Board of Riley County Commissioners
Regular Meeting
Agenda
April 24, 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. 2024 Audit Engagement Letter
4. Resolution Appointing the County Appraiser
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 21, 2025 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM **Barry Wilkerson, Attorney**

9. Staff update

9:15 AM **Bryant Parker, Counselor/Director of Administrative Services**

10. Administrative Work Session

9:35 AM **Jared Tremblay, MPO Planning Manager**

11. US-24 Study & Cost/Benefit Analysis update

9:50 AM **Vivienne Leyva, PIO**

12. April 2025 Communications Update

10:05 AM **Russel Stukey, Emergency Management Director**

13. Authority Having Jurisdiction for EM/Fire/EOC remodel
14. Relocation of EM/Fire offices

10:25 AM **John Ellermann, Public Works Director/County Engineer**

15. Request to fill an open Mechanic Technician II Position
16. Request for Qualifications for Judicial Services Space Needs Study

10:45 AM **Bryant Parker, Counselor/Director of Administrative Services**

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

11:05 AM **Alan Blubaugh**

18. Alan Blubaugh Easement Request

Adjournment

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

COUNTY CLERK & ELECTIONS
Contract

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

COMMISSION AGENDA REPORT

FROM: **Brittany Phillips, Budget & Finance Officer**

MEETING: **April 24, 2025**

SUBJECT: **2024 Audit Engagement Letter**

PRESENTER: **Brittany Phillips, Budget & Finance Officer**

BACKGROUND INFORMATION

Signature on the attached engagement letter is required by Riley County prior to James Gordon & Associates CPA, P.A., commencing 2024 audit services.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Engagement Letter (PDF)

JAMES GORDON & ASSOCIATES CPA, P.A.
1960 KIMBALL AVE. SUITE 400
P.O. BOX 728
MANHATTAN, KS 66505
785.537.0190 | FAX 785.537.0158

April 22, 2025

Board of Commissioners
Riley County, Kansas

We are pleased to confirm our understanding of the services we are to provide for Riley County, Kansas (the County) for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the summary statement of receipts, expenditures, and unencumbered cash–regulatory basis, including the related notes to the financial statement, which collectively comprise the basic financial statement, of the County as of and for the year ended December 31, 2024.

The Kansas Municipal Accounting and Audit Guide (KMAAG) provide for certain regulatory-required supplementary information (RRSI) to supplement the County's basic financial statement. Such information, although not a part of the basic financial statement, is required by the KMAAG which considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. We have also been engaged to report on regulatory-required supplementary information (RRSI) that accompanies the County's financial statement as required by the *Kansas Municipal Accounting and Audit Guide* (KMAAG).

We will subject the following RRSI to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

1) Schedule 1 – Summary of Regulatory Basis Expenditures – Actual and Budget
2) Schedule 2 – Schedules of Regulatory Basis Receipts and Expenditures – Actual and Budget
3) Schedule 3 – Summary of Receipts and Disbursements – Agency Funds

We have also been engaged to report on supplementary information other than RSI that accompanies the County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with KMAGG, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with KMAGG and GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk of material misstatement as part of our audit planning:

- Management override of controls.
- Improper revenue recognition due to fraud.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit.

The purpose of these procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the RRSI, which we have been engaged to report on, in conformity with the KMAAG. You agree to include our report on any document that contains, and indicates that we have reported on, the RRSI. You also agree to include the audited financial statement with any presentation of the RRSI that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the presentation of the RRSI in accordance with the KMAAG; (2) you believe the RRSI, including its form and content, is fairly presented in accordance with the KMAAG; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statement, schedule of expenditures of federal awards, and related notes of the County in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Board of Commissioners; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of James Gordon & Associates CPA, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the federal or state agencies providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of James Gordon & Associates personnel.

Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jacob Kujath is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately May 2025.

Our fee for these services based on our proposed agreement will be $44,500 for audit services, $2,000 for budget review, and $4,000 for the single audit which includes one major program. If additional major programs are required to be audited, based on standards determined by the Uniform Guidance, our fee for each additional major program will be $3,500, based on our proposed agreement. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the Board of Commissioners of the County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

James Gordon & Associates CPA, PA.

James Gordon & Associates CPA, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Riley County, Kansas.

Management signature: ______________________

Title: ______________________________

Date: ______________________________

Governance signature: ______________________

Title: ______________________________

Date: ______________________________

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 Diretor**

MEETING: **April 24, 2025**

SUBJECT: **Resolution Appointing the County Appraiser**

PRESENTER: **Elizabeth Ward**

Per state statute, K.S.A 19-430, the board of county commissioners shall, by resolution, appoint a county appraiser who shall serve for a term of four years expiring on June 30 of the fourth year thereafter. The new appointment cycle begins June 30, 2025.

Therefore we request the Board of County Commissioners renew appointment of Anna Burson as the Riley County Appraiser effective June 30, 2025, via the attached resolution.

POSSIBLE MOTION(S)

Move to approve

The Board agreed by consensus to

Enclosures:

- Resolution Appointing the County Appraiser2025 (DOC)

RESOLUTION NO. 042425-

A RESOLUTION REAPPOINTING THE COUNTY APPRAISER FOR RILEY COUNTY KANSAS

WHEREAS, The Board of Commissioners of Riley County, Kansas, pursuant to K.S.A. 19-430, is directed on July 1, 1993, and on July 1st of each fourth year thereafter, to appoint a county appraiser to a term of four (4) years expiring on June 30 of the fourth year thereafter; and

WHEREAS, Resolution No. 052622-19 incorrectly stated that the county appraiser's term ended on June 30, 2026. The county appraiser's term is legally set to end, consistent with K.S.A. 19-430, on June 30, 2025; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, finds that Anna Burson is qualified for appointment as the Appraiser of Riley County, Kansas.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Riley County, Kansas, that Anna Burson, is hereby reappointed County Appraiser effective July 1, 2025, for a term ending June 30, 2029.

ADOPTED THIS 24th DAY OF April, 2025.

BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

____
Greg McKinley, Chairman

____
Kathryn Focke, Vice Chair

____
John Ford, Member

ATTEST:

____
Rich Vargo, County Clerk

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 24, 2025**

SUBJECT: **Sign Riley County Employee Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resources Director**

Enclosures:

- 2025-04 Election Workers EAF (DOCX)
- 2025-04 ATrout EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: See List

Status Change Date: 04/16/2025

Status Change: Separation

Date of Hire:

Seniority: 0 Year(s), 0 Month(s)

Position: Election Day Workers

Position Type: As Needed

Pay Range: TASND

Pay Type: Stipend

Base Rate: $0.00

Annualized Pay: $0.00

Funds Codes: 1-General, 19-Election

Supervisor: Susan Boller

Department Head: Rich Vargo

List:

Bryan, Susan Marie	Riley, Beth Ann	Peiris, Kamaranga
Ekart, David E	O'Dea, Dyna M	Molder, Scout Elanor
Larabee, Jessica Diane	Petty, Patricia L	Breault, DeAnn
Noble, Connie Lee	Tannehill, Marsha Diane	Shuman, Amber
Banner, Betty Ann	Wagner, Diane A	Khmous, Sufian
Braun, Mary Beth	Avalos, Sandra D	Hutchinson, Andrew
Fisher, Sara L	Dittmar, Paul Herman	Phinisey, Joan
Ford, Linda Ann	Bontrager, Helinna	Alexander, David J
Frazier, Allen Steve	Rodriguez, Donna	Cooper, Colin
Irvin, Dennis W	Schafer, David E	Bridgers, Maddison
Kerr, Emily Sue	Brantl, Wesa Iona	Frost, Carlene
Kerr, Danny Lee	Ptacek, Corey Lynn	Lee, Nathan
Marr, Charles W	Nagai-Velasquez, Kiku	

BoCC Chair ____________________________ Date: ________________

BoCC Member ____________________________ Date: ________________

BoCC Member ____________________________ Date: ________________

Original document stored in Human Resources

Revised 2022-11

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Annaliese Trout

Status Change Date: 04/18/2025

Status Change: Rehire

Date of Hire: 04/18/2025

Seniority: 0 Year(s), 0 Month(s)

Position: Election Day Workers

Position Type: As Needed

Pay Range: TASND

Pay Type: Stipend

Base Rate: $0.00

Annualized Pay: $0.00

Funds Codes: 1-General, 19-Election

Supervisor: Susan Boller

Department Head: Rich Vargo

BoCC Chair ____ Date: _______________________

BoCC Member ____ Date: _______________________

BoCC Member ____ Date: _______________________

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
April 28, 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

Press Conference Topics

Review Tentative Agenda

9:00 AM **Michael Rezkella, Pawnee Mental Health Services Director**

1. Pawnee Mental Health Services update

9:15 AM **Bob Isaac, Planner**

2. Public hearing for a final plat - Gerkin Addition

9:30 AM **Press Conference**

3. Election Office Closure May 1st and 2nd - Susan Boller (1-2 minutes)
4. Personal Property Notice of Values mailing on April 29th - Anna Burson (2 minutes)

9:40 AM **Amanda Webb, Planning/Special Projects Director**

5. Solid Waste Management Plan Annual Review
6. Comprehensive Plan update

10:10 AM **Kaylyn Speth, WIC Supervisor**

7. Mid year budget adjustment

10:30 AM **Megan Lewis, Community Corrections Director**

8. Staff update

10:45 AM **Amanda Webb, Planning/Special Projects Director**

9. Consideration to establish Peterson Ranch street benefit district and authorize paving of Thomas Wiard Road and Thomas Wiard Court

12:00 PM **Intergovernmental Luncheon**

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.

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
May 01, 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

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Elizabeth Ward, Human Resources Director**

2. Human Resources update

9:15 AM **Michael Boller, Noxious Weed/HHW Director**

3. Staff update

9:30 AM **Anna Burson, Appraiser**

4. Staff update

9:45 AM **Bob Isaac, Planner**

5. Public hearing for a request to rezone

10:00 AM **Amanda Webb, Planning/Special Projects Director**

6. Staff update

10:15 AM **Bryant Parker, Counselor/Director of Administrative Services**

7. Administrative Work Session

10:30 AM **Danielle Dulin, Manhattan City Manager**

8. Manhattan City General update

11:00 AM **Brittany Phillips, Budget and Finance Officer**

9. Executive Session to discuss security measures

11:15 AM **John Ellermann, Public Works Director/County Engineer**

10. RFQ for Health Department and FCRC Study

11:30 AM **David Adams, EMS/Ambulance Director**

11. Building updates

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.

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

OUTSIDE AGENCY
Presentation

COMMISSION AGENDA REPORT

FROM: **Jared Tremblay, MPO Planning Manager**

MEETING: **April 24, 2025**

SUBJECT: **US-24 Study & Cost/Benefit Analysis update**

PRESENTER: **Jared Tremblay, MPO Planning Manager**

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- RL County - US-24 Update 4.24.2025 (PDF)

Update:
US-24 Study &
Cost/Benefit Analysis

Apr, 24, 2025

Updated Study Goals

Corridor Study

Cost-Benefit Analysis

1. Update Existing Corridor Study A

- Reassess existing plans based on growth/needs
- Update key project options/designs as needed
  - Flush Rd intersection
  - US-24 Blue River Bridges
  - Urbanization (4-lanes/6-lanes)

2. Extend Corridor Study B C

- Manhattan to US-77 (Riley)
- Intersection safety, capacity, design options
- ITS (Intelligent Transportation Systems)
- Pedestrian Connections

3. Cost-Benefit Analysis D

- 2nd Connection options between MHK & Blue Township
  - Costs
  - Pros & Cons (travel times, traffic impacts, etc.)
  - Environmental & Hydrological impacts

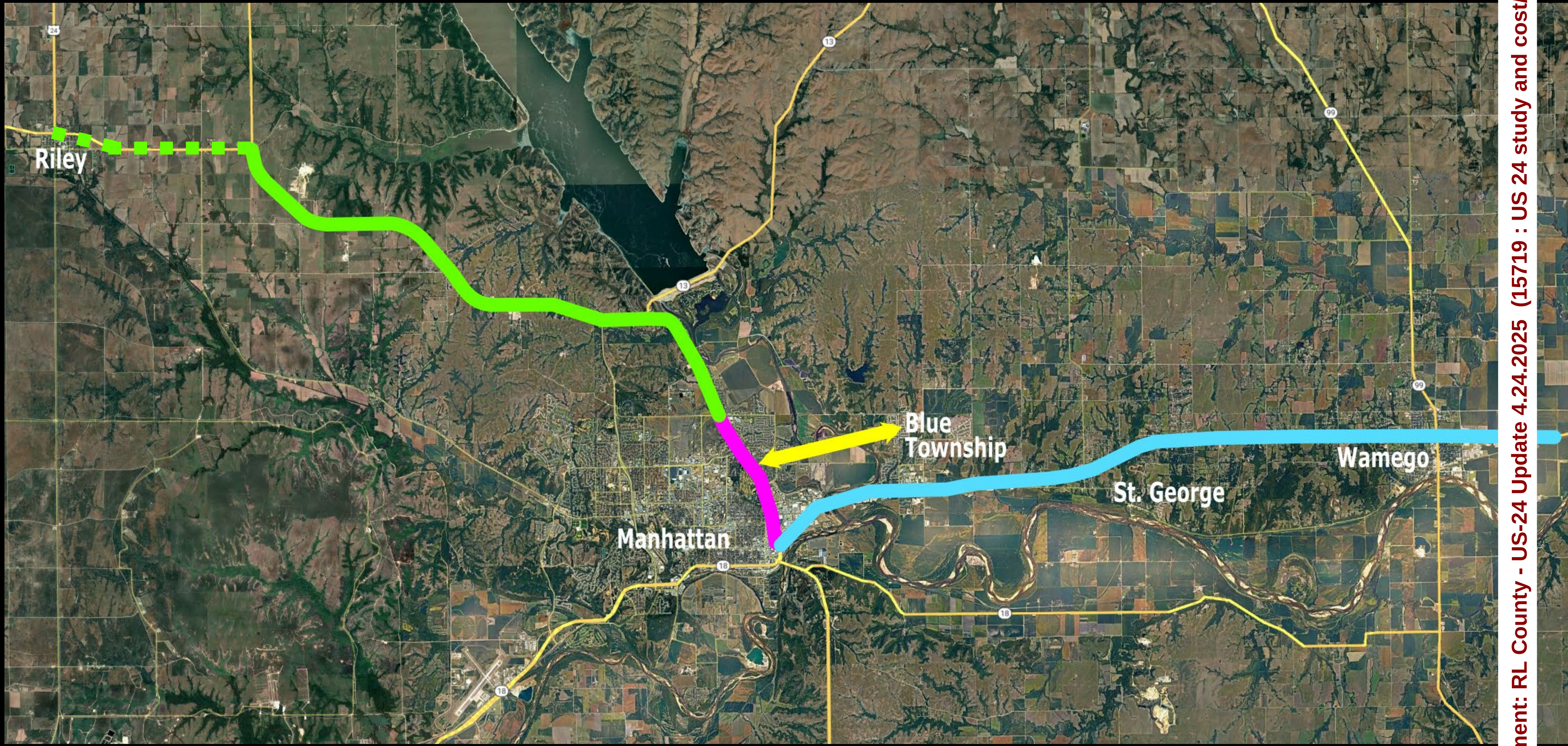
US-24 Corridor Study Update

Corridor Study

A	Existing Corridor: *Wamego - Mall*
B	Extension: *Mall – Marlatt Ave*
C	Extension: *Marlatt Ave – US-77*

Cost-Benefit Analysis

D	2nd Connection: *Blue Township - MHK*



#1 issue among Green Valley Area residents during long-range plan public outreach

Cost-Benefit Analysis Study D

Goal:

Move the region past speculation,
to focus on actual costs of realistic routes,
so we can have a more productive &
factual conversation on a way forward

Conversation shifts to:

- What are the trade-offs
- What can we afford
- What can we live with

Cost – Benefit Analysis

Opt.	Detail	Cost	Traffic	Hydro, etc.
1	Road Upgrade	$15m	X,000	Low
2	Bridge A	$80m	Y,000	High
3	Bridge B	$45m	Z,000	Low
4…	…	…	…	…

Study Costs - Updated

High-end estimates

	Previous (Feb. 2025)			Updated (4.22.2025)		
	Corridor Study A B C	Cost-Benefit Analysis D		Corridor Study A B C	Cost-Benefit Analysis D	
Total: $747.5k	$650k	$97.5k	KDOT	$750k	$0	Total: $750k
Total: $402.5k	$350k	$52.5k	Local	$250k	$150k	Total: $400k
$134.5k	$117k	$17.5k	MHK	$115.8k	$17.5k	$133.3k
$134.5k	$117k	$17.5k	PT	$18.3k	$115k	$133.3k
$134.5k	$117k	$17.5k	RL	$115.8k	$17.5k	$133.3k

These are negotiable (not set)

Do we move forward?

	Updated (4.22.2025)		
	Corridor Study A B C	Cost-Benefit Analysis D	
KDOT	$750k	$0	Total: $750k
Local	$250k	$150k	Total: $400k
MHK	$115.8k	$17.5k	$133.3k
PT	$18.3k	$115k	$133.3k
RL	$115.8k	$17.5k	$133.3k

What do you support funding?

THANK YOU!

JARED TREMBLAY, Planning Manager
Tremblay@FlintHillsMPO.org

FlintHillsMPO.org

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

COUNTY CLERK & ELECTIONS
Staff Update

STAFF REPORT

FROM: **Vivienne Leyva, Public Information Officer**

MEETING: **April 24, 2025**

SUBJECT: **April 2025 Communications Update**

PRESENTER: **Vivienne Leyva, Public Information Officer**

Tasks and Projects

Burning season updates and education
Grant funding awards for Keats and Ogden
Annexation application
Short-term rental regulations
Protective Home Program
Camp Kindergarten
Take the Pledge to Lock Your Meds Campaign
National County Government Month
Child Abuse Prevention Month
National Social Work Month
Week of the Young Child
National Poison Prevention Week

Ongoing and Upcoming Communications Tasks and Projects

Measles updates and education
WCAG 2.1 Level AA Standards for government websites
Employee Day - October 13, 2025
Leadership Programs - application process
Local Emergency Planning Committee - president 2025
Logo Guidelines Update
Flint Hills Regional Leadership Program
Keats Sanitary Sewer Improvements Project

Comprehensive Plan
Safe Kids Month in May
Functional exercise for Flint Hills Public Information Officers - working with Emergency Management to plan an exercise
Media relations
CivicClerk training and implementation

Enclosures:

- 4-24-2025 Communicataions Update for BoCC (PDF)

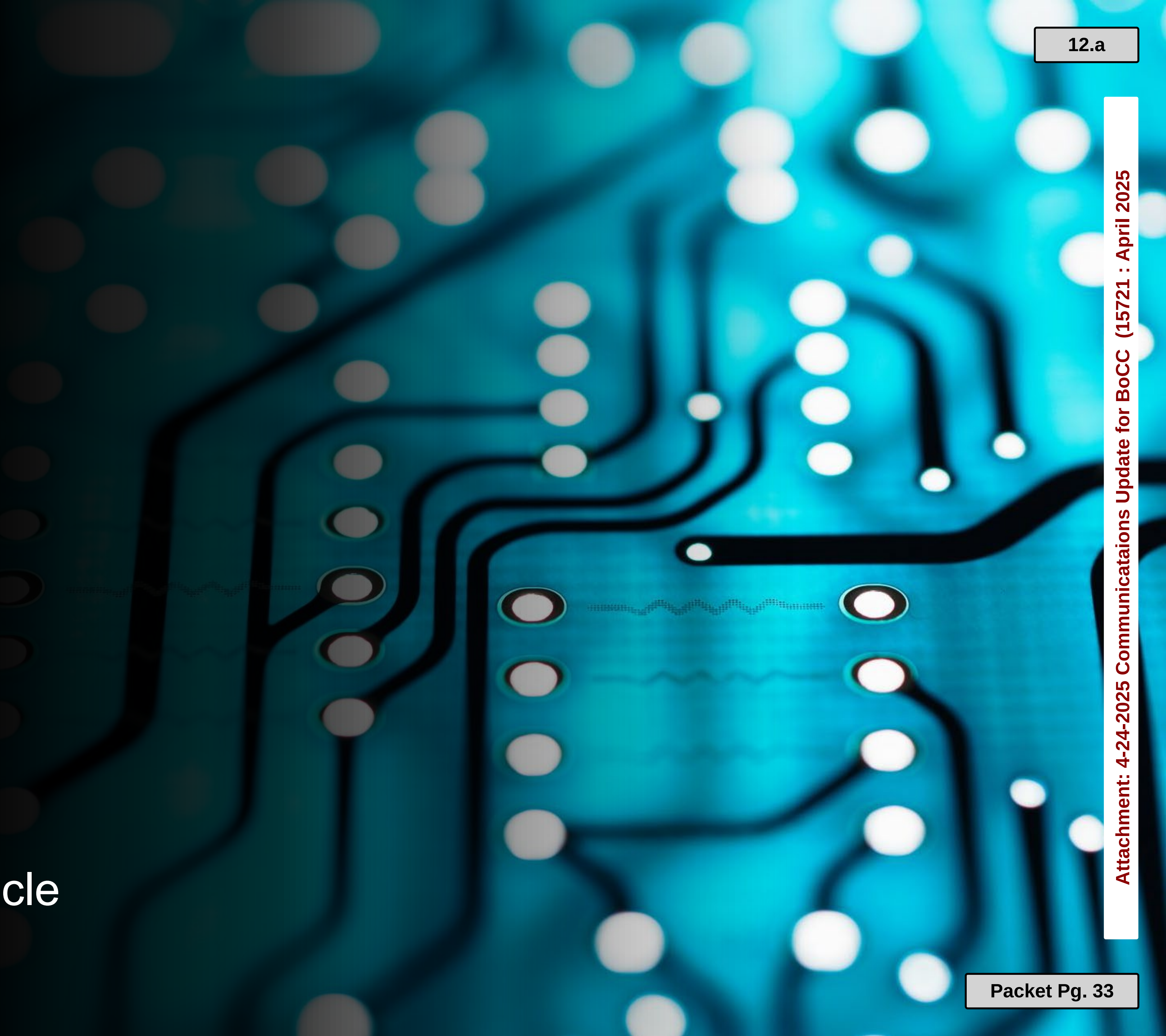
Riley County Social Media

Facebook Followers

RCEMS: 4,212	
RCEM: 5,187	
RC: 4,168	
RCHD: 12,669	
RCFD#1: 4,818	

March 2025
Website Information

- 74,910 Views
- Popular Pages
    1. Fentanyl/Opioid Awareness
    2. Homepage
    3. Search
    4. Driver's License
    5. Treasurer – Motor Vehicle



EMERGENCY
MANAGEMENT/FIRE
Facilities

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

COMMISSION AGENDA REPORT

FROM:	**Russel Stukey, Emergency Services Director**
MEETING:	**April 24, 2025**
SUBJECT:	**Authority Having Jurisdiction for EM/Fire/EOC remodel**
PRESENTER:	**Russel Stukey, Emergency Services Director**

BACKGROUND

During the design and approval phase of the new EMS Headquarters the building committee experienced a lot of frustration, delay, and added expense by going through the city permitting and plans review process.

DISCUSSION

The committee came to the determination it would be in the best interest of Riley County to retain the Authority Having Jurisdiction (AHJ) for the permitting and plans review of the EM/Fire/EOC remodel. The same as would be the case if the remodel was occurring in the area of the County Public Works complex. The plans would be sent to the State Fire Marshals office for review and the building would be remodeled to the current State of KS adopted codes. The City of MHK might not agree. I have checked with the City of Emporia Fire Marshal and he stated that niether the county or the state submit any plans or seek any permits from the City of Emporia when they are doing a project on a county or state building. I have checked with other counties/cities and at the time of this CAR submittal waiting on a reply. The Counselors office has also been researching this subject and may have input to share.

FISCAL IMPACT

Retaining our own AHJ would save the county time and money.

RECOMMENDATION(S)

The building committee recommends the BOCC retain AHJ for the permiting and plans review of the EM/FIRE/EOC remodel project.

POSSIBLE MOTION(S)

Move to approve Riley County retain AHJ on the EM/Fire/EOC remodel project and submit plans for review to the State Fire Marshal's office and utilize the standard Riley County permitting process for a remodel project in the county.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

RILEY COUNTY

EMERGENCY
MANAGEMENT/FIRE
Facilities

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

COMMISSION AGENDA REPORT

FROM: **Russel Stukey Emergency Services Diirector**

MEETING: **April 24, 2025**

SUBJECT: **Relocation of EM/Fire offices**

PRESENTER: **Russel Stukey, John Ellerman, Cory Meyer**

BACKGROUND

The BOCC has approved the window replacement project for the CPE building which is projected to start possibly in August of this year. The BOCC has also approved a remodel project for the old EMS Headquarters to facilitate new office and dedicated Emergency Operations Center (EOC) space for EM/Fire to relocate to early next year.

DISCUSSION

John Ellerman and Cory Meyer had a discussion with me about moving my offices to the old Konza space at the Health Department building, to help facilitate the window replacement project in CPE. This would also allow remodel design and work to commence in the current EM/Fire space to accommodate whomever the BOCC decides to move into that space. Since we will be moving anyway we would recommend we just stay in the Konza space once the window replacement project is completed. Then we can move into our new space once it is completed early next year and only make two moves total instead of three (not moving back downtown).

FISCAL IMPACT

The primary fiscal impact would be the movers to transport our office equipment from downtown to the Konza space. Cory stated that he has any IT equipment that would be needed on hand to get my staff back online in the Konza space. So there shouldn't need to be much if any IT expense other than staff time. John Ellerman said that we typically hire a moving company to move the office contents and that could be paid for from the building fund. The space may need to some paint or light maintenance prior to my staff moving into it. There is small electrical wiring hanging out of some walls that would need to be properly covered etc. Rough estimate of $5,000 - $10,000 for moving and maintenance expense.

RECOMMENDATION(S)

Staff recommends the BOCC approve moving the EM/Fire office temporarily into the Konza space to facilitate CPE window project.

POSSIBLE MOTION(S)

Move to approve relocating the EM/Fire offices temporarily to the former Konza space and for them to remain there until their new facility remodel is completed.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

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

PUBLIC WORKS
Personnel

COMMISSION AGENDA REPORT

FROM: **John Ellermann, PE, Public Works Director**

MEETING: **April 24, 2025**

SUBJECT: **Request to fill an open Mechanic Technician II Position**

PRESENTER: **John Ellermann**

BACKGROUND

We are here today to request approval to fill this budgeted open position in the Public Works Department/Operations Division. The position is open because the employee is transferring to another position within Public Works.

The Mechanic Technician II is responsible for the inspection, diagnosis, maintenance, and repair of all county equipment, such as automotive vehicles, emergency equipment and heavy construction equipment.

This employee works under the direction of the Shop Supervisor but may be contacted directly by emergency management officials to make critical repairs after normal working hours. Supervision is provided by the Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Mechanic Technician II position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted position within the Public Works Department.

RECOMMENDATION(S)

The number of vehicles and equipment the County owns, current staff does not have the capacity to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department to refill the open Mechanic Technician II position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Mechanic Technician II Position Descriptions (PDF)
- 2025-04 PW Mechanic II PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**MECHANIC TECHNICIAN II**		
Department:	Public Works	**Division:**	Fleet Services
Reports To:	Shop Supervisor or Operations Manager		
Pay Range:	**8**	**Status:**	Full time
FLSA Status:	Non-Exempt		

Position Summary:
Employees in this class perform skilled mechanical work and are responsible for the inspection, diagnosis, maintenance, and repair of all county equipment such as automotive vehicles, emergency equipment, and heavy construction equipment in accordance with established practices of the mechanic's trade.

An employee in this class performs work under the general supervision of the Shop Supervisor but may contact directly by emergency management officials to make critical repairs after normal hours. A person in this position may be designated to assume responsibility for record keeping, scheduling and project supervision in the Shop Supervisor's absence.

This employee exercises considerable discretion in carrying out work details and works independently with limited supervision and is required to maintain an Automotive Service Excellence (ASE) Master Mechanic certification.

Essential Functions:

- Ensures duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Inspects, trouble-shoots, maintains, repairs, and reconditions county vehicles and equipment.
- Operates electronic test and diagnostic equipment to make complex technical equipment repairs.
- Diagnoses, tests, replaces, and/or repairs equipment components.
- Performs all types of external and internal engine repairs.
- Assists with vehicle body repair, painting, and glass replacement.
- Supervises the planning and scheduling of repair requests in the absence of the Shop Supervisor.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Assists with the maintenance of repair orders and service lists to organize work by priority and time schedule for economy and efficiency.
- Recommends purchases and orders parts, materials and supplies to make fleet maintenance repairs].
- Prepares invoices and receipts to record parts usage, outside repairs, and commodity distribution to originate accounting entries for accounts receivable.
- Performs research to locate suppliers, prepare cost estimates, and determine availability of products and services.
- Responds to all requests from Public Works, Emergency Medical Services, Emergency Management, Fire District #1 officials and other county officials for the repair of emergency equipment.
- Operates arc and mig welders, acetylene torches, plasma cutter, and other metal fabrication tools.
- Maintains daily labor, equipment, and material used to complete repair order records.

- Charges out materials used on projects and commodities used on equipment.

Secondary Functions:

- Secures and supervises maintenance of tools, shop equipment, shop facilities, and material inventory.
- Operates any job-related equipment as necessary.
- Assists with storing, organizing, and inventorying large stocks of parts, supplies and other commodities in a major repair facility and storage yard.
- Assists with annual property inventory.
- Assists in determining stocking levels for parts and supply inventories.
- Researches and develops methods to improve repair practices.
- Makes recommendations for purchase of new types of equipment and replacement or modification of existing equipment.
- Mounts new tires.
- Cleans the shop area and stores tools.
- Washes and waxes cars and trucks.
- Picks-up and delivers parts, supplies, and other commodities. Occasionally transports road and bridge equipment to and from repair facilities.
- Operates two-way radio, telephones, and other communications equipment such as facsimile machines and direct computer links by modem to transmit and receive data. Relays messages, and receives complaints which are detailed, complex, and sometimes of an emergency nature.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

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

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education:

- This position requires a high school education.
- Two years of vocational level course work in a mechanics curriculum or equivalent
- Valid Class A Commercial driver's license and tanker endorsement shall be obtained within the first 90 days of employment in this position.

Certification:

- Automotive Service Excellence (ASE) Master Mechanic Certification.

Experience:

- Requires five years experience repairing automotive and construction equipment.
- One year experience in welding and metal fabrication preferred.
- Two years of operating basic computer software (i.e., Microsoft office) is required.
- Extensive knowledge of the mechanical operation of county equipment for diagnosing and

initiating efficient repairs.
- Knowledge and skill in using standard methods, practices, tools, and equipment of the mechanic trade.
- Knowledge of the principles and operation of internal combustion engines, diesel engines, electrical systems, computer control systems, fuel systems, ignition systems, steering and suspension systems, transmissions and drive lines, brake systems, cooling systems, air conditioning systems, computer control systems, and hydraulic systems.
- Knowledge of computer software applications and other automated fleet systems.
- Working knowledge of applicable work safety rules and procedures.

Skills:
- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction
- Ability to express oneself clearly and concisely, orally and written
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the public
- Ability to understand and apply technical service and repair manuals.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to maintain and improve mechanical diagnosis and repair skills by attending mechanical/technical schools and training events.
- Ability to operate computer hardware and software to apply systems for database, spreadsheet, word processing, and fleet applications and other information on personal computers in a local area network environment.
- Ability to operate computers, calculators, typewriters, copiers, facsimile machines, automated fuel card systems, and other equipment.
- Skill in locating, adjusting, and repairing defects in automotive and construction equipment.
- Mechanical aptitude.
- Ability and willingness to work in unpleasant weather conditions.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Lori Muir on 04/18/2025 at 06:04 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company
Riley County, KS

Position Template
Mechanic Tech II [MECHII]

Work Location
Public Works Building

Job ID
3210867

Salary
$23.05-$25.05

Supervisor Position
No

Pay Grade
RANGE 8 [RANGE 8]

EEO Class
--

Workers Compensation
--

Cost Center 1
County General [1]

Cost Center 2
Public Works [40]

Cost Center 3
--

1 Job Slot
MECHANI-1

Supervisor: Alvin Perez   Department Head: John Ellerman

☒No changes to Position or Budget   ☒Position Description attached   Total annual hours: 2080

☒Budgeted   ☐New or updated position description

☐New request for budget (details attached)

Salary: $52,104.00   Budget for Benefits: $ 20,581.08   Total proposed annual budget: $72,685.08

Additional Position Comments: ____

BoCC Chair ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

Original document stored in Human Resources   Revised 2023-01

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

PUBLIC WORKS
Facilities

COMMISSION AGENDA REPORT

FROM: **John Ellermann, PE, Public Works Director**

MEETING: **April 24, 2025**

SUBJECT: **Request for Qualifications for Judicial Services Space Needs Study**

PRESENTER: **John Ellermann**

BACKGROUND

The top priority for the Building Strategic Plan was to plan for a Judicial Center to house the Courts, County Attorney and Community Corrections. Attached is a copy of the Request for Qualifications for your review. The RFQ is designed to gauge the consultant's ability to perform the work to evaluate the needs of each department. It is also meant for the consultant to evaluate the feasibility of combining the departments and the use of existing buildings vs. A new building.

DISCUSSION

The Board to have discussion about the RFQ and if it meets their expectations for the space needs study.

FISCAL IMPACT

Fiscal impact to the CIP is unknown at this time. Once a consultant is chosen, we will be able to negotiate costs of the study based on scope of work and time required.

RECOMMENDATION(S)

Staff recommends the Board agree to the RFQ for the space needs study of the Judicial Services.

POSSIBLE MOTION(S)

Move to approve the RFQ for the Judicial Services Space Needs Study and begin consultant selection process.

Move to deny the RFQ for the Judicial Services Space Needs Study and begin consultant selection process.

Move to modify the RFQ for the Judicial Services Space Needs Study and begin consultant selection process.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Qualifications_Space Needs Study CH-CA-CC_041825 (PDF)

REQUEST FOR QUALIFICATIONS
COURTHOUSE-COUNTY ATTORNEY-COMMUNITY CORRECTIONS
Space Needs Assessment
RILEY COUNTY, KANSAS
April 24, 2025

I. INTRODUCTION:

The Riley County Board of Commission is seeking professional services from a qualified and experienced consulting firm who possess knowledge skills, and experience to provide a space needs assessment of the Judicial Services Departments, including the Courthouse, County Attorney and Community Corrections. This study will involve working with County staff and decision makers to identify needs and develop options for the identified needs.

The successful firm will complete the evaluation/programming, determine space needs, and compare with available buildings and need for new space.

Any individual(s) or firm(s) proposing to perform architect/engineering services, environmental services, preconstruction and construction services must be appropriately licensed/registered in the State of Kansas at the time of submittal of the qualifications.

II. GENERAL PROJECT INFORMATION:

The project will consist of a space needs determination (for existing and future needs) for Judicial Services Departments, including the Courthouse, County Attorney and Community Corrections.

This project will consist of evaluating the existing buildings and what the overall space needs would be if all three Judicial Services Departments, including the Courthouse, County Attorney and Community Corrections, were housed in a single purpose-built facility. The study will recommend how a judicial facility should be structured to make the most efficient use of space. The project may involve evaluating other buildings/space not owned by the county, as well as a building not yet built to house the Judicial Services Departments. The successful firm will have relevant experience in the design of a courthouse and judicial services. Special care should be taken to consider the security needs of all Departments within the Judicial Services, including but not limited to the needs for Courthouse facilities to accommodate safe and proper courtroom operations.

III. PRE-SUBMITTAL INQUIRIES:

Proposers may submit questions or inquiries for clarification by May 12, 2025 and submitted in writing to **John Ellermann, P.E., Public Works**

Director/County Engineer, at jellermann@rileycountyks.gov. If required, the response to these submissions will be in the form of an addendum.

IV. PROBABLE TIMETABLE:

• April 28, 2025	Request for Qualifications advertised
• May 5-9, 2025	Site Tours available
• May 21, 2025	Statement of Qualifications due
• June 2-5, 2025	Interviews (if necessary)
• June 23, 2025	Recommendation to Board

V. SUBMITTAL CONTENT:

To be considered for this project the firm must meet minimum requirements as set forth below to be included in the statement of qualifications. The successful firm must demonstrate a high level of competence in the subject matter areas along with a demonstrated ability to provide quality services on time and within budget. The selected firm should have a proven ability to work effectively with public agencies and other stakeholders.

Qualification statements should include, at a minimum, the following:

Firm Information
Include information about the firm's size, history, office locations, and service offerings.

- Include the number of years the firm has been in business.
- List the point of contact and contact information.

Project Approach
Include a comment/response to each of the following:

- Provide a brief statement of your understanding of the project.
- Provide a probable timeline for the assessment. Include milestones and dates of completion of each.
- Demonstrate assessment/programming capabilities.
- Provide an overview of challenges and understanding of the project.

Relative Experience
The following list should be included in the Statement of qualifications:

- Similar projects where the needs assessment lead to design.
  - Name, location, and brief description of the project. Including relative experience demonstrating courthouse (judicial services) design and working with historic preservation projects.
  - Photographs and/or drawings of the design.
  - Name, address and telephone number of the Owner (indicate contact person)

Key Personnel

- Demonstrate the qualifications of your key staff.
- Include proposed project organization chart and resumes of key individuals included on your team.

References

Provide at least three (3) references who can vouch for the quality of services provided by your firm on similar projects.

VI. SELECTION PROCESS:

The selection committee shall evaluate qualifications in accordance with the instructions prescribed in the Notice of RFQ and make recommendations to the Board of County Commissioners.

The County reserves the right to modify the selection process based on information provided in the RFQ submittals.

Selection of any vendor that submits a response to this RFQ shall be made by the County exercising the County's sole discretion in evaluation of how the vendor's submission best meets the needs of the County. At the sole option of the County Commission the project may progress to design of existing or new space, including schematics, design development and construction drawings. The County reserves the right to utilize the firm selected for the needs assessment phase in other phases, or the County may choose to move to another firm at its sole option.

VII. CRITERIA FOR CONSIDERATION BY COUNTY FOR SELECTION:

Qualification based proposals are requested. The Board of County Commissioners will evaluate the firms based on the information submitted.

Criteria utilized will include:

- Demonstrated competency/experience related to the scope of services requested.
- Proposed approach and methodology for conducting the requested assessment.
- Demonstrated ability to carry out similar projects on time and within budget.
- The firm's availability and commitment to meet the project timeline and proposed schedule.
- Prior work experience and performance with Riley County.
- References

VIII. METHOD OF SOLICITATION:

The RFQ will be placed in the Manhattan Mercury and on the Riley County website. It may also be publicized using other methods and sent directly to firms that may be interested in submitting a proposal. Sending the RFQ directly to firms does not indicate any preselection preference held by Riley County for any prospective firm. Rather, such efforts are intended to maximize the responses received by Riley County to this RFQ.

IX. SUBMITTING YOUR QUALIFICATIONS:

Five (5) bound copies and one digital copy of the qualification package shall be submitted. The covers should include the title "Riley County Judicial Services Space Needs Assessment", date of submission, name of the firm, and the firm's contact person with phone number and address. The contact person shall be an authorized representative of the firm.

A transmittal letter, signed by the contact person, should accompany the proposal.

Statement of Qualifications and the transmittal letter shall be sealed in an envelope or carton and marked on the outside with the words "Riley Space Needs Assessment". The envelope or carton should be mailed or delivered to:

Rich Vargo, Riley County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502.

Proposals are due by 3:00 p.m. on Wednesday, May 21, 2025. Any proposal received after that time will be marked "Received Late" and returned unopened to the firm.

Riley County reserves the right to reject any or all qualifications or to request additional information from any or all applicants to be in the best interest of Riley County.

X. SCOPE OF WORK:

The project will consist of evaluating the existing space and future needs of each of the Judicial Services Departments, including the Courthouse, County Attorney and Community Corrections.

This project will also consist of evaluating existing buildings and recommending the most efficient use of space. The project may involve evaluating other buildings/space not owned by the county or the construction of a new building to consolidate the departments.

Riley County anticipates the space needs assessment will, at a minimum, consist of:

- Meet with staff to gain understanding of specific department needs.
- Review staffing levels, now and in the future, and assess workspaces based on existing standards.
- Evaluate equipment, material, and operational storage (short and long term).
- Evaluate collaborative space needs.

Information from the Space Needs Assessment will generate recommendations of facility needs. At a minimum, recommendations should address the following elements:

- Determine the ability of the existing buildings to meet the programmatic and operational space requirements.
- Develop preliminary schematic layouts that provide solutions to address short and long term deficiencies.
- Develop cost estimates for each proposed solution.
- Develop a plan how to handle unused buildings and properties.
- Evaluate upgrading current facilities (including the church at 115 Courthouse Plaza – the "Church Property") vs. a new facility
- NOTE: Consideration of use of the Church Property at 115 Courthouse Plaza shall be governed by 36 Code of Federal Regulations Parts 63 and 67, 36 Code of Federal Regulations Part 800, and guidance issued interpreting such laws and regulations (collectively "Historic Preservation Laws and Regulations"). This shall require the selected consultant to determine whether use of the Church Property, in its current footprint (including the 1938 and 1962 additions and exterior modifications) and subject only to improvements and modifications made in compliance with the U.S. Secretary of the Interior's Standards for Rehabilitation, codified in 36 C.F.R. Part 67, is feasible and prudent in consideration of the space needs identified for the Judicial Center. Feasible and prudent considerations include, but are not limited to, the usefulness of the current interior footprint of the Property to serve the identified needs for a judicial center, as well as a balancing of any potential additional costs for rehabilitation of the Property in compliance with all applicable federal and state regulations as a Certified Rehabilitation Project.
- Because the Historic Preservation Laws and Regulations govern how any Certified Rehabilitation Project of the Church Property may proceed, and would require, amongst other things, maintaining the current interior and exterior footprints and finishes in substantially identical condition to their current format and whether, in light of these requirements, using the Church Property as a Judicial Center is feasible and prudent in consideration of the space needs identified for the Judicial Center. Consultant shall not be required to develop any new layouts, illustrations, or other documents specifying substantial changes to the existing interior footprints and layouts or exterior building envelope of the Church Property. Therefore, evaluation of the Church in the context of the County's needs for the Judicial Center should consider use of the Church in its existing interior footprints and layouts and exterior building envelope, subject only to adaptive

modifications made in compliance with the U.S. Secretary of the Interior's Standards for Rehabilitation, codified in 36 C.F.R. Part 67. These Standards for Rehabilitation include the following provisions of subsection (b) of 36 C.F.R. § 67.7:

"(b) The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. (The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.)

(1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

(2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

(3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

(4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

(5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

(6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

(7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

(8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

(9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

> (10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired."

Additional information regarding the Rehabilitation Standards, as well as other resources made available by the National Park Service to assist with understanding the Rehabilitation Standards and other applicable laws and regulations governing properties listed on the National Register of Historic Places, can be found at the following web address: https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm.

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PUBLIC WORKS
Easement

COMMISSION AGENDA REPORT

FROM: **John Ellermann, PE, Public Works Director**

MEETING: **April 24, 2025**

SUBJECT: **Alan Blubaugh Easement Request**

PRESENTER: **Alan Blubaugh**

BACKGROUND

Mr. Blubaugh owns the property to the West of the Public Works facilities as shown on the attached map. He is in the process of transferring the property to his stepson. During the title search he discovered that he doesn't have a legal easement to access the property. The property does abut KDOT right of way, however, there is a steep draw that makes it difficult if not impossible to access the highway.

DISCUSSION

Discuss Mr. Blubaugh's request for an ingress/egress easement on County property to access his.

FISCAL IMPACT

Fiscal impact is minimal. Staff time to develop easement if appropriate. Any additional costs may be assessed to the property owner.

RECOMMENDATION(S)

Staff recommend having conditions to terminate easement or relocate access if/when County decides on future use of the property. It is also recommended the easement contain a clause for any future easement and road construction will be at the expense of the landowner needing the easement.

POSSIBLE MOTION(S)

Move to approve staff to work with Mr. Alan Blubaugh to draw up an access easement.

Move to deny staff to work with Mr. Alan Blubaugh to draw up an access easement.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Screenshot 2025-04-22 101214 (PDF)

Attachment: Screenshot 2025-04-22 101214 (15713 : Alan Blubaugh)