergy and others to assess and upgrade grid infrastructure where EV charging stations are planned.					
	4.5	Encourage and provide support to cities and counties on the expansion of EV infrastructure to key areas recommended in this plan.					
	4.6	Work with environmental groups, chambers of commerce, and advocacy organizations to identify and share success stories on EV implementation.					
	4.7	Work with regional communities to highlight EV-friendly policies (such as special parking spots, updated parking policies, zoning and lower parking fees for EV owners) that are recommended in this EV Readiness Plan.					



Lifetime Ownership Cost Comparison Calculator

This interactive calculator allows you to compare the lifetime costs of ownership for comparable gas & electric vehicles, including purchase price, gas/electricity, maintenance, etc.



Kansas City Trip Cost Comparison Calculator

Trips to Kansas City from the Flint Hills Region are common for innumerable reasons. The Kansas City Trip calculator allows you to enter in information about your current gas powered vehicle, and compare those costs to a trip in an EV.



Annual Fuel/Power Cost Comparison Calculator

This interactive calculator allows you to compare a full year of your current gas vehicles fuel cost, versus an equivalent EV.

1 Select your vehicle type

12.a

What type of vehicle do you want to purchase?

SUV - M

Set EV charging options

% Home Charging

80%

Home Charge Timing (Required to run calculator)

☒ Off-Peak

☐ Peak (4p - 8p)

DC Fast Charge Timing (Required to run calculator)

☒ Off-Peak

☐ Peak (4p-8p)

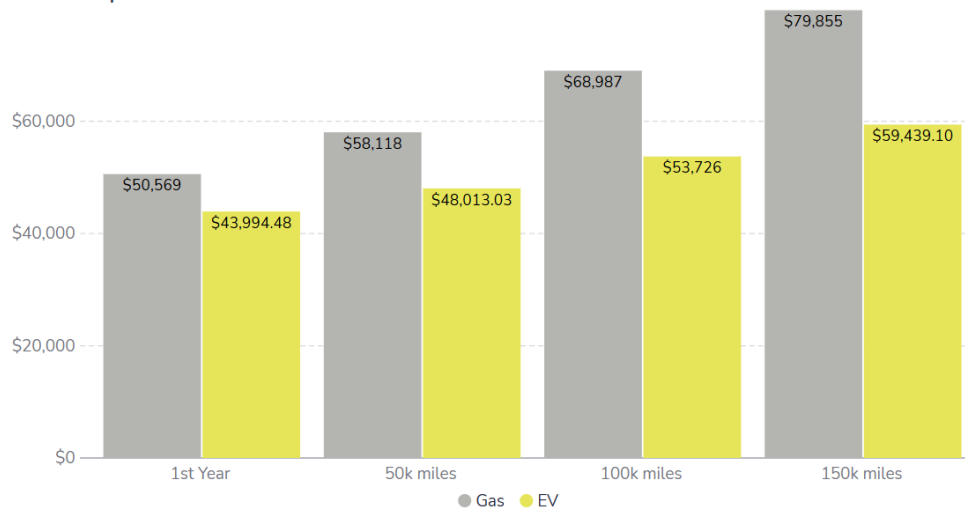
Set the cost of Gas

Cost of Gas? \$ p gallon

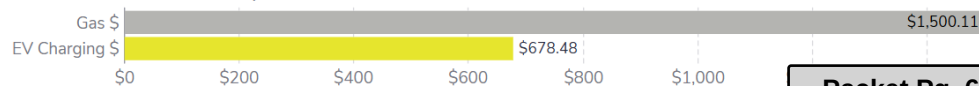
\$2.80

In 2024, the average gallon of gas in Kansas cost \$2.91, with a low of \$2.70 in Dec. and a high of \$3.18 in July.

Ownership costs over time



Annual Gas vs Electricity Costs



● EV Savings: \$821.63



ELECTRIC VEHICLE READINESS PLAN



The region's first Electric Vehicle (EV) Readiness Plan will comprehensively examine existing infrastructure and policies, identifying key future needs and strategies that will help our region be better prepared for electric vehicles.

EV Readiness Plan Document



[See the EV Readiness Plan >](#)



1. Electric Vehicles Are Driving Rates Down for All Customers

<https://www.synapse-energy.com/sites/default/files/Electric%20Vehicles%20Are%20Driving%20Rates%20Down%20for%20All%20Customer%20Update%20Jan%202024%2021-032.pdf>



2. Distribution Grid Electrification Model Findings

<https://www.publicadvocates.cpuc.ca.gov/press-room/reports-and-analyses/distribution-grid-electrification-model-findings>



<https://blog.ucs.org/dave-reichmuth/driving-on-electricity-is-now-much-cleaner-than-using-a-gasoline-car/>



4. Electric Vehicles Are Way, Way More Energy-Efficient Than Internal Combustion Vehicles

<https://www.motortrend.com/news/evs-more-efficient-than-internal-combustion-engines/>



5. You're Being Lied to About Electric Cars

<https://www.motortrend.com/features/truth-about-electric-cars-ad-why-you-are-being-lied-to/>

- ★ All utilities (including Investor-Owned Utilities) are required to get approval on rate structures from Public Utilities Commissions as utilities are essential managed monopolies.

As a utility sells more energy (kWh) they generate higher revenue. That higher revenue can then be invested into additional infrastructure deployment (generation plants, transmission lines, substations etc) or used to maintain reasonable rate structures. Getting back to that issue of WHEN people charge their vehicles.... If additional load (kW) comes overnight or off-peak, then the utilities don't need to create new generation, transmission, substations etc. because they are essentially balancing that energy across the full 24-hour period. So in this case... the utility is using the same infrastructure but selling more energy thus in a regulated rate environment in 'theory' rates could decrease. Although, in reality rates will stay the same or grow slower investments.

THANK YOU!



JARED TREMBLAY, Planning Manager
Tremblay@FlintHillsMPO.org

FlintHillsMPO.org



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director
MEETING: April 14, 2025
SUBJECT: Public Works Project Update
PRESENTER: John Ellermann

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

Enclosures:

- 041425 Project Update (PDF)

Project Update

Public Works Department

4/14/2025

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Reece Construction – January 2 start – 45 working days
- [Project Completed](#)

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Permits & R/W

Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child
- Cost share with City – trail and Browning Intersection.
- [Design kick-off meeting. Traffic Counts including turning movements](#)

CPE Window Replacement Project

- [BHS Construction – August start – 135 Working days](#)
- [Pre-Construction Meeting](#)

Elevator Modification Project

- Courthouse, Carnegie and Health Department
- [TK Elevator](#)
- [Contract](#)

Parks:

- [Mowing parks and grounds.](#)
- [General Park and CHP clean up.](#)
- [Calibrating spray equipment and training techs on spraying pre-emergent.](#)
- [Clean-up of Fairgrounds after 2 weekends of cattle shows.](#)

Operations:

- [4 -10 hours days](#)
- [Concrete work at Zeandale Fire Station.](#)
- [Patching Road and shouldering after spring storm.](#)
- [Small structure inspections and debris removal.](#)
- [Grading of roads and hauling rock where needed.](#)
- [Preparing roads for dust control.](#)
- [Asphalt patching as needed.](#)

- Sending 4 employees to MUTCD training

Miscellaneous

- Open Positions: Purchasing Agent (Interviews), Building Maintenance Tech (Offer made), Traffic Control Supervisor (crew Chief, Asst. Operation Manager), Parks Seasonals, Public Works Operator I/II
- Potential restructuring operations division. Working on position descriptions for Assistant Operations Manager, TC Crew Chief.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Awarded an additional \$462,210 in grant money for the project. Preparing to relocate RWD water line. 90% plans and easements.
- EMS Headquarters Station – BHS GMP \$9,587,108. Approximately 80% complete.
- EM Remodel of old EMS – Archimages Design. Schematic Design process.
- CPE Window Replacement – Pre-construction meeting
- Consultant recommendation for bridge and culvert design using sales tax.
- RFQ's for space needs studies for HD/FCRC and CH/Co. Atty/Comm Corr. Ready for BOCC review and send out.
- RWD Water Tower pre-construction conference was held Thursday (April 4, 2025)
- **Kansas County Highway Association Annual meeting** – May 5-7, Hays
- Evan attending NACCE Conference in Shamburg, Ill.
- Budgets



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

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

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: April 14, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Review updates to terms of leases for the use of flood-prone properties acquired by FEMA and transferred to the County
- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Kansas Court of Appeals Oral Arguments in Board of County Commissioners of Riley County, KS vs. Kansas Historical Society, et al., Kansas Court of Appeals Case No. 23-126435-A
- Kansas Court of Appeals Oral Arguments in Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al., Kansas Court of Appeals Case No. 24-127166
- Review and Approve FRA Certification Form
- Space Needs Study Process
- Rural Water District Water Supply Forms
- Disaster Declarations
- Legislative Platform - Preparation of Model Short Term Rental Statute
- Legislation Updates
- Legislation Letters of Support
- Legislative Testimony
- Nuisance Abatement Cases in District Court
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range

Staff Report (ID # 15678)

Meeting of April 14, 2025

Enclosures:

28-19-645. Open burning prohibited. A person shall not cause or permit the open burning of any wastes, structures, vegetation, or any other materials on any premises except as authorized by K.A.R. 28-19-647 and K.A.R. 28-19-648. (Authorized by K.S.A. 1994 Supp. 65-3005; implementing K.S.A. 1994 Supp. 65-3005, K.S.A. 65-3010; effective March 1, 1996.)

28-19-645a. Restrictions on open burning operations that supersede the provisions of K.A.R. 28-19-645 for certain counties during the month of April. (a) A person shall not cause or permit open burning operations of any waste, including vegetation and wood waste, structures, or any other materials on any premises during the month of April in Butler, Chase, Chautauqua, Cowley, Elk, Geary, Greenwood, Johnson, Lyon, Marion, Morris, Pottawatomie, Riley, Sedgwick, Wabaunsee, and Wyandotte counties, except as authorized by subsections (b) through (d).

(b) The following activities shall be exempt from the prohibition in subsection (a):

(1) Open burning operations for the purpose of range or pasture management and conservation reserve program (CRP) burning activities meeting the requirements in K.A.R. 28-19-648 (a)(1) through (a)(4); and

(2) open burning operations listed in K.A.R. 28-19-647 (a)(1) and (a)(2).

(c) A person may obtain approval by the secretary to conduct an open burning operation that is not otherwise exempt if the conditions and requirements of the following are met:

(1) K.A.R. 28-19-647 (b)(1) through (b)(3); and

(2) K.A.R. 28-19-647 (d) and (e).

(d) Open burning operations that shall require approval by the secretary and are deemed necessary and in the public interest shall include the open burning operations listed in K.A.R. 28-19-647 (c)(1) through (c)(3).

(e) In Johnson, Wyandotte, and Sedgwick counties, the open burning operations listed in K.A.R. 28-19-647 (c)(4) and (c)(5) shall require approval by the local authority.

(f) Nothing in this regulation shall restrict the authority of local jurisdictions to adopt more restrictive ordinances or resolutions governing agricultural open burning operations. (Authorized by K.S.A. 2010 Supp. 65-3005; implementing K.S.A. 2010 Supp. 65-3005 and K.S.A. 65-3010; effective, T-28-3-1-11, Mar. 1, 2011.)

28-19-646. Responsibility for open burning. It shall be prima facie evidence that the person who owns or controls property on which open burning occurs has caused or permitted the open burning. (Authorized by K.S.A. 1994 Supp. 65-3005; implementing K.S.A. 1994 Supp. 65-3005, K.S.A. 65-3010; effective March 1, 1996.)

28-19-647. Exceptions to prohibition on open burning. (a) The following open burning operations shall be exempt from the prohibition on the open burning of any materials imposed by K.A.R. 28-19-645:

(1) open burning carried out on a residential premise containing five or less dwelling units and incidental to the normal habitation of the dwelling units, unless prohibited by any local authority with jurisdiction over the premises;

(2) open burning for cooking or ceremonial purposes, on public or private lands regularly used for recreational purposes;

(3) open burning for the purpose of crop, range, pasture, wildlife or watershed management in accordance with K.A.R. 28-19-648; or

(4) open burning approved by the department pursuant to paragraph (b).

(b) A person may obtain an approval from the department to conduct an open burning operation that is not otherwise exempt from the prohibition imposed by K.A.R. 28-19-645 if it is demonstrated that the open burning is:

(1) necessary, which in the case of burning for the purpose of disposal of any materials, shall mean that there is no other practical means of disposal;

(2) in the public interest; and

(3) is not prohibited by any local government or local fire authority.

(c) Open burning operations for which an approval is required but which are deemed to be necessary and in the public interest include the following:

(1) the use of safety flares for disposal of flammable gases;

(2) fires related to the training of government or industrial personnel in fire fighting procedures;

(3) fires set for the removal of dangerous or hazardous liquid materials;

(4) open burning of trees and brush from nonagricultural land clearing operations; and

(5) open burning of clean wood waste from construction projects carried out at the construction site.

(d) Each person seeking an approval to conduct an open burning operation pursuant to this regulation shall submit a written request to the department containing the following information:

(1) the location of the proposed open burning and the name, address and telephone number of the person responsible for the open burning;

(2) a description of the open burning including:

(A) the estimated amount and nature of material to be burned;

(B) the proposed frequency, duration and schedule of the burning;

(C) the size of the area to which the burning will be confined;

(D) the method of igniting the material;

(E) the location of any public roadways within 1,000 feet of the proposed burn;

(F) the number of occupied dwellings within 1,000 feet of the proposed burn; and

(G) evidence that the open burning has been approved by appropriate fire control authority having jurisdiction over the area; and

(3) the reason why the proposed open burning is necessary and in the public interest if the activity is not listed in subsection (c) of this regulation.

(e) Each open burning operation for which the department issues an approval pursuant to paragraph

(b) shall be subject to the following conditions, except as provided in paragraph (f):

(1) The person conducting the burning shall stockpile the material to be burned, dry it to the extent possible before it is burned, and assure that it is free of matter that will inhibit good combustion.

(2) A person shall not burn heavy smoke-producing materials including heavy oils, tires, and tarpaper.

(3) A person shall not initiate burning during the nighttime, which for the purposes of this regulation is defined as the period from two hours before sunset until one hour after sunrise. A person shall not add material to a fire after two hours before sunset.

(4) A person shall not burn during inclement or foggy conditions or on very cloudy days, which are defined as days with more than 0.7 cloud cover and with a ceiling of less than 2,000 feet.

(5) A person shall not burn during periods when surface wind speed is less than 5 mph or more than 15 mph.

(6) A person shall not burn within 1,000 feet of any occupied dwelling, unless the occupant of that dwelling has been notified before the burn.

(7) A person shall not conduct a burn that creates a traffic or other safety hazard. If burning is to take place within 1,000 feet of a roadway, the person conducting the burn shall notify the highway patrol, sheriff's office, or other appropriate state or local traffic authority before the burning begins. If burning is to take place within one mile of an airport, the person conducting the burn shall notify the airport authority before the burning begins.

(8) The person conducting the burn shall insure that the burning is supervised until the fire is extinguished.

(9) The department may revoke any approval upon 30 days notice.

(10) A person shall conduct an open burning operation under such additional conditions as the department may deem necessary to prevent emissions which:

(A) may be injurious to human health, animal or plant life, or property; or

(B) may unreasonably interfere with the enjoyment of life or property.

(f) The department may issue an approval for an open burning operation that does not meet the conditions set forth in subsection (e) upon a clear demonstration that the proposed burning:

(1) is necessary and in the public interest;

(2) can be conducted in a manner that will not result in emissions which:

(A) may be injurious to human health, animal or plant life or property; or

(B) may unreasonably interfere with the enjoyment of life or property; and

(3) will be conducted in accordance with such conditions as the department deems necessary.

(Authorized by K.S.A. 1994 Supp. 65-3005; implementing K.S.A. 1994 Supp. 65-3005, K.S.A. 65-3010; effective March 1, 1996.)

28-19-648. Agricultural open burning.

(a) Open burning of vegetation such as grass, woody species, crop residue, and other dry plant growth for the purpose of crop, range, pasture, wildlife or watershed management shall be exempt from the prohibition on the open burning of any materials imposed by K.A.R. 28-19-645, provided that the following conditions are met:

(1) the person conducting the burn shall notify the local fire control authority with jurisdiction over the area before the burning begins, unless the appropriate local governing body has established a policy that notification is not required;

(2) a person shall not conduct a burn that creates a traffic safety hazard. If conditions exist that may result in smoke blowing toward a public roadway, the person conducting the burn shall give adequate notification to the highway patrol, sheriff's office or other appropriate state or local traffic control authorities before burning;

(3) a person shall not conduct a burn that creates an airport safety hazard. If smoke may affect visibility at an airport, the person conducting the burn shall give adequate notification to the appropriate airport authorities before burning; and

(4) the person conducting the burn shall insure that the burning is supervised until the fire is extinguished.

(b) Nothing in this regulation shall restrict the authority of local jurisdictions to adopt more restrictive ordinances or resolutions governing agricultural open burning operations. (Authorized by K.S.A. 1994 Supp. 65-3005; implementing K.S.A. 1994 Supp. 65-3005, K.S.A. 65-3010; effective March 1, 1996.)

RESOLUTION NO 092399- 32

**RESOLUTION PROHIBITING OPEN BURNING,
PROVIDING FOR EXCEPTIONS, REQUIRING PERMITS
TO BURN AND ENACTING RELATED RULES AND REGULATIONS**

WHEREAS, the Board of County Commissioners of Riley County, Kansas, have determined that uncontrolled and unauthorized open fires may present a danger to persons and property within the County, and

WHEREAS, the Riley County Commissioners have determined that a policy of notification, permits and related items and regulations will reduce such danger.

NOW THEREFORE, BE IT RESOLVED BY The Board of County Commissioners of Riley County, Kansas, that this resolution shall apply to areas located in Riley County with the exception of areas located within the corporate limits of any city.

BE IT FURTHER RESOLVED that no person shall cause or permit the open burning of any waste, structures, vegetation, or any other materials on any premises except as authorized by KAR 28-19-647 and KAR 28-19-648.

BE IT FURTHER RESOLVED that anyone conducting open burning operations must, prior to burning, obtain a permit to conduct open burning operations except by KAR 28-19-647 and KAR 28-19-648 from the Chief of Riley County Fire District No 1 or the Riley County Emergency Management Office on forms provided by said offices. Said Fire Chief and/or the Riley County Emergency Management office shall have exclusive authority to determine the location of the burning, the type and amount of materials to be burned, the dates for which the burn permit is valid, and the time for which said materials may be burned. Said permits shall be subject to all other applicable laws. In addition, the above County representatives shall determine the conditions

under which burning shall be allowed.

BE IT FURTHER RESOLVED that permits to burn will be issued by the Fire Chief having jurisdiction and/or the Riley County Emergency Management office for prescribed burning as authorized by KAR 28-19-647 and KAR 28-19-648.

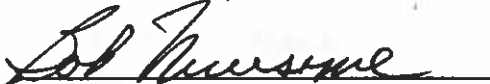
BE IT FURTHER RESOLVED that the knowing and willful violation of this order shall constitute a Class C misdemeanor; and, any person convicted of such violation shall be punished as provided by law.

BE IT FURTHER RESOLVED that Riley County Resolutions 83-10 and 032797-08 are hereby repealed.

This is an ordinary home rule resolution and shall take effect and be in force from and after its passage and publication in the *Manhattan Mercury*.

EXECUTED this 23rd day of September, 1999.

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


Chair


Member

Member

ATTEST:


Rich Vargo, Riley County Clerk



Attachment: prescribed burn docs (15675 : Report on Harmony RD fire and general Prescribed Burn Discussion)



2025 BURN PERMIT

Prescribed Burn Line: (785) 565-6216

Toll free: 1-866-565-6216

Emergency: 911

Reminder: April burning restrictions allow ONLY range or pasture management burning

2025 Burn Permit #	1000	Issued To	John Doe
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This permit is issued upon the condition that all burning shall be in compliance with K.A.R. 28-19-648 and or any amendments to such and also Riley County resolution #092399-32. Copies of these regulations are available at the Riley County Emergency Management office at 115 N 4th, Manhattan.

Immediately prior to burning, the permittee must call **(785) 565-6216** or toll free **1-866-565-6216** to notify of the intent to burn. This phone number is answered 24 hours a day either by Riley County Emergency Management staff or Riley County Police Department dispatchers. This phone number is intended for controlled burning only and should not be used for any other purpose. If you have an emergency, dial **911**. If you need to contact the Riley County Emergency Management office or Riley County Fire District #1 for business other than conducting a controlled burn, dial (785) 537-6333.

The Riley County Fire Chief or a designee will determine permission to burn based on each specific request and weather conditions for the day. **Burning restrictions will be sent out via Everbridge emergency notification system. We encourage all permit holders to sign up for this FREE service.** We appreciate your cooperation in working with us to help provide a safe environment for the citizens of Riley County.

Permittee has sole responsibility for supervision and control of the fire. This permit does not relieve the permittee from burning in a safe manner. Permittee may be held liable for damage to the property of another caused by the burning.

Date of Issue April 9, 2025
Expiration: 12/31/2025

Approval by: Russel Stukey
Job Title: Fire Chief

Attachment: prescribed burn docs (15675 : Report on Harmony RD fire and general Prescribed Burn Discussion)



RILEY COUNTY
2025 BURN PERMIT APPLICATION

Please complete and return this form to:

Riley County Fire District #1
115 N 4th St, Manhattan KS 66502

Alternatively, you may apply online at www.rileycountyks.gov
Once your application is processed, you will receive your 2025 Burn Permit Number.
For questions, contact 785-537-6333

Important Note:

The Flint Hills Smoke Management Plan is available on the Kansas Department of Health and Environment (KDHE) Bureau of Air webpage. The regulations and guidelines outlined in this plan may impact Riley County residents.

Applicant Information

Please print clearly.

Name: _____

Email: _____

Mailing Address: _____

City/ST/Zip: _____

Phone: _____ Cellular Phone: _____

Burn Details

1. Do you burn over 20 acres for range or pasture management? (Circle One) YES/ NO
2. How many acres do you plan to burn in 2025 (or will you burn Brush Piles only)?

3. Is this a commercial operation or on commercially zoned property? (Circle One) YES/ NO
If yes, provide the required KDHE permit # _____

I certify that the information provided above is accurate and agree to comply with Riley County resolution #09-2399-32, the Kansas Administration Regulations 28-19-647 and 28-19-648, any amendments to those regulations or resolutions, and any other applicable state, federal, and local law.

Signature: _____ Date: _____

Emergency Notification System

Stay informed about burning restrictions due to weather or other conditions by signing up for the **Everbridge Emergency Notification System**.

1. Visit www.rileycountyks.gov
2. Click "**Services**" > "**Emergency Notification**"
3. Sign up or log in to manage your subscriptions
4. Enroll in "**Riley County Prescribe Burning**" notifications

OFFICE USE ONLY

PERMIT NO: _____	ISSUE DATE: _____	ISSUED BY: _____
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