Board of Riley County Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Elevator Modernization Project - TK Elevator Contract
4. Alan Blubaugh Travel Easement
5. Sign a Tax Roll Corrections
6. Sign Riley County Employee Action Form(s)
7. Sign Riley County Position Action Form(s)

Review Minutes

8. Board of Riley County Commissioners - Special Meeting - Apr 18, 2025 8:30 AM
9. Board of Riley County Commissioners - Regular Meeting - Apr 24, 2025 8:30 AM

Press Conference Topics

10. Discuss Press Conference

Review Tentative Agenda

11. Tentative Agenda

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

12. Pawnee Mental Health Services update

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

13. Plat a 2-acre tract of land into a single residential lot.

9:30 AM **Press Conference**

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

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

16. Consider and approve the annual review of the Riley County Solid Waste Management Plan as completed by the Riley County Solid Waste Management Committee
17. Comprehensive Plan Update

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

18. WIC FY2025 Budget Revision Request

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

19. Community Corrections Staff Update
20. FY26 Adult Services Comprehensive Plan Revision
21. FY26 Juvenile Services Comprehensive Plan Revision
22. FY25 3rd Quarter Juvenile Services Line-Item Adjustments

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

23. Public Hearing - Petition to Create Peterson Ranch Street Benefit District

12:00 PM **Intergovernmental Luncheon**

24. Intergovernmental Luncheon Agenda

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.

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

PUBLIC WORKS
Contract > $10K

COMMISSION AGENDA REPORT

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

MEETING: **April 28, 2025**

SUBJECT: **Elevator Modernization Project - TK Elevator Contract**

PRESENTER: **John Ellermann**

BACKGROUND
In February the Board approved a proposal from TK Elevator for a Elevator Modernization Project. The project consist of upgrading elevators in the Courthouse, Carnegie Building and the Health Department. Attached is the contract for signature to begin the project.

DISCUSSION
NA

FISCAL IMPACT
Contract is for $523,762 for all three elevators.

RECOMMENDATION(S)
Staff recommends signing the contract.

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 4.18.25 (PDF)

AMENDMENT NO. 1

This amendment shall be made part of this Agreement. In the event of conflict with other articles, terms, conditions, or contract documents, this Amendment No. 1 shall be final. In no event shall Contractor be responsible for consequential, indirect, incidental, exemplary, special or liquidated damages.

Amend so that the attached Modernization Proposal dated February 18, 2025 (33 pages) shall be incorporated into this agreement and govern in the event of conflict.

Contractual Provisions Attachment

Article 18.4: Amend so that audits shall be made upon reasonable request in writing and limited to work performed on a time and materials basis.

Article 19: Amend so payment shall be per the attached Modernization Proposal.

Article 20: The County shall only require Contractor maintain a bond pursuant to K.S.A. 60-1111 and as any other federal or state law requires.

Article 24: Amend so no limit will apply on a per project/location aggregate.

	Matthew Dickerson
BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS	TK ELEVATOR CORPORATION

MD 4/8/2025, revised 4/15/2025, 4/18/2025

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Docusign Envelope ID: 5507C2AB-ADCA-4BC5-9A5F-A557494BBE87

Modernization Proposal

Riley County

February 18, 2025

Purchaser:	Riley County Commissioners	Location:	Riley County Courthouse, Library, and Health Center
Address:	110 Courthouse Plz Manhattan, KS 66502-0125	Address:	Manhattan, KS 66502-0125

TK Elevator Corporation (hereinafter "TK" or "TK Elevator") is dedicated to delivering Riley County Commissioners (hereinafter "Purchaser") the safest, highest quality vertical transportation solutions. I am pleased to present this customized Proposal (the "Proposal") in the amount of $523,762.00 to modernize the elevator equipment described in the pages that follow at the above-referenced location. Until Purchaser provides an applicable and properly completed tax exemption certificate, Purchaser will be billed not only the price set forth in this Proposal but also all applicable sales tax.

Our modernization package is engineered specifically for your elevator system and will include the elevator mechanical and electrical components being replaced, refurbished or retained.

Benefits of Modernization include:

- Increased durability and reliability
- Improved fire and life safety features
- Decreased waiting times
- Reduced energy consumption
- Reduced operational cost
- Reduced troubleshooting time

This Proposal shall remain in effect for the next thirty (30) days unless it is revoked earlier by TK Elevator in writing. The price above is subject to escalation - even after Purchaser's acceptance of this Proposal – under certain circumstances including TK Elevator being subjected to increased charges by its suppliers for any of the applicable materials and/or components due to supply chain issues; the imposition of new or increased taxes, tariffs, or other charges imposed by applicable governmental authorities; TK Elevator being subjected to increased charges from its shippers and/or freight forwarders; any material called for in this Proposal being released into production more than 6 months following the written acceptance of this Proposal; or any work described in this Proposal is not completed by December 31, 2024.

In the event you have any questions regarding the content of this Proposal, please do not hesitate to contact me. We appreciate your consideration.

Sincerely,

Mike Schwartz
Sales Executive
mike.schwartz@tkelevator.com
+1 913 3077517

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Modernization Proposal

SCOPE OF WORK

Grouping Name: COURTHOUSE

Equipment Type: Hydraulic	Speed: 125 fpm
4 Stops (4 Front /0 Rear)	Capacity: 2100 lbs.

Units Included

Building Address	Nickname	TKE Serial #
100 Courthouse Plaza	1	

Description of Work

Controller

- TAC 32 Controller (Includes Options listed below)
  - 24 VDC Signal Voltage
  - Auto Light and Fan Feature
  - Car Independent Service
  - Car Traveling Lantern Circuitry
  - Door Bypass Operation
  - Electronic Door Detector Interface
  - Hoistway Access and Enable
  - THY Board
- eMax Monitoring Device Provisions
- Solid State Starters (6 or 12 leads) 230 VAC
- Battery Lowering in Controller
- Tenant Security 3-1 (Card Reader)
- Viscosity Control (Required over 150 FPM)
- Tenant Security Option
- Two-way Communication Machine Room Equipment (Primary Box)
- MAX Link 2-Line ATA kit

Power Unit

- Isolation Couplings
- EP-150 Power Unit (Submersible)
- Viscosity Control (Required over 150 FPM)

Jack

- Pipe Stands

Car

- Crosshead data tag (for existing car slings)
- Car Top Railing
- Car Top Exit Switch
- Two-way Communication Camera (dome), Ethernet Extender (kit), & Battery Backup

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Docusign Envelope ID: 5507C2AB-ADCA-4BC5-9A5F-A557494BBE87

Modernization Proposal

- Cab Wiring Material (200MK1)

Hoistway

- Hoistway Duct Kit (per run) (not available with controllers by others)
- HN Boxes (per each 2 cars, grouped)
- Base Wiring Package for 2019 Code
- TAC 32 Field Friendly Wiring Package:
  - Includes single traveling cable
  - hoistway wiring
  - interlock wiring
  - interlock connectors
  - serial wiring
  - FIBER OPTIC CABLE, HOISTWAY PIPING & DUCT ARE NOT INCLUDED.
- Additional Hoistway Wiring for TAC 32 with Remote Machine Room
- Alarm Bell
- Steel Tape with Mounting hardware, Selector and magnets (terminal limits included)

Pit

- 3" Shutoff Valve Kit (Pit)
- Pit Stop Switch
- 16" Retractable Pit Ladder with Sensors (Flooded)

Cab - NA

Door Equipment

- Gibs
- Micro Light 3D 2019 (Front)
- LD-16 Plus Drive Only (FRONT)
  - includes Car Top Inspection station (w/ alarm signal)
- Front Car Door and Hatch Side Restrictors (vanes) complete kit (Front)
- 3D Cabsafe Components Package (Front)

Car Fixtures

- Main Car Station Includes Options Below
- • Swing Return (Mini-Swing (Column type) for New/Existing Dover/tkE Cabs)
- Reuse Back Box
- Vandal Resistant Floor Buttons
- Debranded Car Station (No Logo)
- Cast Braille Plates for Car Features
- Standard Key Switch Package
  - Fan
  - Light
  - Independent
  - Stop
  - Inspection/Hoistway Enable)
- Emergency Light mounted in COP
- 2004 and later Fire Service Phase II Features (includes instructions signage)

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Modernization Proposal

- Handicap Signal (Passing signal)
- Two-way Communication Position Indicator
- ADA Phone System integral with COP (Rath)
- Speaker Pattern for Intercom System/ADA Phone
- No Smoking (Verbiage Engraved on Fire Door)
- Locked Service Cabinet
- Certificate Window
- Default Engravings
- GFI Outlet
- #4 Stainless Steel Finish (441)
- Light Dimmer Switch (in Locked Compartment)
- Emergency Light Test Button/Keyswitch
- TAC Serial Boards (Main)

Hall Fixtures

- Hoistway Access Switch in Hall Stations
- Serial Boards for Hoistway Access
- Serial Boards for Hall Lanterns/PI's
- Surface Mounted Hall Lanterns Fusion (#4 S/S (304))
- Hoistway Jamb Braille (Pair of Standard) (# of Floors)
- Car Identification Plate (Pair)
- Terminal Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame with engraved verbiage)
  - Fusion (#4 S/S (304))
- 2009 & 2010 Elevator Communications Failure add
- Serial Boards for Front Risers
- TAC Serial Boards, Base Charge
- Terminal Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame with engraved verbiage)
  - Fusion (#4 S/S (304))
- Intermediate Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame with engraved verbiage)
  - Fusion (#4 S/S (304))

The following items will be completed by third party labor or suppliers through the coordination of TK :

General Building -

Court House: Passenger Car – 4 Stop - Hydro

Machine Room-

01: We will patch and fire rate room as required.
02: We will encapsulate non elevator related items as required.
03: We will install a compliant main line shunt trip disconnect with battery lowering contacts.
04: We will install compliant cab light disconnect.
05: We will install a new lighting and GFCI as required.
06: We will a thermostatically controlled exhaust fan and the required electrical.

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Modernization Proposal

Holstway-
07: We will patch and fire rate the shaft as required.
08: We will install mesh over existing hoistway vent.
09: We will install a compliant circuit, hoistway lighting and switching.

Pit-
10: We will install code compliant switch, lighting and GFCI.
11: We will provide a compliant circuit and plug for the existing sump pump.
12: We will install a sump pit cover.
13: We will install an oil sensing devise on the existing sump pump.
14: We will sprinkle the pit as required.

Entrances-
15: We will provide cutting and patching for hall stations.

Fire Alarm-
16: We will install a new FACP along with 6 smoke and 2 heat devices, 4 relays, programing and testing for shunt trip and Phase One Emergency Recall Operation.

Exclusions-
01: We do **not** include any overtime, all work to be done during normal business hours.
02: We do **not** include any hazardous materials abatement, if required.
03: We do **not** include any ATS or generator work.
04: We do **not** include any barricade work.
05: We do **not** include installing or replacing the existing sump pumps.
06: We do **not** include any cooling of the machinery space in the Carnegie Bldg.
07: We do **not** include relocation or encapsulation of non-related items in the Health Clinic machine room.
08: We do **not** include replacement of any existing fire alarm devices or fire alarm control panel. Only fire alarm upgrade work specifically identified in our scope is included in our bid. Any main fire alarm control panel software upgrades required to allow programming/acceptance of newly installed alarm devices is **not** included in our proposal.

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Modernization Proposal

Grouping Name: LIBRARY

Equipment Type: Hydraulic	Speed: 120 fpm
3 Stops (3 Front /0 Rear)	Capacity: 2000 lbs.

Units Included

Building Address	Nickname	TKE Serial #
105 Courthouse Plaza	1	

Description of Work

Controller

- TAC 32 Controller (Includes Options listed below)
  - 24 VDC Signal Voltage
  - Auto Light and Fan Feature
  - Car Independent Service
  - Car Traveling Lantern Circuitry
  - Door Bypass Operation
  - Electronic Door Detector Interface
  - Hoistway Access and Enable
  - THY Board
- Solid State Starters (6 or 12 leads) 230 VAC
- Flooded Pit Detection Operation
- Tenant Security 3-1 (Card Reader)
- Viscosity Control (Required over 150 FPM)
- Tenant Security Option
- Section 7 Price Adjustment
- Two-way Communication Machine Room Equipment (Primary Box)
- MAX Link 2-Line ATA kit

Power Unit

- Isolation Couplings
- EP-60 Power Unit (Submersible)
- Viscosity Control (Required over 150 FPM)
- Section 12 Price Adjustment
- 2" Shutoff Valve Kit (Pump)

Jack

- Pipe Stands

Car

- Crosshead data tag (for existing car slings)
- Car Top Exit Switch
- Two-way Communication Camera (dome), Ethernet Extender (kit), & Battery Backup
- Cab Wiring Material (200MK1)

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

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Modernization Proposal

Hoistway

- Hoistway Duct Kit (per run) (not available with controllers by others)
- HN Boxes (per each 2 cars, grouped)
- Base Wiring Package for 2019 Code
- TAC 32 Field Friendly Wiring Package:
  - Includes single traveling cable
  - hoistway wiring
  - interlock wiring
  - interlock connectors
  - serial wiring
  - FIBER OPTIC CABLE, HOISTWAY PIPING & DUCT ARE NOT INCLUDED.
- Additional Hoistway Wiring for TAC 32 with Remote Machine Room
- Steel Tape with Mounting hardware, Selector and magnets (terminal limits included)

Pit

- 2" Shutoff Valve Kit (Pit)
- Pit Stop Switch
- 16" Retractable Pit Ladder with Sensors (Flooded)

Cab - NA

Door Equipment

- Gibs
- Micro Light 3D 2019 (Front)
- Front Door Operator (SSSS) Additional Lead Time
- LD-16 Plus Drive Only (FRONT)
  - includes Car Top Inspection station (w/ alarm signal)
- Front Car Door and Hatch Side Restrictors (vanes) complete kit (Front)
- 3D Cabsafe Components Package (Front)

Car Fixtures

- Section 22 Price Adjustment
- Main Car Station Includes Options Below
- • Swing Return (Mini-Swing (Column type) for New/Existing Dover/tkE Cabs)
- Reuse Back Box
- Vandal Resistant Floor Buttons
- Debranded Car Station (No Logo)
- Cast Braille Plates for Car Features
- Standard Key Switch Package
  - Fan
  - Light
  - Independent
  - Stop
  - Inspection/Hoistway Enable)
- Emergency Light mounted in COP
- 2004 and later Fire Service Phase II Features (includes instructions signage)

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

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Modernization Proposal

- Handicap Signal (Passing signal)
- Two-way Communication Position Indicator
- ADA Phone System integral with COP (Rath)
- Speaker Pattern for Intercom System/ADA Phone
- No Smoking Symbol (Cast)
- Locked Service Cabinet
- Certificate Window
- Default Engravings
- GFI Outlet
- #4 Stainless Steel Finish (441)
- Emergency Light Test Button/Keyswitch

Hall Fixtures

- Fire Service Phase I Engraved Instructions
  - Fire Service Phase I Key Switch
- Hoistway Access Switch in Hall Stations
- Section 23 Price Adjustment
- Serial Boards for Hoistway Access
- Serial Boards for Hall Lanterns/PI's
- Surface Mounted Hall Lanterns Fusion (#4 S/S (304))
- Hoistway Jamb Braille (Pair of Standard) (# of Floors)
- Car Identification Plate (Pair)
- Terminal Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame)
  - Fusion (#4 S/S (304))
- 2009 & 2010 Elevator Communications Failure add
- Serial Boards for Front Risers
- TAC Serial Boards, Base Charge
- Terminal Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame)
  - Fusion (#4 S/S (304))
- Intermediate Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame)
  - Fusion (#4 S/S (304))

The following items will be completed by third party labor or suppliers through the coordination of TK :

General Building -

Carnegie Bldg.: Passenger Car – 3 Stop – Hydro (MR not Adjacent to Shaft)

Machine Room-

01: We will fabricate and install fencing and a self-closing and locking gate around the elevator equipment.
02: We will install a compliant main line disconnect with battery lowering contacts.
03: We will install compliant cab light disconnect.
04: We will install a new lighting and GFCI as required.

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Modernization Proposal

Hoistway-
05: We will patch and fire rate the shaft as required.
06: We will encapsulate non elevator related items as required.
07: We will install a compliant circuit, hoistway lighting and switching.

Pit-
08: We will install code compliant switch, lighting and GFCI.
09: We will provide a compliant circuit and plug for the existing sump pump.
10: We will install an oil sensing devise on the existing sump pump.
11: We will fabricate and install a compliant pit ladder.

Entrances-
12: We will provide cutting and patching for new hall stations.

Fire Alarm-
13: We will install a new stand-alone FACP, 4 smoke devices, 3 relays, programing and testing for Phase One Emergency Recall Operation.

Exclusions-
01: We do **not** include any overtime, all work to be done during normal business hours.
02: We do **not** include any hazardous materials abatement, if required.
03: We do **not** include any ATS or generator work.
04: We do **not** include any barricade work.
05: We do **not** include any sprinkler work.
06: We do **not** include installing or replacing the existing sump pumps.
07: We do **not** include any cooling of the machinery space in the Carnegie Bldg.
08: We do **not** include relocation or encapsulation of non-related items in the Health Clinic machine room.
09: We do **not** include replacement of any existing fire alarm devices or fire alarm control panel. Only fire alarm upgrade work specifically identified in our scope is included in our bid. Any main fire alarm control panel software upgrades required to allow programming/acceptance of newly installed alarm devices is **not** included in our proposal.

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Modernization Proposal

Grouping Name: HEALTH CENTER

Equipment Type: Hydraulic	Speed: 100 fpm
2 Stops (2 Front /0 Rear)	Capacity: 2100 lbs.

Units Included

Building Address	Nickname	TKE Serial #
2030 Tecumseh Road	1	

Description of Work

Controller

- TAC 32 Controller (Includes Options listed below)
  - 24 VDC Signal Voltage
  - Auto Light and Fan Feature
  - Car Independent Service
  - Car Traveling Lantern Circuitry
  - Door Bypass Operation
  - Electronic Door Detector Interface
  - Hoistway Access and Enable
  - THY Board
- eMax Monitoring Device Provisions
- Solid State Starters (6 or 12 leads) 208 VAC
- Battery Lowering in Controller
- Viscosity Control (Required over 150 FPM)
- Tenant Security Option
- Two-way Communication Machine Room Equipment (Primary Box)
- MAX Link 2-Line ATA kit

Power Unit

- Isolation Couplings
- EP-60 Power Unit (Submersible)
- Viscosity Control (Required over 150 FPM)
- 2" Shutoff Valve Kit (Pump)

Jack

- Pipe Stands

Car

- Crosshead data tag (for existing car slings)
- Car Top Exit Switch
- Two-way Communication Camera (dome), Ethernet Extender (kit), & Battery Backup
- Cab Wiring Material (200MK1)

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Modernization Proposal

Hoistway

- Hoistway Duct Kit (per run) (not available with controllers by others)
- HN Boxes (per each 2 cars, grouped)
- Base Wiring Package for 2019 Code
- TAC 32 Field Friendly Wiring Package:
  - Includes single traveling cable
  - hoistway wiring
  - interlock wiring
  - interlock connectors
  - serial wiring
  - FIBER OPTIC CABLE, HOISTWAY PIPING & DUCT ARE NOT INCLUDED.
- Additional Hoistway Wiring for TAC 32 with Remote Machine Room
- Steel Tape with Mounting hardware, Selector and magnets (terminal limits included)

Pit

- 2" Shutoff Valve Kit (Pit)
- Pit Stop Switch
- 16" Retractable Pit Ladder with Sensors (Flooded)

Cab - NA

Door Equipment

- Gibs
- Micro Light 3D 2019 (Front)
- Front Door Operator (SSSS) Additional Lead Time
- LD-16 Plus Drive Only (FRONT)
  - includes Car Top Inspection station (w/ alarm signal)
- Front Car Door and Hatch Side Restrictors (vanes) complete kit (Front)
- 3D Cabsafe Components Package (Front)

Car Fixtures

- Main Car Station Includes Options Below
- • Swing Return (Mini-Swing (Column type) for New/Existing Dover/tkE Cabs)
- Reuse Back Box
- Vandal Resistant Floor Buttons
- Debranded Car Station (No Logo)
- Cast Braille Plates for Car Features
- Standard Key Switch Package
  - Fan
  - Light
  - Independent
  - Stop
  - Inspection/Hoistway Enable)
- Emergency Light mounted in COP
- 2004 and later Fire Service Phase II Features (includes instructions signage)
- Handicap Signal (Passing signal)
- Two-way Communication Position Indicator

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Modernization Proposal

- ADA Phone System integral with COP (Rath)
- Speaker Pattern for Intercom System/ADA Phone
- No Smoking (Verbiage Engraved on Fire Door)
- Locked Service Cabinet
- Certificate Window
- Default Engravings
- GFI Outlet
- #4 Stainless Steel Finish (441)
- Emergency Light Test Button/Keyswitch
- TAC Serial Boards (Main)

Hall Fixtures

- Hoistway Access Switch in Hall Stations
- Serial Boards for Hoistway Access
- Serial Boards for Hall Lanterns/PI's
- Surface Mounted Hall Lanterns Fusion (#4 S/S (304))
- Horizontal Surface Mounted Combo (HL and Digital HPI) Fusion (#4 S/S (304))
- Hoistway Jamb Braille (Pair of Standard) (# of Floors)
- Car Identification Plate (Pair)
- Terminal Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame)
  - Fusion (#4 S/S (304))
- 2009 & 2010 Elevator Communications Failure add
- Serial Boards for Front Risers
- TAC Serial Boards, Base Charge
- Terminal Hall Stations (Surface Mounted) with
  - Appendix O (Polycarbonate insert flame)
  - Fusion (#4 S/S (304))

The following items will be completed by third party labor or suppliers through the coordination of TK :

General Building –

Health Clinic, 2030 Tecumseh Rd.; Passenger Car – 2 Stop – Hydro (MR not Adjacent to Shaft)

Machine Room-

01: We will repair the drop ceiling.
02: We will install a compliant main line disconnect with battery lowering contacts.
03: We will install compliant cab light disconnect.
04: We will install GFCI as required.
05: We will a thermostatically controlled exhaust fan and the required electrical.

Hoistway-

06: We will patch and fire rate the shaft as required.
07: We will install required framing and install sheetrock to fire rate TOS.
08: We will install a compliant circuit, hoistway lighting and switching.

Pit-

09: We will install code compliant switch, lighting and GFCI.
10: We will fabricate and install a compliant pit ladder.

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Modernization Proposal

Entrances-

11: We will provide cutting and patching for new hall stations.

Fire Alarm-

12: We will provide a new FACP, 3 smoke devices, 3 relays, programing and testing for Phase One Emergency Recall Operation.

Exclusions-

01: We do **not** include any overtime, all work to be done during normal business hours.
02: We do **not** include any hazardous materials abatement, if required.
03: We do **not** include any ATS or generator work.
04: We do **not** include any barricade work.
05: We do **not** include any sprinkler work.
06: We do **not** include installing or replacing the existing sump pumps.
07: We do **not** include any cooling of the machinery space in the Carnegie Bldg.
08: We do **not** include relocation or encapsulation of non-related items in the Health Clinic machine room.
09: We do **not** include replacement of any existing fire alarm devices or fire alarm control panel. Only fire alarm upgrade work specifically identified in our scope is included in our bid. Any main fire alarm control panel software upgrades required to allow programming/acceptance of newly installed alarm devices is **not** included in our proposal.

Value Engineering Opportunities & Alternates

(Initial next to the option below to indicate acceptance)

\\initial1\\ ——— The State of Kansas currently does not require the two-way video communication under the existing 2022 elevator code. This variance by the State of Kansas Fire Marshall is currently in effect until June 30, 2025 where it may be extended. If the County would like to take a deduct of **$15,000.00** and contract/permit prior to the published potential extension deadline, by removing that functionality from the scope of work TK Elevator would reduce the project cost. -$15,000

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Modernization Proposal

MAX Link

"MAX Link" is a service by which TK Elevator will provide eligible Units, through a MAX Device, a cellular connection as outlined in the attached Service Agreement Exhibit entitled "TK Elevator Communications." This MAX Link service will run concurrently with the Preventative Maintenance period provided in this Proposal.

The cost of MAX Link service is included in the price of this Proposal. Continued service is contingent on Owner's signed acceptance of an ongoing Service Agreement which includes the pricing and scope for the ongoing application services.

Multimedia Monitoring Service

The latest versions of both ASME A17.1 and the International Building Code now require the Purchaser to have video and text messaging capabilities added within the elevator cab for all elevators. TK Elevator's Multimedia Monitoring Service satisfies the Purchaser's obligation to meet these new code requirements as outlined in the attached Service Agreement Exhibit entitled "TK Elevator Communications." This service will run concurrently with the Preventative Maintenance period provided in this Proposal.

The cost of Multimedia Monitoring service is included in the price of this Proposal. Continued service is contingent on Owner's signed acceptance of an ongoing Service Agreement which includes the pricing and scope for the ongoing application services.

1. Key Tasks and Approximate Lead Times

Key Tasks to be performed to be performed by Purchaser prior to equipment fabrication:

a. Execution of this Proposal
b. Payment for pre-production and engineering
c. Approval of layout (if applicable)
d. Execution of TK Elevator's Material Release Form

Approximate Durations/Lead Times

Contract execution (can run concurrently with layout drawing package preparation and approval)	Varies
Survey and Order of Materials (additional time required for cab, signal, entrance preparation and approval, if applicable)	4 - 6 Weeks
Fabrication time (from receipt of all approvals, fully executed contract, Material Release Form and initial progress payment)	10 - 14 Weeks
Modernization of elevator system **(Per Unit):** (Upon completion of all required preparatory work by others)	4 - 5 Weeks

The durations or lead times listed above are strictly approximations that can vary due to factors both within and outside of TK Elevator's control, are subject to change without notice to Purchaser and shall not be binding on TK Elevator.

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2. Payment Terms

50% of the price set forth in this Proposal as modified by options selected from the section entitled "Value Engineering Opportunities & Alternates" (if applicable) will be due and payable as an initial progress payment within 30 days from TK Elevator's receipt of a fully executed copy of this Proposal. This initial progress payment will be applied to project management, permits, engineering and shop drawings, submittals, and drilling mobilizations (if required). The material will not be ordered until this payment is received, and the parties have both executed this Proposal and the Material Release Form.
25% of the price set forth in this Proposal as modified by options selected from the section entitled "Value Engineering Opportunities & Alternates" (if applicable) shall be due and payable when the material described above has been furnished. Material is considered furnished when it has been received at the jobsite or TK Elevator staging facility. Supporting documentation of materials stored shall be limited to stored materials certificates of insurance and bills of lading. Receipt of this payment is required prior to mobilization of labor.

25% of the price set forth in this Proposal shall be made as progress payments throughout the life of the project. In the event TK Elevator fails to receive payment within thirty (30) days of the date of a corresponding invoice, TK Elevator reserves the right to demobilize until such a time that the payments have been brought up to date, and TK Elevator has the available manpower.

It is agreed that there will be no withholding of retainage from any billing and by the customer from any payment.

The payment terms breakdown above shall be considered the Schedule of Values for the project as written. Billing shall be submitted on or before the 25th day of the month according to the payment schedule above and accompanied by a form of G702-703 pay application/schedule of values and a conditional waiver, the format of which is hereby acknowledged and accepted.

The use of online Portals for the submission of billing shall follow the terms of the Proposal and Customer agrees to permit billing in accordance with the executed contract terms. Portal access and usage is to be provided free of additional charge to TK Elevator and any additional cost for such use is to be reimbursed to TK Elevator via a reimbursable change order immediately upon acceptance.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the installed equipment until such time as TK Elevator has been paid 100% both of the price reflected in this Proposal and for any other work performed by TK Elevator or its subcontractors in furtherance of this Proposal. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full.

Proposal price:		$523,762.00
Initial progress payment:	(50%)	$261,881.00
Material furnished:	(25%)	$130,940.50
Total of remaining progress payments:	(25%)	$130,940.50

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Any work that Purchaser may require prior to turnover of the equipment that is outside of the scope described in this Proposal - other than Temporary Use as described below - will be performed only after the full execution of a mutually agreeable change order and only at the following rates:

Mechanic (Standard) per hour	$278.00
Mechanic (OT) per hour	$586.00
Team (Standard) per hour	$500.00
Team (OT) per hour	$1,055.00

Rates are not inclusive of any per diem, mileage or other expenses which may be dependent on jobsite location.

3. Warranty

TK Elevator warrants any equipment it installs as described in this Proposal against defects in material and workmanship for a period of one (1) year from the date of Purchaser's execution of TK Elevator's "Final Acceptance Form" on the express conditions that all payments made under this Proposal and any mutually agreed-to change orders have been made in full and that such equipment is currently being serviced by TK Elevator. In the event that TK Elevator's work is delayed for a period greater than six (6) months, the warranty shall be reduced by the amount of the delay. This warranty is in lieu of any other warranty or liability for defects. TK Elevator makes no warranty of merchantability and no warranties which extend beyond the description in this Proposal, nor are there any other warranties, expressed or implied, by operation of law or otherwise. Like any piece of fine machinery, the equipment described in this Proposal should be periodically inspected, lubricated, and adjusted by competent personnel. This warranty is not intended to supplant normal maintenance service and shall not be construed to mean that TK Elevator will provide free service for periodic examination, lubrication, or adjustment, nor will TK Elevator correct, without a charge, breakage, maladjustments, or other trouble arising from normal wear and tear or abuse, misuse, improper or inadequate maintenance, or any other causes other than defective material or workmanship. In order to make a warranty claim, Purchaser must give TK Elevator prompt written notice at the address listed on the cover page of this Proposal and provided all payments due under the terms of this Proposal and any mutually agreed to written change orders have been made in full, TK Elevator shall, at its own expense, correct any proven defect by repair or replacement. TK Elevator will not, under any circumstances, reimburse Purchaser for cost of work done by others, nor shall TK Elevator be responsible for the performance of any equipment that has been the subject of service, repair, replacement, revisions or alterations by others. If there is more than one (1) unit which is the subject of work described in this Proposal, this section shall apply separately to each unit as accepted.

4. Preventative Maintenance Program

a. Following the execution of TK Elevator's "Final Acceptance" form(s), TK Elevator will provide the following services during normal working hours for the units described below:

1. as circumstances warrant, the examination and adjustment and lubrication of the equipment installed by TK Elevator during normal business working days and hours by the applicable TK Elevator branch office and/or

2. the dispatch of a TK Elevator technician to the location of the equipment in response to a call from the owner of the building where the unit has been installed or its designated representative, emergency personnel, passengers through the elevator's communication device and/or from remote monitoring

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through the equipment's communication line (if applicable) in order to free any entrapped passengers ("callback services") and/or

3. to make covered repairs to the equipment installed by TK Elevator. Covered repairs to the equipment include a visual investigation to determine the source of shutdown along with any resulting necessary adjustments and parts replacement so long as they are not due to any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; fire, smoke, explosions, water, storms, wind, lightning, acts of civil or military authorities, strikes, lockouts, other labor disputes, theft, riot, civil commotion, war, malicious mischief, acts of God, or any other reason or cause beyond TK Elevator's control that affects the use or operation of the equipment ("excluded work").

b. The services described in (4)(a)(2) and (4)(a)(3) will be performed only during normal business working days and hours.

c. Purchaser agrees to separately pay for all excluded work as defined in (4)(a)(3) above.

d. If overtime has not been expressly included in (4)(b) above, Purchaser also agrees to separately pay for any callback services described in (4)(a)(2)and for any covered repairs described in (4)(a)(3) that are performed outside normal business working days and hours.

e. Following the execution of TK Elevator's "Final Acceptance" form(s), TK Elevator will also provide Multi-Media Monitoring Services ("MMM") for the units described below. MMM includes 7 days per week, 24 hours per day dispatching service provided by TK Elevator's TK Elevator Communications call center for calls placed by Purchaser, or if the units have been turned over for beneficial use or ownership to an end user then to that end user (the "Owner"), to the local TK Elevator branch office and emergency telephone and multimedia monitoring on all units covered by this Proposal that have fully operational telephone and in-cab video and text equipment capable of placing a call to or initiating multimedia contact with that call center. Depending on the nature of the call and/or multimedia contact and circumstances, TK Elevator's operators can call one or more of the following: Purchaser's or Owner's (as applicable) designated contacts at phone numbers provided by the applicable Purchaser or Owner (the "Designated Contacts") to TK Elevator in writing and/or a local TK Elevator service technician to be dispatched to the location of the affected unit. Please note that calls cannot be placed to "9-1-1" as the centralized TK Elevator Communications call center does not have dialing access to local "9-1-1" numbers.

Unit Designations	# of Months after Final Acceptance
	12
1	12
1	12

5. Work Not Included

There are certain items that are not included in this Proposal, many of which must be completed by Purchaser prior to and as a condition precedent to TK Elevator's performance of its work as described in this Proposal. In order to ensure a successful completion of this project, it shall be solely Purchaser's responsibility to coordinate its own completion of those items with TK Elevator. The following is a list of those items that are not included in this Proposal:

A. Hoistways and Equipment Rooms

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1. Purchaser shall provide the following:
   a. A dry legal hoistway, properly framed and enclosed, and including a pit of proper depth and overhead. This is to include steel safety beam, inspection or access platforms, access doors, sump pump, lights, waterproofing and venting as required; dewatering of pit(s) and required permanent screening/
   b. A dry legal machine/control room, with clear rollable access adequate for the elevator equipment, including floors, trap doors, properly sized legal machine room doors, gratings, machine room or roof access platforms, roof/loading protection, ladders, railings, foundations, all hoist beams, lighting, ventilation sized per the TK Elevator shop drawings and/or code requirements. Purchaser must maintain machine/control room (or machine/control space within the shaft for MRL equipment) temperature between 55 and 90 degrees Fahrenheit, with relative humidity less than 95% non-condensing at all times.
   c. Adequate bracing of entrance frames to prevent distortion during wall construction.
   d. All grouting, fire caulking, cutting, x-ray and removal of walls and floors, patching, coring, setting of sleeves/knockouts, penetrations and painting (except as specified) and removal of obstructions required for elevator work; along with all proper trenching and backfilling for any underground piping and/or conduit.
   e. All labor and materials necessary to support the full width of the hoistway at each landing for anchoring or welding TK Elevator sill supports, steel angles, sill recesses;
   f. The furnishing, installing and maintaining of the required fire rating of elevator hoistway walls, including the penetration of firewall by elevator fixture boxes;
   g. Ensuring that the elevator hoistways and pits are dewatered, cleaned and properly waterproofed;

B. Electrical and Life Safety:

1. Purchaser shall provide a dedicated, analog telephone or data line to the elevator telephone or communication device; one additional data line per group of elevators for diagnostic capability wired to designated controller;

2. Purchaser shall provide the following:
   a. suitable connections from the power main to each controller and signal equipment feeders as required, including necessary circuit breakers and fused mainline disconnect switches per N.E.C. prior to installation. Suitable power supply capable of operating the new elevator equipment under all conditions;
   b. piping and wiring to controller for mainline power, car lighting, and any other building systems that interface with the elevator controls per N.E.C. Articles 620-22 and 620-51;
   c. any required hoistway / wellway, machine room, pit lighting and/or 110v service outlets;
   d. conduit and wiring for remote panels to the elevator machine room(s) and between panels. Remote panels required by local jurisdictions are not included in this proposal;
   e. a bonded ground wire, properly sized, from the elevator controller(s) to the primary building ground; and all remote wiring to the outside alarm bell as requested by all applicable code provisions;
   f. installed sprinklers, smoke/heat detectors on each floor, machine room and hoistways / wellways, shunt trip devices (not self-resetting) and access panels as may be required as well as normally open dry contacts for smoke/heat sensors, which shall be terminated by Purchaser at a properly marked terminal in the elevator controller;
   g. a means to automatically disconnect the main line and the emergency power supply to the elevator prior to the application of water in the elevator machine room that shall not be self-resetting;
   h. emergency power supply including automatic time delay transfer switch and auxiliary contacts with wiring to the designated elevator controller and along with electrical cross connections between elevator machine rooms for emergency power purposes;
   i. the following emergency power provisions are not included: interface in controller, pre-testing and testing, emergency power keyswitches;

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j. emergency power operation is included as part of the design of the elevator control system and based on each car in the group only, to properly sequence, one at a time to the programmed landing, and park. The design requires that the generator, transfer switch, and related circuitry are sufficient to run this function or any other function for any building other system that is associated with this project. In the event that the generator, transfer switch, and related circuitry are not sufficient, TK Elevator will provide Purchaser with a written change order for Purchaser's execution.
k. a dry set of contacts which close 20 seconds prior to the transfer from normal power to emergency power or from emergency power to normal power whether in test mode or normal operating conditions in the event that an emergency power supply will be provided for the elevator;
l. confirmation that the emergency standby power generator and/or building can accept the power generated to and from the elevator during both Hi-Speed and Deceleration. In cases where the generator and/or building load is not electrically sized to handle the power return from the regen drive, additional separate chopper and resistor units are available for purchase but not included in this proposal. The additional chopper and resistor units allow regenerated power to be dissipated in the resistor bank and not sent back into the building grid.

C. Miscellaneous:

1. Purchaser shall provide all work relating to the finished cab flooring including, but not limited to, the provision of materials and its installation to comply with all applicable codes;
2. Hydraulic jack replacement:
   a. the excavation of the elevator cylinder well hole in the event drilling is necessary through soil that is not free from rock, sand, water, building construction members and obstructions. Should obstructions be encountered, TK Elevator will proceed only after written authorization has been received from the Purchaser. The contract price shall be increased by the amount of additional labor at TK Elevator's standard labor rates as per the local office along with any additional expenses and materials required;
   b. adequate ingress and egress, including ramping, for rail-mounted or truck-mounted drill rig;
   c. Purchaser is responsible for pumping truck contractor to remove and dispose of spoils from the site. In the event that unforeseen and unfavorable below ground conditions are encountered, including but not limited to concrete around the cylinder, construction debris, adverse water and/or soil conditions, erosion, cavitations, oil contamination, or circumstances necessitating increased hole depth, etc., which require the employment of specialized contractors, TK Elevator shall immediately advise the Purchaser and costs will be extra to the contract;
   d. in ground protection systems other than TK Elevator's standard HDPE or PVC protection system with bottomless corrugated steel casing;
   e. any required trenching and backfilling for underground piping or casings, and conduit as well as any compaction, grouting, and waterproofing of block-out;
   f. engineering, provision and installation of methane barriers or coordination/access;
   g. access to 2" pressurized water supply within 100'-0" of the jack hole location;
   h. a safe, accessible storage area for placement of D.O.T. 55 gallon containers for the purpose of spoils containment; obtaining of local environmental or disposal permits
   i. any spoils or water testing;

6. Working Hours, Logistics and Mobilization

a. All work described in this Proposal shall be performed during TK Elevator's regular working days – defined as Monday thru Friday and excluding IUEC recognized holidays – and regular working hours – defined as those hours regularly worked by TK Elevator modernization mechanics at the TK Elevator branch office that will provide labor associated with the performance of the work described in this Proposal - unless otherwise specified

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and agreed to in writing by both TK Elevator and Purchaser (hereinafter TK Elevator's regular working days and regular working hours shall be collectively defined as "normal working hours"). TK Elevator shall be provided with uninterrupted access to the elevator hoistway and machine room areas to perform work during normal working hours.

b. Purchaser shall provide on-site parking to all TK Elevator personnel at no additional cost to TK Elevator.

c. Purchaser shall provide traffic control, lane closures, permits and flagmen to allow suitable access/unload of tractor trailer(s).

d. Purchaser agrees to provide unobstructed tractor-trailer access and roll-able access from the unloading area to the elevator or escalator hoistways or wellways (as applicable).

e. Purchaser will be required to sign off on the Material Release Form, which will indicate the requested delivery date of equipment to the site. If Purchaser is not ready to accept delivery of the equipment within ten (10) business days of the agreed upon date, Purchaser will immediately make payments due for equipment and designate an area adjacent to the elevator shaft where Purchaser will accept delivery. If Purchaser fails to provide this location or a mutually agreeable alternative, TK Elevator is authorized to warehouse the equipment at the TK Elevator warehouse or designated distribution facility at Purchaser's risk and expense. Purchaser shall reimburse TK Elevator for all costs due to extra handling and warehousing. Storage beyond ten (10) business days will be assessed at a rate of $100.00 per calendar day for each unit listed in this Proposal, which covers storage and insurance of the elevator equipment and is payable prior to delivery.

f. Purchaser agrees to provide a dry and secure area adjacent to the hoistway(s) at the ground level for storage of the elevator equipment and tools within ten (10) business days from receipt at the local TK Elevator warehouse. Any warranties provided by TK Elevator for vertical transportation equipment will become null and void if equipment is stored in any manner other than a dry, enclosed building structure. Any relocation of the equipment as directed by Purchaser after initial delivery will be at Purchaser's expense.

g. TK Elevator includes one mobilization to the jobsite. A mobilization fee of $5,000.00 per crew per occurrence will be charged for pulling off the job or for any delays caused by others once material has been delivered and TK Elevator's work has commenced.

h. Access for this project shall be free and clear of any obstructions. A forklift for unloading and staging material shall also be provided by Purchaser at no additional cost.

i. Purchaser shall provide an on-site dumpster. TK Elevator will be responsible for cleanup of elevator/ escalator packaging material; however, composite cleanup participation is not included in this Proposal.

j. The hiring of a disposal company which MUST be discussed prior to any material being ordered or work being scheduled. TK Elevator will provide environmental services ONLY if this is specifically included under the "Scope of Work" section above. TK Elevator assumes no responsibility and/or liability in any way whatsoever for spoils or other contamination that may be present as a result of the cylinder breach and/or other conditions present on the work site.

k. One or more of the units described in this Proposal will be out of service and unavailable to move passengers and/or property during entire duration of the performance of the work described in this Proposal until re-certified by the applicable authority(ies) having jurisdiction and in good standing with payment schedules.

l. If site specific rules and regulations classify the elevator pit as confined space, elevator pits will need to reclassify a permit-required space to a non-permit required space prior to mobilization.

7. Temporary Use, Inspection and Turnover

a. Unless required by specification, TK Elevator will not provide for "temporary use" of the elevator(s) described in this Proposal prior to completion and acceptance of the complete installation. Temporary use shall be agreed to via a change order to this Proposal which shall require Purchaser's execution of TK Elevator's standard Temporary Use Agreement. Cost for temporary use of an elevator shall be $200.00 per calendar day per

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hydraulic elevator and $250.00 per calendar day for each traction elevator for rental use only, excluding personnel to operate. All labor and parts, including callbacks required during the temporary use period will be billed at TK Elevator's standard local billing rates. In the event that an elevator must be provided for temporary use, TK Elevator will require 30 days to perform final adjustments and re-inspection after the elevator has been returned to TK Elevator with all protection, intercoms and temporary signage removed. This duration does not include any provisions for finish work or for repairs of same, which shall be addressed on a project-by-project basis. Cost for preparation of controls for temporary use, refurbishment due to normal wear and tear, readjustment and re-inspection is $5,000.00 per elevator up to 10 floors. For projects above 10 stops, an additional cost of $1,500.00 / 10 floors shall apply. These costs are based on work performed during normal working hours. Temporary use excludes vandalism or misuse. Any required signage, communication devices, elevator operators, and protection are not included while temporary use is being provided. All overtime premiums for repairs during the temporary use period will be billed at TK Elevator's local service billing rates.

b. The Proposal price set forth above includes one (1) inspection per unit by the applicable authority having jurisdiction if required by the government of the locality where the equipment is located. In the event the equipment fails that inspection due to no fault of TK Elevator, TK Elevator will charge Purchaser for both the cost of each re-inspection which shall be $1,500.00 and a remobilization fee which shall be $5,000.00 via change order prior to scheduling a re-inspection.

c. Upon notice from TK Elevator that the installation and/or modernization of the equipment is complete, Purchaser will arrange to have present at the jobsite a person authorized to make the final inspection and to execute TK Elevator's "Final Acceptance Form." The date and time that such person will be present at the site shall be mutually agreed upon but shall not be more than ten (10) business days after the date of TK Elevator's notice of completion to Purchaser unless both TK Elevator and Purchaser agree to an extension of that ten (10) day period in writing. Such final inspection and execution of TK Elevator's "Final Acceptance Form" shall not be unreasonably delayed or withheld.

d. Should the Purchaser or the local authority having jurisdiction require TK Elevator's presence at the inspection of equipment installed by others in conjunction with the work described in this Proposal, Purchaser agrees to compensate TK Elevator for its time at TK Elevator's current billing rate as posted at its local office.

e. At the conclusion of its work, TK Elevator will remove all equipment and unused or removed materials from the project site and leave its work area in a condition that, in TK Elevator's sole opinion, is neat and clean.

f. Purchaser agrees to accept a live demonstration of equipment's owner-controlled features in lieu of any maintenance training required in the bid specifications.

g. Purchaser agrees to accept TK Elevator's standard owner's manual in lieu of any maintenance, or any other, manual(s) required in the bid specifications.

8. MAX

MAX is a cloud based Internet of Things (IoT) platform that we, at our election, may connect to your elevators and escalators by means of installation of a remote-monitoring device or modem (each a "device"). MAX will analyze the unique signal output of your equipment 24/7 and when existing or potential outages are identified, MAX will automatically communicate with our dispatch centers. When appropriate, the dispatch center will alert our technicians during normal working hours. These MAX alerts provide the technician with precise diagnostics detail, which greatly enhances our ability to fix your equipment right the first time, MAXimizing the equipment uptime.

a. Purchaser authorizes TK Elevator and its employees to access purchaser's premises to install, maintain and/or repair the devices and, upon termination of the service agreement, to remove the same from the premises if we elect to remove.

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b. TK Elevator is and shall remain the sole owner of the devices and the data communicated to us by the devices. The devices shall not become fixtures and are intended to reside where they are installed. TK Elevator may remove the devices and cease all data collection and analysis at any time.
c. If the service agreement between TK Elevator and Purchaser is terminated for any reason, TK Elevator will automatically deactivate the data collection, terminate the device software and all raw data previously received from the device will be removed and/or expunged or destroyed.
d. Purchaser consents to the installation of the devices in your elevators and to the collection, maintenance, use, expungement and destruction of the daily elevator data as set forth in this agreement.
e. The devices installed by TK Elevator contain trade secrets belonging to us and are installed for the use and benefit of our personnel only.
f. Purchaser agrees not to permit purchaser personnel or any third parties to use, access, tamper with, relocate, copy, disclose, alter, destroy, disassemble or reverse engineer the device while it is located on purchaser's premises.
g. The installation of this equipment shall not confer any rights or operate as an assignment or license to you of any patents, copyrights or trade secrets with respect to the equipment and/or any software contained or imbedded therein or utilized in connection with the collection, monitoring and/or analysis of data.

9. Additional Terms and Conditions

a. In no event shall TK Elevator be responsible for liquidated, consequential, indirect, incidental, exemplary, and special damages associated with the work described in this Proposal.
b. This Proposal is made without regard to compliance with any special purchasing, manufacturing or construction/installation requirements including, but not limited to, any socio-economic programs, such as small business programs, minority or woman owned business enterprise programs, or local preferences, any restrictive sourcing programs, such as Buy American Act, or any other similar local, state or federal procurement regulations or laws that would affect the cost of performance. Should any such requirements be applicable to the work described in this Proposal, TK Elevator reserves the right to modify this Proposal or rescind it altogether.
c. TK Elevator is an equal opportunity employer.
d. TK Elevator's performance of the work described in this Proposal is contingent upon Purchaser furnishing TK Elevator with any and all necessary permission or priority required under the terms and conditions of government regulations affecting the acceptance of this Proposal or the manufacture, delivery or installation of the equipment. All applicable sales and use taxes, permit fees and licenses imposed upon TK Elevator as of the date of the Proposal are included in the price of the Proposal. Purchaser is responsible for any additional applicable sales and use taxes, permit fees and licenses imposed upon TK Elevator after the date of the Proposal or as a result of any law enacted after the date of the Proposal.
e. All taxes, tariffs, duties, permit and/or license fees imposed upon TK Elevator as of the date of the execution of this Proposal are included in the price of the Proposal. After the date of acceptance of this Proposal and in addition to the Proposal price, Purchaser is also responsible to pay TK Elevator for any new (or any increase in): (1) applicable taxes, tariffs, duties, permit and/or license fees; (2) charges from its suppliers for any of the applicable materials and/or components: (A) due to supply chain issues, the imposition of new or increased taxes, tariffs, or other charges by applicable governmental authorities; (B) if the release of materials called for in this Proposal occurs after the milestone mentioned earlier in this Proposal; and/or (C) if the completion of work called for in this Proposal occurs after the milestone mentioned earlier in this Proposal; and/or (3) charges from TK Elevator's shippers and/or freight forwarders.

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f. Purchaser agrees to provide TK Elevator's personnel with a safe place in which to work and TK Elevator reserves the right to discontinue work at the jobsite whenever, in TK Elevator's sole opinion, this provision is being violated.
g. The pricing set forth in this Proposal assumes that the elevator pits will not be classified as a confined space. TK Elevator will follow its standard safety policy and procedures. Any job specific safety requirements over and above TK Elevator's standard practices and policies may require additional costs.
h. TK Elevator will furnish and install all equipment in accordance with the terms, conditions, scope and equipment nomenclature as noted herein. Requested changes or modifications to such provisions will require a written change order issued on the Purchaser's letterhead and accepted by TK Elevator in writing prior to the execution of such work. This change order shall detail the current contract price, the amount of the change, and new contract value.
i. This Proposal does not include a schedule for the work described and any such schedule shall be mutually agreed upon by an authorized representative of both TK Elevator and Purchaser in writing before becoming effective.
j. In the event asbestos material is knowingly or unknowingly removed or disturbed in any manner at the jobsite, Purchaser shall monitor TK Elevator's work place and prior to and during TK Elevator's manning of the job, Purchaser shall certify that asbestos in the environment does not exceed .01 fibers per cc as tested by NIOSH 7400. In the event TK Elevator's employees or those of TK Elevator's subcontractors are exposed to an asbestos hazard, PCP's, lead or other hazardous substances, Purchaser agrees, to the fullest extent permitted by law, to indemnify, defend, and hold TK Elevator harmless from all damages, claims, suits, expenses, and payments resulting from such exposure. Identification, notification, removal and disposal of asbestos containing material, PCP's lead or other hazardous substances are the responsibility of the Purchaser.
k. TK Elevator retains title to and a security interest in all equipment it supplies – which TK Elevator and Purchaser agree can be removed without material injury to the real property – until all payments including deferred payments and any extensions thereof, are made. In the event of any default by Purchaser on any payment, or any other provision of this Proposal, TK Elevator may take immediate possession of the equipment and enter upon the premises where it is located – without legal process – and remove such equipment or portions thereof, irrespective of the matter of its attachment to the real estate or the sale, mortgage or lease of the real estate. Pursuant to the Uniform Commercial Code, and at TK Elevator's request, Purchaser agrees to execute any financial or continuation statements which may be necessary for TK Elevator to file in public offices in order to perfect TK Elevator's security interest in such equipment.
l. TK Elevator reserves the right to assign payments owed to TK Elevator under this Proposal.
m. TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor troubles, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, acts of God or any cause beyond its control.
n. The rights of TK Elevator under this Proposal shall be cumulative and the failure on the part of the TK Elevator to exercise any rights hereunder shall not operate to forfeit or waive any of said rights. Any extension, indulgence or change by TK Elevator in the method, mode or manner or payment or any of its other rights shall not be construed as a waiver of any of its rights under this Proposal.
o. In the event TK Elevator engages a third party to enforce the terms of this Proposal, and/or to collect payment due hereunder, either with or without suit, Purchaser agrees to pay all costs thereof together with reasonable attorney's fees. Purchaser does hereby waive trial by jury and does hereby consent to the venue of any proceeding or lawsuit under this Proposal to be in the county where the work covered by this Proposal is located.
p. TK Elevator can furnish Certificate of Workers' Compensation, Bodily Injury and Property Damage Liability Insurance coverage to Purchaser upon written request.

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Modernization Proposal

q. Should loss of or damage to TK Elevator's material, tools or work occur at the project site, Purchaser shall compensate TK Elevator for such loss, unless such loss or damage results from TK Elevator's own acts or omissions.

r. Purchaser, in consideration of TK Elevator performing the services set forth in this Proposal, to the fullest extent permitted by law expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator Corporation, TK Elevator Manufacturing, Inc., their respective employees, officers, agents, insurers, affiliates, and subsidiaries (hereinafter singularly a "TK Elevator party" and collectively the "TK Elevator parties") from and against any and all claims, demands, suits, and proceedings for loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death that are alleged to either have arisen out of or be connected with the sale, marketing, presence, use, misuse, maintenance, installation, removal, modernization, manufacture, design, operation or condition of the equipment that is the subject matter of this Proposal or the labor and materials furnished in connection with this Proposal. Purchaser's duty to indemnify a TK Elevator party does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death is determined to be caused by or resulting from the negligence of that TK Elevator party. Purchaser recognizes that its obligation to defend the TK Elevator parties under this clause, which is separate and apart from its duty to indemnify the TK Elevator parties, includes payment of all attorneys' fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims, demands, suits or proceedings.

s. Purchaser further expressly agrees to name Tk Elevator Corporation and TK Elevator Manufacturing, Inc. along with their respective officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator Corporation and TK Elevator Manufacturing, Inc. for those claims and/or losses referenced in the above paragraph and those claims and/or or losses arising from the negligence of TK Elevator Corporation and TK Elevator Manufacturing, Inc. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives its right of subrogation.

t. TK Elevator's participation in any controlled insurance program is expressly conditioned upon review and approval of all controlled insurance program information and documentation prior to enrollment. Any insurance credits if applicable, will be provided at that time.

u. Unless so mutually agreed upon in a separate signed agreement, TK Elevator shall not be required to interact or correspond with any third party with whom Subcontractor is not in privity of contract concerning matters pertinent to this Agreement.

v. The Purchaser must inform TK Elevator if Purchaser is, or becomes, an individual or entity that is - or that is majority owned or controlled by a party that is - included on any list of restricted parties maintained by (i) the United States of America; (ii) the United Nations; (iii) the European Union or any EU member state; (iv) the UK; or (v) any other national authority binding the parties of this contract.

In case the Purchaser, or any other beneficiary of this transaction, e.g. the end-user, is or becomes an individual or entity that is - or that is majority owned or controlled by a party that is - included on any list of restricted parties, TK Elevator reserves the right to cancel this Proposal immediately.

If the goods subject to this Proposal would be exported, re-exported, resold, used, transferred or otherwise disposed of in violation of any sanctions applicable to TK Elevator, TK Elevator also reserves the right to cancel this Proposal immediately. In this respect, the Purchaser shall be obliged to disclose the final delivery address, end-user and end-use of the goods upon request - insofar as legally permissible - and to notify TK Elevator of all circumstances that indicate an aforementioned infringement.

"Sanctions" means here any economic, trade or financial sanctions, laws, regulations, embargoes or restrictive measures imposed, enacted, administered or enforced by any Sanctions Authority. "Sanctions Authority" means (i) the US;(ii) the UN Security Council;(iii) the EU and any EU member state;(iv) the UK; or(v) any governmental

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Modernization Proposal

institutions of any of the foregoing which administer Sanctions, including HM Treasury, OFAC, the US State Department and the US Department of the Treasury.

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Modernization Proposal

Acceptance

Purchaser's acceptance of this Proposal and its approval by an authorized manager of TK Elevator will constitute exclusively and entirely the agreement between the parties for the goods and services herein described and full payment of the sum of Five Hundred Twenty Three Thousand Seven Hundred Sixty Two Dollars ($523,762.00) plus any applicable sales tax.

All other prior representations or regarding this work, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this Proposal will be recognized unless made in writing and properly executed by both parties as a change order. Should Purchaser's acceptance be in the form of a purchase order or other similar document, the provisions of this Proposal will exclusively govern the relationship of the parties with respect to this transaction. No agent or employee shall have the authority to waive or modify any of the terms of this Proposal without the prior written approval of an authorized TK Elevator manager.

Riley County Commissioners
(Purchaser):

By: \s1	By: \s2
(Signature of Authorized Individual)	(Signature of Branch Representative)
	David Ferran Branch Manager
_____ (Print or Type Name)	Matthew Dickerson/ Contract Analyst- Lea
_____ (Print or Type Title)	April 15, 2025
\d1\	\d2\
(Date of Acceptance)	(Date of Execution)

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Service Agreement Exhibit

Exhibit A
TK Elevator Communications

Building Name	Equipment Type	Nickname	Multimedia Monitoring	MAX Link
Courthouse	Hydraulic	1	*Current Selection*	*Current Selection*
Carnegie Library	Hydraulic	1	*Current Selection*	*Current Selection*
Health Center	Hydraulic	1	*Current Selection*	*Current Selection*

Multimedia Monitoring Service
The latest versions of both ASME A17.1 and the International Building Code now require the Purchaser to have video and text messaging capabilities added within the elevator cab for all elevators. TK Elevator's Multimedia Monitoring Service satisfies the Purchaser's obligation to meet these new code requirements. "Multimedia Monitoring" is selected for specific Units in the chart above and those specified Units will, through its centralized TK Elevator Communications call center, receive 7 days per week, 24 hours per day, 365 days per year dispatching service provided by TK Elevator for calls placed by Purchaser outside of Regular Time to the local TK Elevator branch office and emergency telephone and multimedia monitoring on all Units maintained under this Agreement that have fully operational telephone and in-cab video and text equipment capable of placing a call to or initiating multimedia contact with that call center.

Depending on the nature of the call and/or multimedia contact and circumstances, TK Elevator's operators can call one or more of the following: Purchaser's Designated Contacts set forth below; Local Emergency Services at phone numbers provided by Purchaser below; and/or a local TK Elevator service technician to be dispatched to the location of the affected Unit. Please note that calls cannot be placed to "9-1-1" as the centralized TK Elevator Communications call center does not have dialing access to local "9-1-1" numbers.

This Multimedia Monitoring Service specifically excludes any maintenance, repair or replacement of any type or kind of the Purchaser's telephone and any other type of audio or video communication equipment. The Purchaser retains exclusive possession and control of all of the Unit's communication equipment and is solely responsible for ensuring uninterrupted operation of that equipment so that it is continuously capable of communicating with TK Elevator Communication's call center as designed.

MAX Link
"MAX Link" is selected for specific Units in the chart above and TK Elevator will provide those specified Units, through a MAX Device, with a cellular connection for one or more of the following: Purchaser's in-car emergency video, text or audio communication equipment compatible with such a connection (the "Communication Equipment") for the duration of this Agreement so long as that communication equipment meets all applicable laws and codes. For units with analog phone devices, MAX Link service will specifically include maintenance, repair or replacement of Purchaser's emergency analog telephone where TKE's VoIP analog telephone adapter is deployed.

In no event shall TK Elevator be liable or responsible to you or any other party for failure of a cellular connection, or for receipt of the same by a MAX Device when such failure is due in whole or in part to a temporary or permanent failure of any type of hardware, systems, networks or telecommunications infrastructure provided by you, or by your, or by

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Service Agreement Exhibit

TK Elevator's third party service providers or by any other third party, or is due in whole or in part to any circumstances beyond TK Elevator's reasonable control including, but not limited to, any of the following: acts of God, flood, fire, wind, rain, water, soil movement, earthquake, explosion, virus, disease, unlawful cyber activity, vandalism, abuse, misuse, war, terrorism, power outages, power fluctuations, and/or national or regional shortages of power or telecommunication infrastructure.

Terms and Conditions

Any of the services mentioned in this Exhibit shall be governed by both the terms and conditions of the Agreement covering the Unit(s) described in that Agreement and the terms and conditions of this Exhibit and in the event that those terms conflict, the terms and conditions of this Exhibit will exclusively govern the subject matter of those terms and conditions. Should the Agreement covering the Unit(s) be terminated for any reason by either Party then this Exhibit shall also be automatically terminated. In the event that this Exhibit is terminated for whatever reason, Purchaser agrees to immediately both transfer the connection of the communication equipment to an appropriate telephone service provider and also make arrangements with its replacement elevator service vendor to reprogram the communication equipment to initiate contact with a replacement call center.

TK Elevator Communications Contact Information - To Be Completed by Purchaser

Purchaser hereby acknowledges that as a condition precedent to TK Elevator's placement of calls to Purchaser's Designated Contacts and any Local Emergency Services under this Agreement, Purchaser must first complete all sections of the TK Elevator communications Contact Information section below. Purchaser further acknowledges that it is Purchaser's sole responsibility to advise TK Elevator immediately in writing of any changes to the information contained in this exhibit during the term of this Agreement. Purchaser acknowledges that no revision to that information will be made without TK Elevator first receiving such request in writing from Purchaser's authorized representative.

Under those circumstances where TK Elevator is unable to reach Purchaser's Designated Contacts, Purchaser hereby gives TK Elevator express permission to dispatch a TK Elevator service technician to the location of the equipment at Purchaser's expense in accordance with TK Elevator's applicable billing rates. Purchaser further agrees that TK Elevator does not assume any duty or responsibility to advise any caller, regardless of his or her location within or outside the elevator, to take or not take any specific action resulting from a medical or other emergency or any other situation including, but not limited to, entrapment of persons, evacuation, repair or return to service of any equipment.

In the event of an emergency, or perceived emergency, one or more of the following are to be Purchaser's Designated Contacts:

Contact Name	Title	Primary Telephone #	Secondary Telephone #

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Service Agreement Exhibit

In the event of an Emergency or perceived emergency, TK Elevator has the express permission to contact one or more of the following **(911 is not sufficient, local phone numbers are required)**:

Police Department: (_____) _____-_____

Fire Department: (_____) _____-_____

Special instructions/remarks:

_____

In the event that a TK Elevator call center operator perceives that a call from within the elevator constitutes a medica or other emergency, Purchaser hereby gives TK Elevator the express permission to call Local Emergency Services at the telephone numbers provided above at TK Elevator's sole discretion. Under those circumstances, Purchaser agrees to pay all related charges for services provided by any Local Emergency Services in response to that call. Purchaser agrees that TK Elevator shall not be responsible for ensuring an appropriate (or any) response by Local Emergency Services to that call.

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TK Elevator History and Background

TK Elevator, formerly known as thyssenkrupp Elevator, has a significant presence in the United States. Thyssenkrupp Elevator roots trace back to the two founding companies, Thyssen AG in 1891 and Krupp in 1811. ThyssenKrupp merged in 1999 and acquired Dover Elevator Company. The company became an independent entity in 2021, adopting its current name. TK Elevator's U.S. operations are headquartered in Atlanta, Georgia, where they have established a state-of-the-art Innovation and Qualification Center (IQC). This facility includes the tallest elevator test tower in North America, standing at 420 feet, and serves as a hub for research and development

In the U.S., TK Elevator offers a wide range of products and services, including the installation, maintenance, and modernization of elevators and escalators. Their product portfolio caters to various building types, from low-rise commercial buildings to high-rise skyscrapers. The company emphasizes sustainability and innovation, integrating digital solutions and energy-efficient technologies into their offerings.

TK Elevator's commitment to the U.S. market is evident through their extensive network of service technicians and sales locations, ensuring high levels of customer service and support. This focus on local service with global support helps them maintain a strong presence and reputation in the industry.

TK Elevator offers extensive modernization services to upgrade and enhance existing elevator, escalator, and moving walk systems. Here are some key aspects of their modernization capabilities: improving energy efficiency, ride comfort, compliance with current codes and TK Elevator's MAX is a real-time, cloud-based predictive maintenance solution that identifies potential faults before they occur, allowing for preemptive action and increased uptime.

TK Elevator locally has over 30 service mechanics with **2 being dedicated to the Manhattan area** where they also live. We have a total of four (4) service/repair operation managers/superintendents and three (3) modernization operation managers/superintendents.

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Staff Resume

David Ferran- General Manager

- Oversees all lines of business for the Kansas City, Springfield and Wichita offices.
- 12 years of elevator industry experience, all with TK Elevator in Kansas City, Oklahoma City and Chicago.

Kyle Foster – Operation Manager

- Oversees the modernization line of business for Kansas City, Springfield and Wichita office
- 5 years of elevator industry experience, all with TK Elevator

Ben Swanson – Modernization Superintendent

- Direct day-to-day supervision of modernization crews
- 2 years as modernization superintendent with TK Elevator in Kansas City
- 10 years as a field mechanic

Mike Schwartz – Modernization Sales

- Coordinates surveys, vendors, subcontractors, estimates and solution packages
- Helps supplement project management
- 17 years of elevator industry experience with the last 15 years being with TK Elevator and 12 of those years as a modernization solution specialist.

Chad Davis – Modernization Mechanic

- Team lead for our modernization teams
- 15 years of field experience

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Relevant Experience and References

KSU Umberger Hall

Brett Robinson – project manager with KSU

785-532-1700

St Francis Hospital

Brent Wilkins – Director

785-295-8548

Kansas City Kansas Community College

Jeff Sixta – Assist Director

913-288-7613

Resources

TK Elevator has the resources to complete this project on time and within the schedule of Riley County. We currently have nine (9) modernization crews that we can utilize to provide the County with necessary resources to complete the project(s).

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Project Plan

All three (3) elevators were installed by Dover Elevator which became TK Elevator. TK Elevator has the best in the industry capabilities when servicing and modernizing this type of equipment as the OEM having done thousands of modernizations on this exact type of equipment.

Our approach would be to staff the project with the same modernization crew and align the building order through discussions with the County.

Approximate Durations/Lead Times

• Contract execution (can run concurrently with layout drawing package preparation and approval)	Varies
• Survey and Order of Materials (additional time required for cab, signal, entrance preparation and approval, if applicable)	4-6 weeks
• Fabrication time (from receipt of all approvals, fully executed contract, Material Release Form and initial progress payment)	10 - 14 weeks
• Modernization of elevator system (Per Unit): (Upon completion of all required preparatory work by others)	4 – 5 weeks

Pricing

Total project cost is **$523,762.00** per our proposal attached to this RFP response.

Value Engineering Deductive Alternative

The State of Kansas currently does not require the two-way video communication under the existing 2022 elevator code. This variance by the State of Kansas Fire Marshall is currently in effect until June 30, 2025 where it may be extended. If the County would like to take a deduct of **$15,000.00** and contract/permit prior to the published potential extension deadline, by removing that functionality from the scope of work TK Elevator would reduce the project cost.

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Attachment "A" to "Contract" Between Riley County (hereinafter "County"), and _____ (hereinafter "Contractor").

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.

2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision. At County's request, trial shall be by jury.

3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**

   3.1. **Service Standards and Procedures.** Contractor shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.

   3.2. **Compliance With Law.** Contractor shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.

4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and

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Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Contractor. In the event of such termination, County agrees to give written notice of termination to contractor. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor.

6. **ANTI-DISCRIMINATION CLAUSE.**

6.1. In carrying out the Contract, Contractor shall comply with K.S.A. 44-1001 *et seq*.

6.2. Contractor shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.

6.3. In all solicitations or advertisements for employees, Contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

6.4. If Contractor fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.

6.5. If Contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.

6.6. Contractor shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Contractor.

6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Contractor employs fewer than four employees or if Contractor's contracts with the County cumulatively total $5,000 or less during the County's fiscal year.

7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

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9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Contractor thereby represents that such person is duly authorized by Contractor to execute the document on behalf of Contractor and Contractor agrees to be bound by the provisions thereof. Contractor shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Contractor for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.

11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.),* Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.

12. **TERM AND TERMINATION.**

12.1. **Term**. This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

12.2. **Termination for Cause**. If Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Contractor shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Contractor of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any. Prior to termination, Contractor shall be provided an opportunity to cure said default within a three (3) day period or longer in the event that Contractor commences to cure within said three (3) day period and diligently continues attempts to cure same.

12.3. Notwithstanding the above, Contractor shall not be relieved of liability to County by virtue of any breach of the Contract by Contractor.

12.4. **Termination for Convenience**. County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Contractor, stating the effective date of the termination for convenience.

12.5. **Payment Calculation Upon Termination**. In the event of termination under the Contract by either party, any amount owed Contractor will be calculated based solely upon payment for fair value of acceptable services (“acceptable services shall be defined as the proportional contract value of work performed including contract value of materials in process of fabrication, in transit, stored at jobsite or at other agreed location) provided by Contractor to the point of termination,

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which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.

13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe that Contractor is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Contractor, and employees of Contractor, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, and employees of Contractor, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Contractor. Contractor shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Contractor's sole expense.

14. **PERSONNEL.**

14.1. **Qualified Personnel.** Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.

14.2. **Minimum Wages**. Contractor will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

14.3. **Employee Conflict of Interest**. Contractor shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. **PROHIBITION OF CONFLICTS OF INTEREST.**

15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.

15.2. **Interest of Contractor.** Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.

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15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Contractor to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

18. **RECORDS, REPORTS AND INSPECTION.**

18.1. **Documentation of Costs.** All costs incurred by Contractor for which Contractor purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.

18.2. **Maintenance of Records.** Except as otherwise authorized by County, Contractor shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

18.3. **Reports**. During the term of this contract, Contractor shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Contractor will be withheld by County if Contractor fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.

18.4. **Audit**. Contractor shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit to County, if requested.

18.5. **Availability of Records**. Contractor agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Docusign Envelope ID: 5507C2AB-ADCA-4BC5-9A5F-A557494BBE87

contract.

18.6. **Confidentiality**. Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.

18.7. **Contractor's Purchasing Procedure.** Contractor certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Contractor agrees to make available a written description of its purchasing procedures if requested by County.

19. **METHOD OF BILLING AND PAYMENT.**

19.1. **Billing Procedures.** Contractor agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

19.2. **Support Documentation**. Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 18, above.

19.3. **Reimbursement Restrictions**. Payments shall be made to Contractor only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Contractor if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.

19.4. **Pre-disbursement Requirements**. Contractor must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Contractor.

19.5. **Mailing Address**. Payments shall be mailed to Contractor's address as set forth herein.

20. **LICENSES AND PERMITS.** Contractor shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Contractor shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.

21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.

22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Docusign Envelope ID: 5507C2AB-ADCA-4BC5-9A5F-A557494BBE87

applicable law.

23. **MERGER/SALE/TRANSFER OF CONTRACTOR ASSETS.** Contractor will notify County in writing at least thirty (30) calendar days in advance of Contractor's merger with any other business entity, or of any sale or other transfer of Contractor's assets to any other business entity. In the event of any such merger, sale or other transfer of Contractor assets, Contractor will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Contractor assets. After such merger, sale or other transfer of Contractor assets, Contractor will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Contractor under this Contract.

24. **LIABILITY INSURANCE.** Contractor agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal. Liability insurance coverage must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County named as an additional insured, which shall be delivered to the Office of the Riley County Counselor for approval. The additional insured is defended and indemnified for actions arising from Contractor's acts, actions omissions or neglects; but is not defended or indemnified for its own acts, actions, omissions, neglects or bare allegations. Such certificate shall contain a provision that coverage afforded under the policies will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives notice of such change by registered mail.

25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Vendor to perform the services hereunder, Vendor agrees to promptly replace that person with an individual approved by County.

26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.

27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

Contractor	**County**
TK ELEVATORS	BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS
By: Matthew Dickerson	By:
Name: Matthew Dickerson	Greg McKinley, Chairman
April 8, 2025	
Date	Date

MD

THE ATTACHED AMENDMENT NO. 1 IS HEREBY MADE A PART OF THIS AGREEMENT.

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

Docusign Envelope ID: 5507C2AB-ADCA-4BC5-9A5F-A557494BBE87

ATTEST:

(seal)

_____

Rich Vargo, County Clerk

Approved as to Form

By: _____

Jacob A. Hansen

Deputy Riley County Counselor

Date: _____

Attachment: RILEY COUNTY 4.18.25 (15741 : TK Elevator Modernization Project Contract)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Easement

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

COMMISSION AGENDA REPORT

FROM: **Jana Chingway, Office Manager**

MEETING: **April 28, 2025**

SUBJECT: **Alan Blubaugh Travel Easement**

PRESENTER: **Bryant Parker, County Counselor**

BACKGROUND

As John Ellerman presented to the Board on April 24, 2025, 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.

RECOMMENDATION(S)

Staff recommends the Board sign the attached travel easement.

POSSIBLE MOTION(S)

A. "I move the Board sign the easement as presented."

B. "I move the Board not sign the easement as presented."

C. "I move the Board sign the agreements with the following changes…"

Enclosures:

- Travel Easement - Blubaugh (PDF)

Attachment: Travel Easement - Blubaugh (15745 : Alan Blubaugh Travel Easement)

TRAVEL EASEMENT

This indenture between the Board of County Commissioners of the County of Riley (Grantor) and Alan Blubaugh (Grantee).

WHEREAS, the Grantor is seized in fee simple possession of a parcel of land legally described in that Executor's Deed recorded June 19, 1997 in Book 712, Page 940 of the land records of the Riley County Register of Deeds, and with said legal description being as set forth on "Exhibit 1" ("Riley County Parcel" or "Servient Tenement"); and

WHEREAS, the Grantee owns that property with a common address of 6297 Tuttle Creek Blvd., Manhattan, Kansas 66503 that is legally described in that Deed – General Warranty recorded August 24, 1990 in Book 573, Page 614 of the land records of the Riley County Register of Deeds, and with said legal description being as set forth on "Exhibit 2" ("Blubaugh Parcel" or "Dominant Tenement"); and

WHEREAS, the Dominant Tenement presently has no means of lawful access to Tuttle Creek Blvd/US Hwy 24 because the Agreement for License recorded August 24, 1990 in Book 573, Page 617 of the land records of the Riley County Register of Deeds has expired; and

WHEREAS, the Grantor desires to grant this travel easement to Grantee over and upon the portion of the Servient Tenement legally described in said Agreement for License, said legal description of said Agreement for License being as set forth on Exhibit 3 ("Easement"); and

WHEREAS, the Easement is further depicted as the path labeled "20' Travel Easement" on the document entitled "As-Built Topography Survey – Riley County Shops" dated September 2010 which is attached as Exhibit 4 hereto; and

WHEREAS, Grantor and Grantee acknowledge that this Easement is subject to termination upon Grantor providing written notice to Grantee of the conversion of the Servient Tenement to a different use by Grantor, subject further to the understanding that Grantor shall make available to Grantee a point of access to a path sufficient for vehicles to travel over the Servient Tenement but with Grantee being responsible for making any and all improvements to Grantee's Dominant Tenement required to reach such point of access;

NOW, THEREFORE, GRANTOR GRANTS TO GRANTEE the below-described Easement for One Dollar (1.00) and other good and valuable consideration, and subject to the following conditions:

1. GRANT OF EASEMENT. In pursuance of this agreement, the Grantor grants and the Grantee accepts a new travel easement upon the property legally described in Exhibit 3 and as depicted in "Exhibit 4", to include full and free right and liberty for them, and their tenants, servants, visitors, and licensees, in common with all others having the like right, at all times, with or without vehicles of any description, for all purposes connected with the use and enjoyment of the Blubaugh Parcel, to pass and repass along the Easement for the purpose of ingress and egress from Tuttle Creek Blvd/US Hwy 24 to the Blubaugh Parcel/Dominant Tenement, or vice versa. To have and to hold the new easement granted to the Grantees, their heirs and assigns, as appurtenant to the Blubaugh Parcel. Grantee shall be responsible for the ongoing maintenance of the Easement so that it provides a passable travel way equivalent to the current condition.

2. TERMINATION OF EASEMENT UPON WRITTEN NOTICE OF CHANGE OF USE OF SERVIENT TENEMENT; PROVISION OF ALTERNATE ACCESS POINT. This Easement shall terminate at the time and date specified by Grantor upon Grantor providing written notice to Grantee of the conversion of the Servient Tenement to a different use by Grantor. However, prior to this Easement's termination, Grantor shall make available to Grantee a point of access to a path sufficient for vehicles to travel over the Servient Tenement. Grantee shall be responsible, at Grantee's sole cost and expense and regardless of the feasibility of alternative access points upon the Servient Tenement for travel, for making any and all improvements to Grantee's Dominant Tenement required to reach such point of access designated by Grantor upon the Servient Tenement.

[SIGNATURES ON FOLLOWING PAGE]

Attachment: Travel Easement - Blubaugh (15745 : Alan Blubaugh Travel Easement)

ENTERED INTO this Agreement on the 28th day of April, 2025.

GRANTOR:

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chair

ATTEST:

_____ (seal)
Rich Vargo, Riley County Clerk

****

GRANTEE ACKNOWLEDGEMENT:

_____
Alan Blubaugh

STATE OF KANSAS
COUNTY OF RILEY

The foregoing instrument was acknowledged before me on _____ ___, 2025 by Alan Blubaugh.

_____
Signature of Notary

My appointment expires:_____

Attachment: Travel Easement - Blubaugh (15745 : Alan Blubaugh Travel Easement)

EXHIBIT 1

RILEY COUNTY PARCEL & SERVIENT TENEMENT LEGAL DESCRIPTION

A tract of land in the Southeast Quarter of Section 20 and the Southwest Quarter of Section 21, Township 9 South, Range 7 East of the 6th P.M., in Riley County, Kansas described as follows: Beginning at the Southwest corner of said Section 21, being Corner 10 and marked by a bar with aluminum cap; thence South 88 degrees 43 minutes 51 seconds West 300.00 feet along the South line of the Southeast Quarter of said Section 20 to Corner 5, marked by a 1/2 inch iron bar; thence North 8 degrees 03 minutes 18 seconds East 1,042.64 feet to Corner No. 9, marked by a 1/2 inch iron bar; thence North 0 degrees 51 minutes 10 seconds West, parallel to the East line of the Southeast Quarter of said Section 20, 756.15 feet to the centerline of U.S. Highway No. 24 and Corner 8, marked by a railroad spike; thence South 89 degrees 46 minutes 00 seconds East, 1461.18 feet along the centerline of said U.S. Highway No. 24 to the East line of the West Half of the Southwest Quarter of said Section 21 and Corner 11, marked by a railroad spike; thence South 0 degrees 56 minutes 03 seconds East, 1732.45 feet along the East line of the West Half of the Southwest Quarter of said Section 21 to the Southeast corner thereof and Corner 12, marked by a 1/2 inch iron bar; thence South 88 degrees 06 minutes 52 seconds West, 1325.05 feet along the South line of the Southwest Quarter of said Section 21 to the point of beginning.

LESS, a tract of land in the Southeast Quarter of Section 20 and the Southwest Quarter of Section 21, all in Township 9 South, Range 7 East of the 6th P.M., in Riley County, Kansas, described as follows: Beginning at a point on the South line of the Southeast Quarter of said Section 20 that is South 88 degrees 43 minutes 41 seconds West for a distance of 23.68 feet of the Southeast corner of the Southeast Quarter of said Section 20, being Corner No. 1 and marked by a 1/2 inch bar with cap; thence South 88 degrees 43 minutes 51 seconds West for a distance of 276.32 feet along the South line of the Southeast Quarter of said Section 20 to Corner No. 2, marked by a 1/2 inch iron bar; thence North 08 degrees 03 minutes 18 seconds East for a distance of 1042.64 feet to Corner No. 3, marked by a 1/2 inch iron bar; thence North 00 degrees 51 minutes 10 seconds West for a distance of 756.15 feet to the centerline of U.S. Highway 24 and Corner No. 4, marked by a railroad spike; thence South 89 degrees 46 minutes 00 seconds East for a distance of 261.00 feet along the centerline of said U.S. Highway 24 to Corner No. 5, marked by a P.K. Nail; thence South 00 degrees 51 minutes 10 seconds East for a distance of 776.48 feet to Corner No. 6, marked by a 1/2 inch iron bar with cap; thence South 07 degrees 26 minutes 09 seconds West for a distance of 1013.36 feet to the point of beginning.

Attachment: Travel Easement - Blubaugh (15745 : Alan Blubaugh Travel Easement)

EXHIBIT 2

BLUBAUGH PARCEL & DOMINANT TENEMENT LEGAL DESCRIPTION

A tract of land in the Southeast Quarter of Section 20 and the Southwest Quarter of Section 21, all in Township 9 South, Range 7 East of the 6th P.M., in Riley County, Kansas, described as follows: Beginning at a point on the south line of the Southeast Quarter of said Section 20 that is South 88 degrees 43 minutes 41 seconds West for a distance of 23.68 feet of the Southeast Corner of the Southeast Quarter of said Section 20, being Corner No. 1 and marked by a 1/2 inch bar with cap; thence South 88 degrees 43 minutes 51 seconds West for a distance of 276.32 feet along the south line of the Southeast Quarter of said Section 20 to Corner No. 2, marked by a 1/2 inch bar; thence North 08 degrees 03 minutes 18 seconds East for a distance of 1042.64 feet to Corner No. 3, marked by a 1/2 inch bar; thence North 00 degrees 51 minutes 10 seconds West for a distance of 756.15 feet to the centerline of U.S. Highway No. 24 and Corner No. 4, marked by a railroad spike; thence South 89 degrees 46 minutes 00 seconds East for a distance of 261.00 feet along the centerline of said U.S. Highway No. 24 to Corner No. 5, marked by a P. K. Nail; thence South 00 degrees 51 minutes 10 seconds East for a distance of 776.48 feet to Corner No. 6, marked by a 1/2 inch bar with cap; thence South 07 degrees 26 minutes 09 seconds West for a distance of 1013.36 feet to the point of beginning, containing 10.9000 acres, more or less;

Attachment: Travel Easement - Blubaugh (15745 : Alan Blubaugh Travel Easement)

EXHIBIT 3

EASEMENT LEGAL DESCRIPTION

A strip of land, 20 feet in width, in the Southwest Quarter of Section 21, Township 9 South, Range 7 East of the 6th P.M., in Riley County, Kansas, the centerline of said tract being described as follows: Beginning at a point on the east line of the hereinafter described 10.900 acre tract that is South 88 degrees 43 minutes 41 seconds West for a distance of 23.68 feet and North 07 degrees 26 minutes 09 seconds East for a distance of 754.77 feet from the Southwest Corner of the Southwest Quarter of said Section 21; thence North 57 degrees 56 minutes 55 seconds East for a distance of 167.63 feet; thence North 29 degrees 48 minutes 10 seconds East for a distance of 535.47 feet; thence North 13 degrees 02 minutes 52 seconds East for a distance of 377.59 feet to a point on the south line of the right of way easement for U.S. Highway No. 24 that is North 00 degrees 51 minutes 10 seconds West for a distance of 1660.71 feet and North 89 degrees 08 minutes 50 seconds East for a distance of 592.26 feet from the Southwest Corner of the Southwest Quarter of said Section 21 and there terminating;

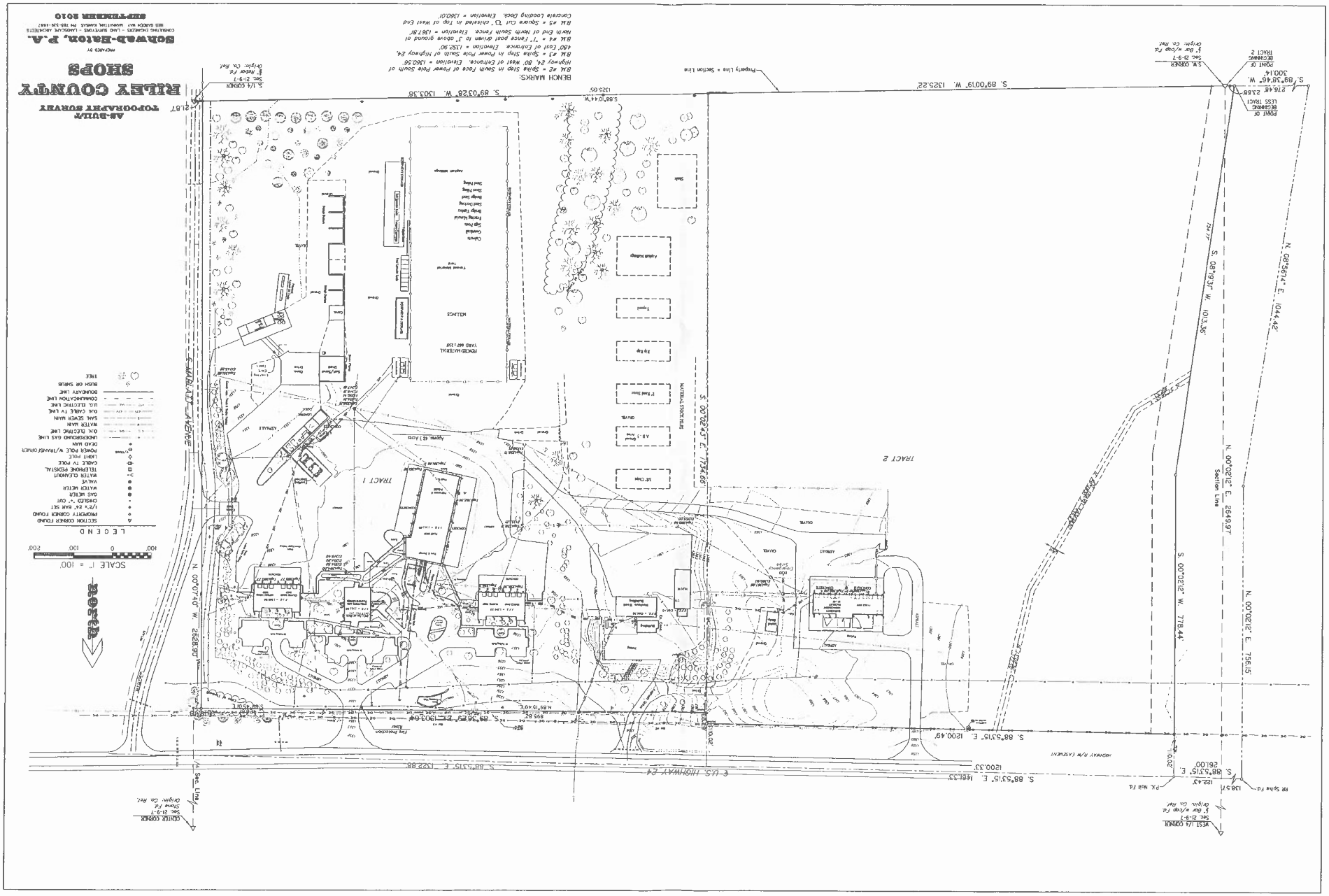
Attachment: Travel Easement - Blubaugh (15745 : Alan Blubaugh Travel Easement)

EXHIBIT 4

"AS-BUILT TOPOGRAPHY SURVEY – RILEY COUNTY SHOPS" DATED SEPTEMBER 2010

See attached document.

Attachment: Travel Easement - Blubaugh (15745 : Alan Blubaugh Travel Easement)


RILEY COUNTY
SHOPS
AS-BUILT
TOPOGRAPHIC SURVEY
SCHAEB-HATCH, P.A.
CIVIL ENGINEERING - LAND SURVEYING - LANDSCAPE ARCHITECTS
123 GARDEN WAY MANHATTAN, KANSAS PH 785-539-1667
SHEET INDEX 2 OF 2
BENCH MARKS:
BM #2 = Spike Step in South Face of Power Pole South of Highway 24, West of Entrance. Elevation = 1360.56
BM #3 = Spike Step in Power Pole South of Highway 24, 100' East of Entrance Elevation = 1356.90
BM #4 = T' Fence post driven to 3" above ground at North End of North South Fence Elevation = 1367.87
BM #5 = Square Cut 'T' Chiseled in Top of West End Concrete Loading Dock. Elevation = 1360.01
LEGEND
SCALE 1" = 100'
SCALE
N. 00°07'40" W. 2628.05'
S. 00°02'12" E. 1754.66'
N. 00°02'12" E. 2649.97'
S. 00°02'12" W. 778.44'
N. 00°02'12" E. 756.15'
N. 08°56'14" E. 1044.42'
S. 08°19'31" W. 103.36'
S. 89°00'19" W. 1325.22'
S. 89°03'28" W. 1303.38'
S. 88°53'15" E. 1200.49'
S. 88°53'15" E. 1200.33'
S. 88°53'15" E. 261.00'
S. 88°53'15" E. 1322.88'
TRACT 1
TRACT 2
U.S. HIGHWAY 24
Section Line
Property Line = Section Line
POINT OF BEGINNING TRACT 2
POINT OF BEGINNING LESS TRACT
SOUTHEAST CORNER SEC. 21-9-7 Origin. Co. Ref.
SOUTH 1/4 CORNER SEC. 21-9-7 Origin. Co. Ref.
NORTHEAST CORNER SEC. 21-9-7 Origin. Co. Ref.
NORTH 1/4 CORNER SEC. 21-9-7 Origin. Co. Ref.
WEST 1/4 CORNER SEC. 21-9-7 Origin. Co. Ref.
SOUTHWEST CORNER SEC. 21-9-7 Origin. Co. Ref.
RR Spike Fd.
P.K. Nail Fd.
2187'
2188'
2188'
2188

COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: **Joe Godown**

MEETING: **April 28, 2025**

SUBJECT: **Sign a Tax Roll Corrections**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- 04-28-25 Tax Roll Corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/04/18 1

Taxpayer ID SERV0004
Owner ID SERV0004

Control # 2025000159

Tax Year 2024
Tract # WC00022A1

SERVICEMEMBER AGRICULTURAL
VOCATION EDUCATION CORP
%TOD BUNTING
9680 N 52ND ST
RILEY, KS 66531-9811

CAMA # 165-15-0-00-00-005-00-0-01

15-9-6 SW4 LESS TRS

TU 120 Wildcat Township
Parcel 190
USD 378

Property Address N 52ND ST

APPRAISER SECTION (Value) 2025/04/18 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
AR	24030		24030
Total	24030		24030

Appraised After Correction:

CL	Land	Imp	Total
AR	5449		5449
EA	18581		18581
Total	24030		24030

Net Change
18581-
18581

Assessed Prior to Correction:

AR	7209		7209
Total	7209		7209
SB41			

Assessed After Correction:

AR	1635		1635
EA	18581		18581
Total	20216		1635
SB41			

Net Change	
5574-	
18581	
Total	5574-
SB41	

CLERK SECTION (Tax) 2025/04/18 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 116.13200	Gen Tax	837.20
	SB41 $	
SB41 Tax Dollars		837.20

Tax After Correction:

Levy 116.13200	Gen Tax	189.88
	SB41 $	
SB41 Tax Dollars		189.88

Net Change
647.32-
647.32-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 5574-
Applicable Mill Levy 116.13200
Net Change in Levied Tax Dollars | 647.32- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 647.32- |

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 7.00%
Tax Statement # 27308
Comments Per BOTA Order Docket No. 2024-590-TX

Owner SERV0004
SERVICEMEMBER AGRICULTURAL

By order of the Board of County Comissioners of RILEY COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475, 1701, 1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: 04-28-25 Tax Roll Corrections (15728 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/04/18 1

Taxpayer ID SERV0004
Owner ID SERV0004

Control # 2025000160

Tax Year 2024
Tract # WC00032

SERVICEMEMBER AGRICULTURAL
VOCATION EDUCATION CORP
%TOD BUNTING
9680 N 52ND ST
RILEY, KS 66531-9811

CAMA # 165-16-0-00-00-005-00-0-01

TU 120 Wildcat Township
Parcel 260
USD 378

16-9-6 SE4

Property Address 9680 N 52ND ST

APPRAISER SECTION (Value) 2025/04/18 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
AR	34380		34380
NR	12180	219680	231860
Total	46560	219680	266240

Appraised After Correction:

CL	Land	Imp	Total
AR	5529		5529
EA	28851		28851
EO	12180	219680	231860
Total	46560	219680	266240

Net Change
28851-
203009-
231860

Assessed Prior to Correction:

AR	10314		10314
NR	1462	26362	27824
Total	11776	26362	38138
SB41			

Assessed After Correction:

AR	1659		1659	
EA	28851		28851	
EO	12180	219680	231860	
Total	42690	219680	1659	Total
SB41				SB41

Net Change
8655-
1027
231860
36479-

CLERK SECTION (Tax) 2025/04/18 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 116.13200	Gen Tax	4429.04
	SB41 $	
SB41 Tax Dollars		4429.04

Tax After Correction:

Levy 116.13200	Gen Tax	192.66
	SB41 $	
SB41 Tax Dollars		192.66

Net Change
4236.38-
4236.38-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 36479-
Applicable Mill Levy 116.13200
Net Change in Levied Tax Dollars | 4236.38- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 4236.38- |

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 7.00%
Tax Statement # 27309
Comments Per BOTA Order Docket No. 2024-590-TX

Owner SERV0004
SERVICEMEMBER AGRICULTURAL

By order of the Board of County Comissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: 04-28-25 Tax Roll Corrections (15728 : Tax Roll Corrections)

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 28, 2025**

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

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

Enclosures:

- 2025-04 KTiroch EAF (DOCX)
- 2025-04 BWege EAF (DOCX)
- 2025-03 DDixson EAF (DOCX)
- 2025-04 LThompson EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kristine Tiroch

Status Change Date: 04/22/2025

Status Change: New Hire

Date of Hire: 04/22/2025

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: _____

Attachment: 2025-04 KTiroch EAF (15727 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brett Wege

Status Change Date: 04/28/2025

Status Change: Promotion

Date of Hire: 04/12/2021

Seniority: 4 Year(s), 0 Month(s)

Position: Traffic Control Crew Chief

Position Type: Full Time

Pay Range: 7

Pay Type: Hourly

Base Rate: $23.36

Annualized Pay: $48,588.80

Funds Codes: County General - 1, Public Works - 40

Supervisor: Alvin Perez

Department Head: John Ellerman

Attachment: 2025-04 BWege EAF (15727 : Employee Action Form (Green Sheet))

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Denise Dixson

Status Change Date: 04/28/2025

Status Change: New Hire

Date of Hire: 04/28/2025

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

Position: Customer Service Rep I

Position Type: Full Time

Pay Range: 4

Pay Type: Hourly

Base Rate: $19.75

Annualized Pay: $41,080.00

Funds Codes: County General – 1, Treasurer - 7

Supervisor: Donna Borgerding

Department Head: Shilo Heger

Attachment: 2025-03 DDixson EAF (15727 : Employee Action Form (Green Sheet))

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Lilyann Thompson

Status Change Date: 04/29/2025

Status Change: New Hire

Date of Hire: 04/29/2025

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

Position: WIC Intern

Position Type: TASND

Pay Range: TASND

Pay Type: Hourly

Base Rate: $0.00

Annualized Pay: $0.00

Funds Codes: 30 – Health Dept, 412 - WIC

Supervisor: Tasha Drake

Department Head: Diane Creek

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2025-04 LThompson EAF (15727 : Employee Action Form (Green Sheet))

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 28, 2025**

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

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

Enclosures:

- 2025-04 Assistant Operations Manager PAF (DOCX)
- 2025-04 Traffic Control Crew Chief PAF (DOCX)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Lori Muir on 04/23/2025 at 10:17 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company
Riley County, KS

Position Template
Assistant Operations Manager [ASOPMG]

Work Location
Public Works Building

Job ID
3221883

Salary
Salary Range $36.15-$39.29

Supervisor Position
No

Pay Grade
RANGE 18 [RANGE 18]

EEO Class
Professionals [2]

Workers Compensation
5506 [5506]

Cost Center 1
County General [1]

Cost Center 2
Public Works [40]

Cost Center 3
--

1 Job Slot
ASSISTA-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: $81,723.20

Budget for Benefits: $32,280.66

Total proposed annual budget: $114,003.86

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Original document stored in Human Resources

Revised 2023-01

Attachment: 2025-04 Assistant Operations Manager PAF (15736 : Position Action Form (Gold Sheet))

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Lori Muir on 04/23/2025 at 10:17 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company	**Position Template**	**Work Location**
Riley County, KS	[TCCC]	Public Works Building
Job ID	**Salary**	**Supervisor Position**
3221915	$22.35-$24.29	No
Pay Grade	**EEO Class**	**Workers Compensation**
RANGE 7 [RANGE 7]	Technicians [3]	5506 [5506]
Cost Center 1	**Cost Center 2**	**Cost Center 3**
County General [1]	Public Works [40]	--
1 Job Slot(s)		
TRAFFIC-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: $50,523.20

Budget for Benefits: $ 19,956.66

Total proposed annual budget: $70,479.86

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Original document stored in Human Resources

Revised 2023-01

Attachment: 2025-04 Traffic Control Crew Chief PAF (15736 : Position Action Form (Gold Sheet))

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**

Attachment: 05-01-25 tentative agenda (15640 : Tentative Agenda)

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.

Attachment: 05-01-25 tentative agenda (15640 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

May 05, 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

9:30 AM **Press Conference**

1. RCPD Update - Captain Scott Hajek and Captain Mark French (3-5 minutes)

9:40 AM **Bryant Parker, Counselor/Director of Administrative Services**

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

10:00 AM **Russel Stukey, Emergency Management Director**

3. Staff update

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

4. Administrative Work Session

10:40 AM **Daniel Skucius, County Extension Director**

5. 2026 Fair Board Budget Request

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

6. 2026 Planning and Development Budget Request

Attachment: 05-05-25 tentative agenda (15640 : Tentative Agenda)

11:20 AM **Gina Snyder, Downtown Manhattan Director**

7. 2026 Downtown Manhattan Inc. Appropriation Request

1:15 PM **Lori Feldkamp, Big Lakes Developmental Center Director**

8. 2026 Big Lakes Development Center Appropriation Request

1:35 PM **Ginny Petersen, Riley County Genealogical Society**

9. 2026 Riley County Genealogical Society Appropriation Request

1:55 PM **Jared Tremblay, Flint Hills MPO Planning Manager**

10. 2026 MPO Appropriation Request

2:15 PM **Scott Voos, Be Able**

11. 2026 Be Able Appropriation Request

2:35 PM **Michael Boller, Noxious Weed/HHW Director**

12. 2026 Noxious Weed/HHW Budget Request

2:55 PM **Christine Benne, Flint Hills Veterans Coalition**

13. 2026 Flint Hills Veterans Coalition Appropriation 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.

Attachment: 05-05-25 tentative agenda (15640 : Tentative Agenda)

Planning & Development
Public Hearing

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

RESOLUTION

FROM: **Bob Isaac, Planner**

MEETING: **April 28, 2025**

SUBJECT: **Plat a 2-acre tract of land into a single residential lot.**

PRESENTER: **Bob Isaac, Planner**

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

. Approve the measure
. Deny the measure
. Modify or develop alternatives if other concerns or factors arise
. Schedule work session to discuss issue further

RECOMMENDATION(S)

On April 10, 2025, the Manhattan Urban Area Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator - Extraneous Farmstead and approved the Concurrent Plat of Gerken Addition.

STAFF RECOMMENDATION:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Gerken Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

A. Motion to approve Resolution 042825-___ acknowledging the approved Final Plat of Gerken Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it has been determined that the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and Riley County Sanitary Code have been met.

Or

B. **Motion** to sign Resolution 042825-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Stone House Subdivision, as it has been determined that the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and/or Riley County Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report BOCC (PDF)
- MUAPB Minutes (PDF)
- Resolution (PDF)

PLANNING & DEVELOPMENT

STAFF REPORT

Residential Use Designator & Plat

PETITION: #25-008

APPLICANT: Joe Gerken
523 Edgerton Ave.
Manhattan, KS 66502

PROPERTY OWNER: Gerken Family Trust
523 Edgerton Ave.
Manhattan, KS 66502

Deam & Cook LC
2450 Rosencutter Road
Manhattan, KS. 66502-8115

CONTRACT PURCHASER: Gerken Family Trust
523 Edgerton Ave.
Manhattan, KS 66502

REQUEST: Receive a Residential Use Designator-Extraneous Farmstead for a 2-acre unplatted tract and plat the tract into a single lot.

SIZE OF TRACT: The subject site is approximately two (2) acres.

LOCATION: Generally located approximately 2529 feet south of Moehlman Road, at the southern terminus of Rosencutter Road; Section 25, Township 10 South, Range 7 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.



Attachment: Staff Report BOCC (15666 : Gerken Addition)

BACKGROUND: The subject site is an approximately 2-acre portion of two larger, contiguous parent tracts. The applicant is requesting a Residential Use Designator - Extraneous Farmstead for that portion of the parent tracts occupied by the existing single-family residence that was built circa 1918 and remodeled 1973.

Although the property is located within a designated growth area as per the Vision 2025 Comprehensive Plan for Riley County, Kansas but outside of the Manhattan Urban Service Area, it was recommended by staff that, due to nature of the existing land use, a residential use designator be utilized, rather than rezoning to a residential district. Staff believes this is appropriate in discouraging additional residential growth at this location. Further, as per *Section 26-5A-3 - Applicability*, of the Manhattan Development Code, the remainder of the parent tracts will remain in agricultural use and open space and therefore be exempt from the platting requirements.

DESCRIPTION:

Physical site characteristics: The proposed lot is developed with a single family residence. The subject site is established off of the southern terminus (dead end) of S. Rosencutter Road. The site is a mix of heavily wooded, extremely hilly areas west of the home and flat, tilled land east of the home. Much effort has been made to take the least amount of ground out of agricultural production. There are two travel easements located on the proposed lot: an east-west easement along the north property line of the proposed lot and a north-south easement extending south from S. Rosencutter Road.

General character of the area: The general character of the area is almost predominantly agrarian.

SUITABILITY OF ZONING:

Zoning History: The property has been zoned agricultural since 1951. There are no variances, conditional uses or special uses associated with the site.

Current Zoning: The subject property is currently zoned AG (Agricultural District) with a request to receive a Residential Use Designator-Extraneous Farmstead.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	AG (Agricultural District)	Farm residential/open space
SOUTH	AG (Agricultural District)	Cropland/woodland
EAST	AG (Agricultural District)	Cropland
WEST	AG (Agricultural District)	Woodland/open space

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site currently has direct access to South Rosencutter Road, a gravel, two-lane local road, maintained by Manhattan Township. No additional points of ingress/egress are being proposed with this request.

Attachment: Staff Report BOCC (15666 : Gerken Addition)

Water and sewer: The subject site is currently served by an off-site water well and standard septic/lateral system. The water well serves the existing home and home north of it, thus, a Shared Water Well Agreement will need to be completed and filed along with the plat.

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is the Hunter's Island Fire Station, located at 1314 Collins Lane.

Effect on public facilities and services: It is not anticipated that approval for a Residential Use Designator – Extraneous Farmstead for an existing and established homestead will have a detrimental impact on public facilities or services.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Southeast Planning Area (see Figure 1 - Land Use Map (southeast).

Goal GM-2.1A: Future Land Use Plan advises to use the Future Land Use Map as a tool to guide the general location of residential and other land uses within the Manhattan Urban Area over the next ten to twenty years. It also advises to apply the Future Land Use map in conjunction with other guiding principles, goals, and policies contained in the Plan and area-specific plans and policies where applicable, when considering individual development proposals regardless of size or location.

The Future Land Use map indicates that the subject site is projected for a mix of agricultural use and environmentally sensitive areas.

Staff analysis: Although the request is in conformance with the Future Land Use Map, the proposed residential use designator allows for the existing use to continue without increasing opportunities for land uses not in conformance with the Future Land Use Map.

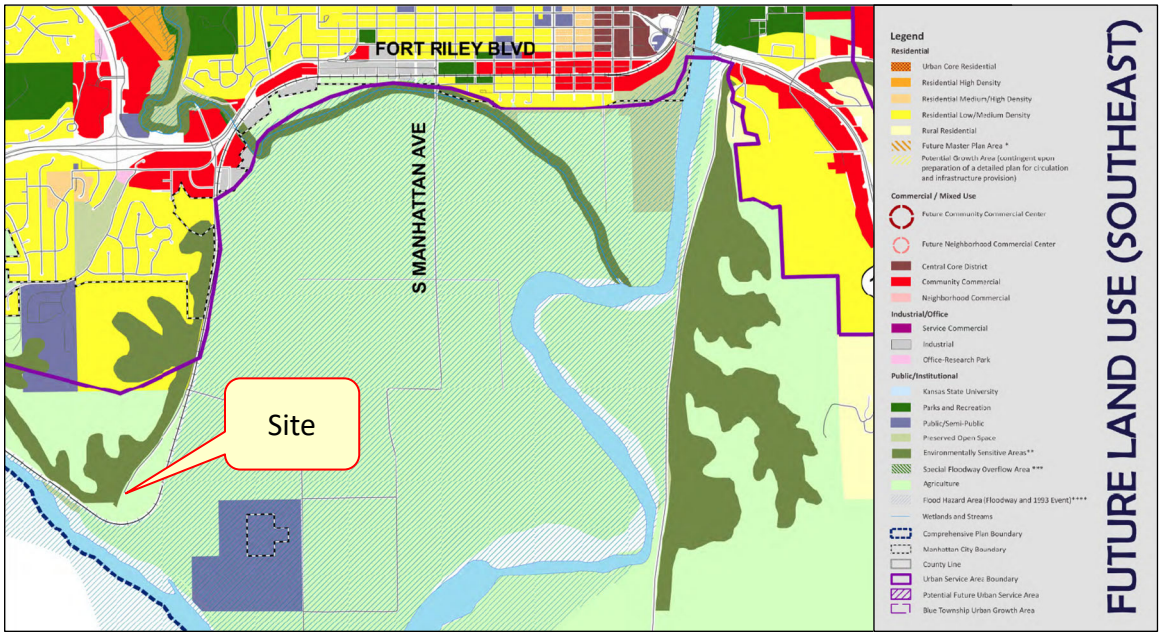


Figure 1. Land Use Map (southeast)

Attachment: Staff Report BOCC (15666 : Gerken Addition)

RILEY COUNTY ZONING REGULATIONS:

The zoning regulations describe the Residential Use Designator-Extraneous Farmstead. The conditions for approval are as follows:

Section 4.7 – Agricultural District-Residential Use Designator of the Riley County Land Development Regulations describe the Residential Use Designator–Extraneous Farmstead. The conditions for approval are as follows:

1. The site to be divided from the existing agricultural operation should be the minimum required to accommodate the existing residence and any outbuildings or to accommodate a site that is logically separated from the existing agricultural operation. Conversion of existing productive agricultural land should be avoided.
2. The site shall be large enough to meet sanitary code minimum requirements.
3. A residential use designator for an extraneous farmstead is limited to one per original parent agricultural tract. One additional residential use designator for an extraneous farmstead may be permitted when it has been determined by the Department that the additional residence on the original parent tract has been supporting the agricultural operation on such tract.
4. The site must be platted and must meet all requirements for a plat, including adequate public road access as specified in the subdivision regulations, unless the site is 20 acres or larger. Once approved, the designator lot, whether platted or not platted, may not be further subdivided unless approved through the standard platting/rezoning process.
5. An Agricultural Protection Easement (APE), as specified in *Section 6.14 – Agricultural Protection Easement*, shall be filed with the Register of Deeds.

Staff analysis: The request is consistent with the above criteria.

Agricultural Buffer: N/A

Riparian Buffer: N/A

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: Riley County Environmental Health has reviewed the request and reported the site is in compliance with Riley County Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported Public Works has no issue with this plat; the traffic study and drainage study are waived.

EMERGENCY MANAGEMENT: Riley County Rural Fire has reviewed the request and reported no concerns.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Manhattan Township Trustee to review the request; no response was received.

MANHATTAN URBAN AREA PLANNING BOARD:

On April 10, 2025, the Manhattan Urban Area Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator – Extraneous Farmstead and approved the Concurrent Plat of Gerken Addition.

Attachment: Staff Report BOCC (15666 : Gerken Addition)

STAFF RECOMMENDATIONS:
Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Gerken Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

A. **Motion** to approve Resolution 042825-___ acknowledging the approved Final Plat of Gerken Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it has been determined that the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and Riley County Sanitary Code have been met.

Or

B. **Motion** to sign Resolution 042825-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Stone House Subdivision, as it has been determined that the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and/or Riley County Sanitary Code have not been met.

ATTACHMENTS:
- Vicinity/site map
- Surrounding zoning map
- Fire station map
- Preliminary Plat
- Final Plat

Prepared by: Bob Isaac, Planner
April 11, 2025

Attachment: Staff Report BOCC (15666 : Gerken Addition)



VICINITY AND SITE

Gerken

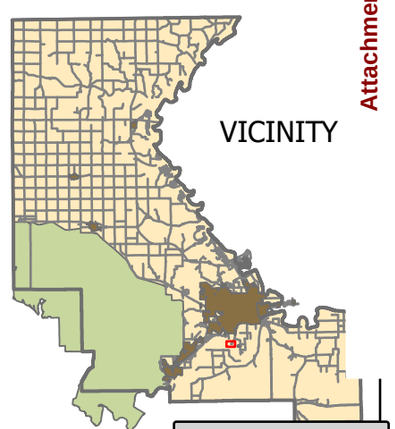
#25-008

Plat -Gerken Addition

Residential Use Designator
Extraneous Farmstead

25-10-7

1000' Buffer
Site



Attachment: Staff Report BOCC (15666 : Gerken Addition)



SURROUNDING ZONING

Gerken

#25-008

Plat -Gerken Addition

Residential Use Designator
Extraneous Farmstead

25-10-7

1000' Buffer
Site

- AG Agricultural
- AG-R AG/Residential
- C-1 General Business
- C-2 Highway Business
- Fort Riley
- I-1 Light Industrial
- I-2 Heavy Industrial
- MF Multi-Family
- MHP Manufactured Home Park
- PUD Planned Unit Development
- SF-1 Single Family
- SF-2 Single Family
- SF-3 Single Family
- TF Two-Family
- U University
- Special Zoning

Attachment: Staff Report BOCC (15666 : Gerken Addition)

MFD 3

MFD 2

Hunters Island RCFD116

SITE

Waterbridge Rd

Fort Riley Blvd

Stagg Hill Rd

S Rosencutter Rd

Moehlman Rd

Collins Ln

S Manhattan Ave

S Collins Ln

Temple Ln

McDowell Creek Rd

Messenger Rd

FIRE STATIONS

Gerken

#25-008

Plat -Gerken Addition

Residential Use Designator
Extraneous Farmstead

25-10-7

Fire Stations

ISO Rating

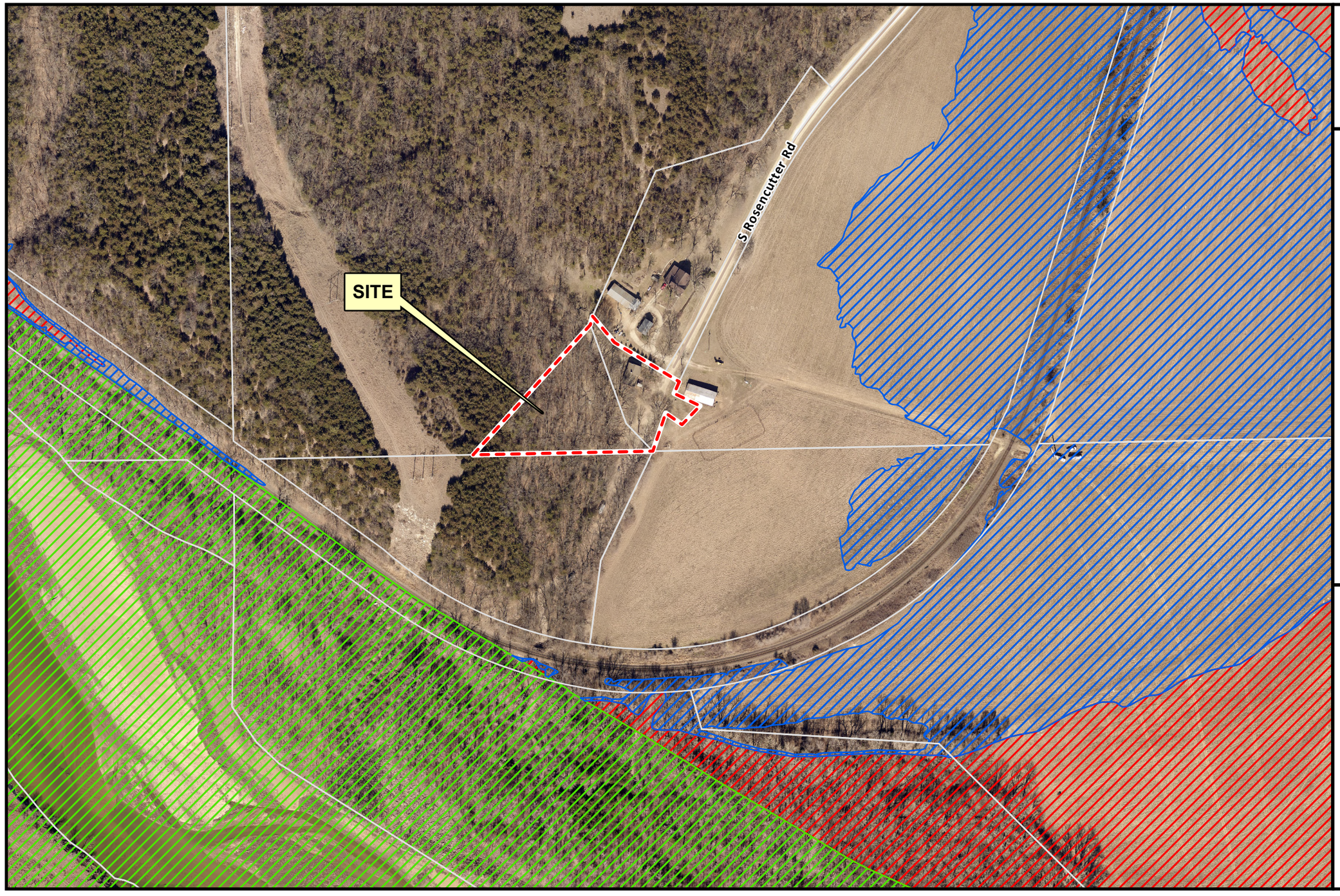
5 (within 1000' of a hydrant)

6 (within 5 road miles of 6 fire station)

10 (outside 5 road miles OR road is not paved/ gravel)

Gerken_25_008

Attachment: Staff Report BOCC (15666 : Gerken Addition)



Information Technology
RILEY COUNTY
Geographic Information Systems

N
W E
S

FLOODPLAIN

Gerken

#25-008

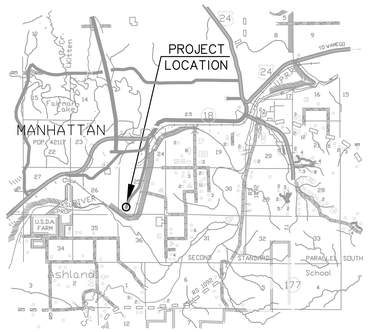
Plat -Gerken Addition

Residential Use Designator
Extraneous Farmstead

25-10-7

Floodplain
- 1% Annual Chance Flood (Unnumbered)
- 1% Annual Chance Flood (Numbered)
- Floodway
- 1% Annual Chance Flood (1'-3' Depth)
- 0.2% Annual Chance Flood
- Gerken_25_008

Attachment: Staff Report BOCC (15666 : Gerken Addition)

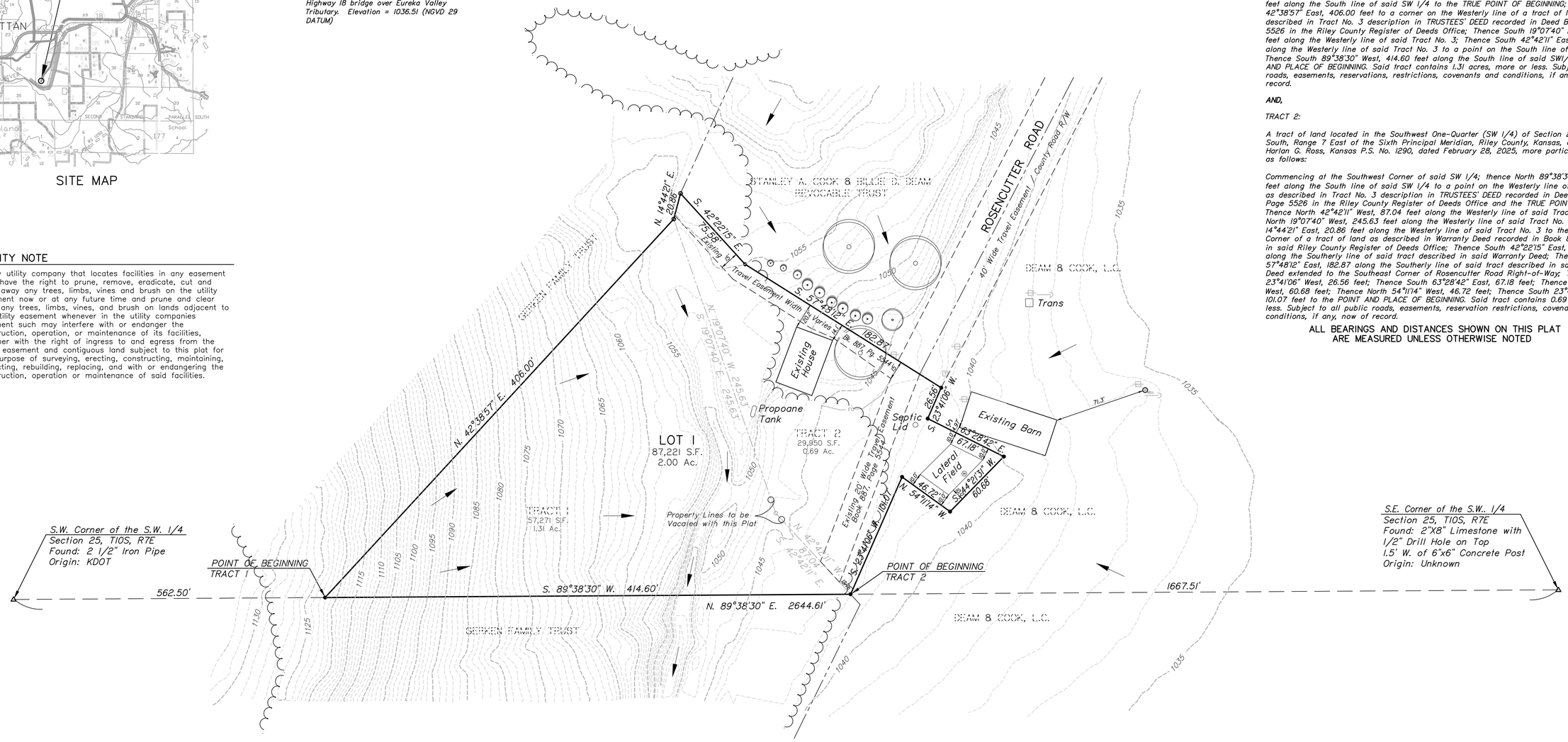


SITE MAP

DATUM
BENCH MARK:
Standard U.S. Coast and Geodetic Survey disk stamped "R 263 1940" set in top of Southeast wingwall of Eastbound State Highway 18 bridge over Eureka Valley Tributary. Elevation = 1036.51 (NGVD 29 DATUM)

UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.



LAND BOUNDARY DESCRIPTION:

TRACT 1:

A tract of land located in the Southwest One-Quarter (SW 1/4) of Section 25, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated February 28, 2025, more particularly described as follows:

Commencing at the Southwest Corner of said SW 1/4; thence North 89°38'30" East, 562.50 feet along the South line of said SW 1/4 to the TRUE POINT OF BEGINNING; Thence North 42°38'57" East, 406.00 feet to a corner on the Westerly line of a tract of land as described in Tract No. 3 description in TRUSTEES' DEED recorded in Deed Book 887, Page 5526 in the Riley County Register of Deeds Office; Thence South 19°07'40" East, 245.63 feet along the Westerly line of said Tract No. 3; Thence South 42°42'11" East, 87.04 feet along the Westerly line of said Tract No. 3 to a point on the South line of said SW1/4; Thence South 89°38'30" West, 414.60 feet along the South line of said SW1/4 to the POINT AND PLACE OF BEGINNING. Said tract contains 1.31 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

AND,

TRACT 2:

A tract of land located in the Southwest One-Quarter (SW 1/4) of Section 25, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated February 28, 2025, more particularly described as follows:

Commencing at the Southwest Corner of said SW 1/4; thence North 89°38'30" East, 977.10 feet along the South line of said SW 1/4 to a point on the Westerly line of a tract of land as described in Tract No. 3 description in TRUSTEES' DEED recorded in Deed Book 887, Page 5526 in the Riley County Register of Deeds Office and the TRUE POINT OF BEGINNING; Thence North 42°42'11" West, 87.04 feet along the Westerly line of said Tract No. 3; Thence North 19°07'40" West, 245.63 feet along the Westerly line of said Tract No. 3; Thence North 14°44'21" East, 20.86 feet along the Westerly line of said Tract No. 3 to the Southwesterly Corner of a tract of land as described in Warranty Deed recorded in Book 861, Page 6174, in said Riley County Register of Deeds Office; Thence South 42°22'15" East, 75.58 feet along the Southerly line of said tract described in said Warranty Deed; Thence South 57°48'12" East, 182.87 along the Southerly line of said tract described in said Warranty Deed extended to the Southeast Corner of Rosencutter Road Right-of-Way; Thence South 23°41'06" West, 26.56 feet; Thence South 63°28'42" East, 67.18 feet; Thence South 44°21'31" West, 60.68 feet; Thence North 54°11'14" West, 46.72 feet; Thence South 23°41'06" West, 101.07 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 0.69 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

ALL BEARINGS AND DISTANCES SHOWN ON THIS PLAT ARE MEASURED UNLESS OTHERWISE NOTED

SURVEYOR'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal this _____ day

of _____ , A.D. 20_____ .

Schwab-Eaton, P.A.

HARLAN G. ROSS LICENSED 1290 KANSAS PROFESSIONAL SURVEYOR

Harlan G. Ross, PS 1290

NOTES

1. *Bearings used on this survey are based on the South line of said Southwest One-Quarter which is assumed to bear N. 89°38'30" E. for this survey.*
2. *No gaps exists on the property shown hereon.*
3. *Buildings exist on the property as shown hereon.*
4. *Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown to the best of our knowledge.*
5. *The property shown hereon lies in Flood Zone X, areas outside of the 1% and 0.2% annual chance flood. As determined by (FIRM) Flood Insurance Rate Map No. 20161C0363G, Effective Date March 16, 2015.*
6. *If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case shall the diameter of the pipe be less than 15 inches.*
7. *Lot 1 is currently served by a private septic system. If any future sewer improvements occur type and size to be determined by the Riley County Environmental Health Specialist.*
8. *Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.*
9. *The lot shall be in compliance with the Riley County Sanitary Code.*
10. *All building setback requirements shall be determined by the zoning district, unless otherwise noted.*

OWNER/DEVELOPERS:
Joseph and Alison Gerken
523 Edgerton Avenue
Manhattan, KS 66502
Stanley Cook and Billie Deam
2450 S. Rosencutter Road
Manhattan, KS 66502
(785) 473-1326

ENGINEERS:
Schwab-Eaton P.A.
5410 Ledge Stone Dr., STE 100
Manhattan, KS 66503
(785) 539-4687

ZONING: "AG"
Agricultural District

NET DENSITY:
0.50 Lots per Acre

north

SCALE 1" = 40'
40' 0 40' 80'

LEGEND

- ● 1/2"x 24" BAR W/CLS 59 CAP SET THIS SURVEY
- ○ 1/2"X 24" BAR FOUND, FROM PREVIOUS S-E SURVEYS OF PROPERTY
- △ SECTION CORNER FOUND AS LABELLED
- EASEMENT LINE
- SECTION LINE
- PROPERTY LINE
- PROPERTY LINE TO BE ABANDONED
- EASEMENT TO BE VACATED WITH THE FINAL PLAT
- ADJACENT PROPERTY LINE
- CENTERLINE ROAD RIGHTS-OF-WAY
- (M) MEASURED DISTANCE
- (R) RECORD DISTANCE
- (GLO) GOVERNMENT LAND OFFICE DISTANCE
- EDGE OF TIMBER LINE

PRELIMINARY PLAT

GERKEN ADDITION

A SUBDIVISION IN
RILEY COUNTY, KANSAS

PREPARED BY

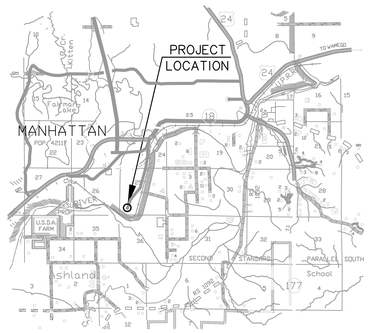
Schwab Eaton

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DR., STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

APRIL 2025

Attachment: Staff Report BOCC (15666 : Gerken Addition)

M:\Survey\2025\Surveys\County\Riley\25.1.0045_Joe Gerken_SW Quarter of Section 25-T10S-R7E\CAD Files\25.1.0045 Gerken-Prelim Plat.dwg, 4/8/2025 10:10:18 AM, DWG To PDF.pc3



SITE MAP

UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

OWNER'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This is to certify that the undersigned is the owner or corporation of record of the land hereon described on this plat, and that he/she has caused the same to be surveyed and subdivided as indicated for the uses and purposes herein set forth, and hereby acknowledge and adopt the same under the style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. An easement or license to the public to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat is hereby granted.

Given under my hand at _____ , Kansas, this

_____ day of _____ , A.D. 20_____ .

Gerken Family Trust
dated June 8th, 2021

By: Joseph E. Gerken, Trustee *By: Alison R. Gerken, Trustee*

NOTARY CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, _____ , a Notary Public in and for said county, in the state aforesaid, do hereby certify that Joseph E. Gerken and Alison R. Gerken, Trustees of the Gerken Family Trust, dated June 8th, 2021. personally known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this _____ day of _____ , A.D. 20_____ .

My commission expires _____ .

_____
Notary Public

_____
Print Name

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS) SS:
COUNTY OF RILEY)

_____ _____
County Engineer County Counselor

_____
Riley County Planning & Development Director

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This instrument was filed for record on the _____ day of _____ A.D. 20_____ at _____ O'clock _____M., and duly recorded in Book _____ at Page _____

_____ Register of Deeds

By _____ Deputy

OWNER/DEVELOPERS:
Joseph and Alison Gerken
523 Edgerton Avenue
Manhattan, KS 66502
Stanley Cook and Billie Deam
2450 S. Rosencutter Road
Manhattan, KS 66502
(785) 473-1326

ENGINEERS:
Schwab-Eaton P.A.
5410 Ledge Stone Dr., STE 100
Manhattan, KS 66503
(785) 539-4687

ZONING: "AG"
Agricultural District

NET DENSITY:
0.50 Lots per Acre

OWNER'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This is to certify that the undersigned is the owner or corporation of record of the land hereon described on this plat, and that he/she has caused the same to be surveyed and subdivided as indicated for the uses and purposes herein set forth, and hereby acknowledge and adopt the same under the style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. An easement or license to the public to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat is hereby granted.

Given under my hand at _____ , Kansas, this

_____ day of _____ , A.D. 20_____ .

Deam & Cook, L.C.
a Kansas Limited Liability Company

_____ _____
By: Billie D. Deam, Member *By: Stanley A. Cook, Member*

NOTARY CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, _____ , a Notary Public in and for said county, in the state aforesaid, do hereby certify that Billie D. Deam and Stanley A. Cook, Members of Deam & Cook L.C. a Kansas Limited Liability Company personally known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this _____ day of _____ , A.D. 20_____ .

My commission expires _____ .

_____
Notary Public

_____
Print Name

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____, A.D. 20_____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY

_____ _____
Commissioner, Chairman Commissioner

_____ _____
Commissioner Attest: County Clerk

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This Survey has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Approved: _____Date: _____

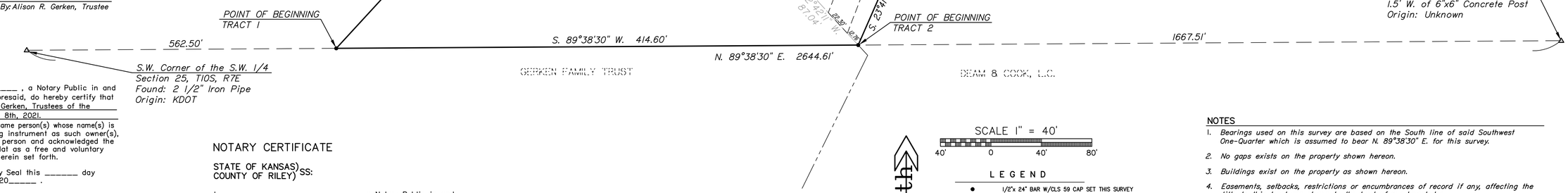
License: _____

MANHATTAN URBAN AREA PLANNING BOARD CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this _____ day of _____ , 2025.
Manhattan Urban Area Planning Board
Manhattan, Kansas

_____ Attest: _____
by Debbie Nuss, Chairperson Barry Beagle



LAND BOUNDARY DESCRIPTION:

TRACT 1:

A tract of land located in the Southwest One-Quarter (SW 1/4) of Section 25, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated February 28, 2025, more particularly described as follows:

Commencing at the Southwest Corner of said SW 1/4; thence North 89°38'30" East, 562.50 feet along the South line of said SW 1/4 to the TRUE POINT OF BEGINNING; Thence North 42°38'57" East, 406.00 feet to a corner on the Westerly line of a tract of land as described in Tract No. 3 description in TRUSTEES' DEED recorded in Deed Book 887, Page 5526 in the Riley County Register of Deeds Office; Thence South 19°07'40" East, 245.63 feet along the Westerly line of said Tract No. 3; Thence South 42°42'11" East, 87.04 feet along the Westerly line of said Tract No. 3 to a point on the South line of said SW1/4; Thence South 89°38'30" West, 414.60 feet along the South line of said SW1/4 to the POINT AND PLACE OF BEGINNING. Said tract contains 1.31 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

AND,

TRACT 2:

A tract of land located in the Southwest One-Quarter (SW 1/4) of Section 25, Township 10 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated February 28, 2025, more particularly described as follows:

Commencing at the Southwest Corner of said SW 1/4; thence North 89°38'30" East, 977.10 feet along the South line of said SW 1/4 to a point on the Westerly line of a tract of land as described in Tract No. 3 description in TRUSTEES' DEED recorded in Deed Book 887, Page 5526 in the Riley County Register of Deeds Office and the TRUE POINT OF BEGINNING; Thence North 42°42'11" West, 87.04 feet along the Westerly line of said Tract No. 3; Thence North 19°07'40" West, 245.63 feet along the Westerly line of said Tract No. 3; Thence North 14°44'21" East, 20.86 feet along the Westerly line of said Tract No. 3 to the Southwesterly Corner of a tract of land as described in Warranty Deed recorded in Book 861, Page 6174, in said Riley County Register of Deeds Office; Thence South 42°22'15" East, 75.58 feet along the Southerly line of said tract described in said Warranty Deed; Thence South 57°48'12" East, 182.87 feet along the Southerly line of said tract described in said Warranty Deed extended to the Southeast Corner of Rosencutter Road Right-of-Way; Thence South 23°41'06" West, 26.56 feet; Thence South 63°28'42" East, 67.18 feet; Thence South 44°21'31" West, 60.68 feet; Thence North 54°11'14" West, 46.72 feet; Thence South 23°41'06" West, 101.07 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 0.69 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

ALL BEARINGS AND DISTANCES SHOWN ON THIS PLAT ARE MEASURED UNLESS OTHERWISE NOTED

S.E. Corner of the S.W.. 1/4
Section 25, T10S, R7E
Found: 2"X8" Limestone with 1/2" Drill Hole on Top 1.5' W. of 6"x6" Concrete Post
Origin: Unknown

SCALE 1" = 40'

40' 0 40' 80'

north

LEGEND

- ● 1/2"x 24" BAR W/CLS 59 CAP SET THIS SURVEY
- ○ 1/2"X 24" BAR FOUND, FROM PREVIOUS S-E SURVEYS OF PROPERTY
- △ SECTION CORNER FOUND AS LABELED
- EASEMENT LINE
- PROPERTY LINE
- PROPERTY LINE TO BE VACATED WITH THIS PLAT
- ADJACENT PROPERTY LINE
- CENTERLINE ROAD RIGHTS-OF-WAY
- (M) MEASURED DISTANCE
- (R) RECORD DISTANCE

NOTES

1. *Bearings used on this survey are based on the South line of said Southwest One-Quarter which is assumed to bear N. 89°38'30" E. for this survey.*
2. *No gaps exists on the property shown hereon.*
3. *Buildings exist on the property as shown hereon.*
4. *Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown to the best of our knowledge.*
5. *The property shown hereon lies in Flood Zone X, areas outside of the 1% and 0.2% annual chance flood. As determined by (FIRM) Flood Insurance Rate Map No. 20161C0363G, Effective Date March 16, 2015.*
6. *If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case shall the diameter of the pipe be less than 15 inches.*
7. *Lot 1 is currently served by a private septic system. If any future sewer improvements occur type and size to be determined by the Riley County Environmental Health Specialist.*
8. *Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.*
9. *The lot shall be in compliance with the Riley County Sanitary Code.*
10. *All building setback requirements shall be determined by the zoning district, unless otherwise noted.*

SURVEYOR'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal this _____ day

of _____ , A.D. 20_____ .

Schwab-Eaton, P.A.

HARLAN G. ROSS LICENSED 1290 KANSAS PROFESSIONAL SURVEYOR

_____
Harlan G. Ross, PS 1290

FINAL PLAT
GERKEN ADDITION
A SUBDIVISION IN RILEY COUNTY, KANSAS

PREPARED BY

Schwab Eaton

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DR., STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

APRIL 2025

M:\Survey\2025\Surveys\County\Riley\25.1.0045_Joe Gerken_SW Quarter of Section 25-T10S-R7E\CAD Files\25.1.0045 Gerken-FP.dwg, 4/8/2025 10:02:39 AM, DWG To PDF.pc3

Attachment: Staff Report BOCC (15666 : Gerken Addition)

EXCERPT OF MINUTES
MANHATTAN URBAN AREA PLANNING BOARD

April 10, 2025

3.2. A PUBLIC HEARING to consider a Residential Use Designator-Extraneous Farmstead of a 2-acre tract of land generally located approximately 2,529 feet south of Moehlman Road, at the southern terminus of Rosencutter Road; Section 25, Township 10 South, Range 7 East; Manhattan Township. (*Applicant: Joe Gerken, file no. RCF-25-033)*

Action needed: Conduct a Public Hearing and consider the request based on conformance with the Manhattan Urban Area Plan and the Riley County Land Development Regulations and approve or deny the request.

3.3. A PUBLIC HEARING to consider the Concurrent Plant for a 2-acre tract of land generally located approximately 2,529 feet south of Moehlman Road, at the southern terminus of Rosencutter Road; Section 25, Township 10 South, Range 7 East; Manhattan Township. (*Applicant: Joe Gerken, file no. RCF-25-033)*

Action needed: Consider the request based on the Riley County Land Development Regulations and the review factors in subsec. 26-9c-3d of the Manhattan Development Code, approve, approve with conditions, or deny the plat.

Isaac stated the subject site is an approximately 2-acre portion of two larger, contiguous parent tracts. He said the applicant is requesting a Residential Use Designator - Extraneous Farmstead for that portion of the parent tracts occupied by the existing single-family residence that was built circa 1918 and remodeled 1973.

He said that although the property is located within a designated growth area as per the Vision 2025 Comprehensive Plan for Riley County, Kansas, but outside of the Manhattan Urban Service Area, it was recommended by staff that, due to nature of the existing land use, a residential use designator be utilized, rather than rezoning to a residential district. He stated that, as per *Section 26-5A-3 - Applicability*, of the Manhattan Development Code, the remainder of the parent tracts will continue in agricultural use and open space and therefore be exempt from the platting requirements.

Staff recommended the Planning Board approve the request to receive a Residential Use Designator-Extraneous Farmstead, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations.

Staff also recommended the Planning Board approve the Concurrent Plat of Gerken Addition, as it has been determined that all requirements of the Riley

Attachment: MUAPB Minutes (15666 : Gerken Addition)

County Land Development Regulations, Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and Riley County Sanitary Code have been met.

Chairperson Nuss opened the public hearing.

The applicant, Joe Gerken, stated his address is 523 Edgerton Avenue. He said there are two houses at the end of the road. He said the current property owners don't have much use for the second house. He said he wants to combine some of the land he owns with the house to meet the Sanitary Code. Mr. Gerken stated he wants to purchase the house for some of their agricultural operations.

There were no proponents or opponents.

Chairperson Nuss closed the public hearing.

Buser motioned to approve the Residential Use Designator-Extraneous Farmstead, as it has been determined that is meets the requirements of the Riley County Land Development Regulations.

Karl seconded.

Motion carried 7-0

Buser motioned to approve the Concurrent Plan of Gerken Addition, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Christian seconded.

Motion carried 7-0

Isaac announced that the Board of County Commissioners will hear the request April 28, 2025 at 9:15 am in the County Commission chambers.

Attachment: MUAPB Minutes (15666 : Gerken Addition)

RESOLUTION NO. 042825--

A RESOLUTION APPROVING THE GERKEN ADDITION PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Gerken Addition; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice, conducted a public hearing on April 10, 2025; and

WHEREAS, the Manhattan Urban Area Planning Board, after making a determination that said plat meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Gerken Addition plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 28th day of April, 2025

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chair

_____
Kathryn Focke, Vice Chair

_____
John Ford, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution (15666 : Gerken Addition)

PLANNING & DEVELOPMENT
Recommendations

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: **Amanda Webb, Planning Director**

MEETING: **April 28, 2025**

SUBJECT: **Consider and approve the annual review of the Riley County Solid Waste Management Plan as completed by the Riley County Solid Waste Management Committee**

PRESENTER: **Amanda Webb, Planning Director**

DISCUSSION

The Riley County Solid Waste Management Committee (SWMC) conducted the 2025 annual review of the Riley County Solid Waste Management Plan (SWMP) as required by the Kansas Department of Health and Environment (KDHE). As the plan was fully updated during the required 5-year review in 2024, SWMC did not identify any changes to complete for this cycle.

This review is reflected in the attached minutes from the SWMC meeting that occurred on April 1, 2025. The committee discussed the plan, agreed to no changes, and voted to forward a recommendation of approval to the Board of County Commissioners.

KDHE requires the BOCC review and approve this annual review. KDHE requires the BOCC take action on a motion reflected in the minutes. The minutes will then be sent to KDHE as documentation of action.

The next five-year update is due in 2029.

FISCAL IMPACT

None.

RECOMMENDATION(S)

SWMC and staff recommend approval of the review for forwarding to KDHE.

POSSIBLE MOTION(S)

Move to approve the Solid Waste Management Plan annual review for 2025 and forward to the Kansas Department of Health and Environment.

Enclosures:

- 4.1.25 SWMC minutes (PDF)
- SWMP_Final 2024 (PDF)

Riley County Solid Waste Management Committee
Minutes

Tuesday, April 1, 2025
6:30 PM

In attendance: David Kreller (Chair), Morgan Bates, Mike Boller, Kelly Briggs, Benjamin Hamill, Jacob Larson, Savannah Lee, Evan McMillan, Jack Platt, Nancy Rocheleau, Adrian Self, and Greg Wilson.

Zoom: Amanda Webb, Krista Sylvester and Casey Smithson

Absent: Justin Brenner, Josh Brewer, John Ellermann, Kathryn Focke, Commissioner, Steve Galitzer, Joe Whitlock, and Fran Zerby.

Others present: Lisa Daily

David Kreller opened the meeting at 6:30 PM and began with introductions. To comply with state guidelines a representative from a third-class city is still needed. The private industry, preferably someone in the tree services, is also needed.

Approve minutes from previous meeting

Mike Boller motioned to approve the minutes from the October 9, 2024 meeting, Adrian Self seconded. Unanimous approval; no abstentions.

Annual Review – Solid Waste Management Plan

Amanda Webb informed the committee that the annual review is due to the state by May 29, 2025. There were no updates to the plan. David Kreller requested a motion to the Board of County Commissioners that the annual review of the plan has been completed, and no changes are recommended. Adrian Self motioned and Jack Platt seconded; no absentations.

2029 Solid Waste Management Plan Periodic Update

a. Waste Characterization Study

David Kreller stated while working through the five-year update it was noted the age of some of the numbers and statics. He said there was a Waste Characterization Study done decades ago on ratios of the types of waste coming through the transfer station such as household hazard and commercial. He asked if there was any research done for possible grants for a new waste characterization study.

Krista Sylvester stated KDHE contracted with SDF Engineers to conduct a statewide study. SDF conducted three waste characterization studies across the state in 2024. One of the sites was Hamm's near Lawrence. The last she heard they are working on a final report with data and recommendations to the state. It might not be specific to Riley County.

She said there is the annual KDHE Solid Waste grant application that is open right now and is due May 19, 2025. The grant is usually for any waste reduction projects and not sure a characterization study would qualify.

Attachment: 4.1.25 SWMC minutes (15710 : 2025 Solid Waste Management Plan annual review)

Mr. Kreller asked if a grant is awarded, what is the time frame to use the funds.

Amanda Webb said it would be their fiscal year. She said we don't have the background information to determine a dollar amount for the study as this time. Possibly this is something that could be worked on this year and apply next year.

Greg Wilson and Jack Platt agreed that we need to wait until the statewide study is complete.

The committee agreed to table this to the October 2025 meeting.

2025 Riley County Fair

David Kreller stated this will be the third year participating at the county fair which will be held July 24th through the 28th. He stated last year was very successful with being able to give out swag that was provided by KDHE. He said there will be two shifts each night, 5 pm to 7 pm and 7 pm to 9 pm. It is preferrable to have two volunteers for each shift with only one volunteer for Monday. He encouraged everyone to volunteer, and a sign-up sheet was passed around.

SWMC website

Amanda Webb said she will be setting up a virtual meeting with the website subcommittee. The website doesn't provide much information. She plans to invite Vivienne Leyva, Public Information Officer, to the meeting. She has provided webpage traffic information. Savannah Lee has been added to the subcommittee which consists of Jacob Larson, Greg Wilson, Evan McMillan, Nancy Rocheleau, Morgan Bates, and Krista Sylvester.

Public Works Report

Evan McMillan said once or twice a year they bid out scrap. He said staff will start doing freon removal which will consist of an EPA certification and buying the equipment. Typically, that runs about $7,000-$10,000 to pay someone to remove the freon. He said each time they scrap that should save $7,000-$10,000 each time. They are looking at separating materials such as clean copper, #1 and #2, and clean aluminum to hopefully get better pricing. He said they will probably start doing car batteries as there is some type of refund in that.

As far as projects, the tipping floor and chute renovation are coming up this summer. The estimated cost for this is $200,000-$250,000. On top of that there will be an asphalt overlay this summer or fall for South Manhattan Avenue. He said there is a possibility of getting both of those projects to line up if the transfer station needs to shut down for one week. However, that is dependent on the contractors. He said they have the option while the overlay is being done to overlay the transfer station. He said some of the roads are starting to crack and pop. The estimated cost for the overlay is $180,000-$200,000 and will depend on where we come in on the bids and if the budget can handle it.

David Kreller asked if there was $500,000 in reserve for transfer station repairs.

Evan McMillan confirmed that was correct and that also includes operating scales. He said they need to have some kind of contingency in case the loader has issues or other emergencies. He did mention other funding options such as a loan with long-term payoff as a possibility.

Kelly Briggs asked if staff would need to be added for the more intense recycling. Evan replied no.

David Kreller asked if Evan is suggesting shutting down the transfer station for a week.

Attachment: 4.1.25 SWMC minutes (15710 : 2025 Solid Waste Management Plan annual review)

Evan McMillan said it may be a possibility, and he has visited with Greg Wilson about a possible off site loading dock or constructing one out of dirt. He said he would have to have KDHE approval.

David Kreller said this committee is the citizen voice of solid waste for the county. Are the haulers willing to take a hit and the county prepared for citizen complaints that their trash has been sitting out for a week in August and stinks.

Evan McMillan said they are definitely taking that into consideration as they don't want anyone to lose money or loss of services. They will research for the best option.

McMillan said the transfer station will get several lawnmowers, some brand new and maybe only needs a tire replaced. They are looking at the possibility of making minor repairs to the nicer equipment and selling them at an annual auction. This needs to be researched.

McMillan said they are contemplating applying for a composting grant which is a 25% match with half in-kind which county employee hours help with that to replace the compost screener and loader bucket for one of the tractors. He said he would take an recommendation if the numbers work out to apply for the grant.

David Kreller moved to apply for the composting grant if the numbers work out. Morgan Bates second; no absentations.

Greg Wilson asked if rates were going to be raised this year.

Evan McMillan said possibly next year.

Household Hazardous Waste January tour recap

Mike Boller said he appreciated everyone who attended the tour in January. He encourages everyone to stop by at any time for a tour.

Other items for discussion

Mike Boller said he would like to get the haulers involved with the battery recycling stickers by placing them on the top of their dumpsters. Similar stickers were used in Johnson County and have been very successful.

Greg said Howie's is willing to help do that. However, some dumpter's turn over locations up to four times. A dumpster with a sticker may end of up in Geary or Pottawtomie County and doesn't want to be held responsible for only keep them in Riley County.

Chairman Kreller adjourned the meeting at 7:32 PM.

Attachment: 4.1.25 SWMC minutes (15710 : 2025 Solid Waste Management Plan annual review)



SOLID WASTE MANAGEMENT PLAN

2024

Riley County, Kansas

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

SOLID WASTE MANAGEMENT PLAN

RILEY COUNTY BOARD OF COMMISSIONERS

John Ford, Chair
Greg McKinley, Vice Chair
Kathryn Focke, Member

RILEY COUNTY SOLID WASTE MANAGEMENT COMMITTEE

Josh Brewer	Greg Wilson	Casey Smithson
Steve Galitzer	Adrian Self	Kathryn Focke
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Joseph Whitlock		

APPROVED BY THE SOLID WASTE MANAGEMENT COMMITTEE

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS
APRIL 22, 2024

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ACKNOWLEDGMENTS

The Riley County Board of Commissioners wishes to recognize the efforts of all the participants whose contributions made this Plan possible.

Special thanks are given to the Riley County Solid Waste Management Committee and its subcommittees.

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GLOSSARY

The following terms used in the Riley County Solid Waste Management Plan are defined below:

Acceptable Waste: Garbage, refuse, and other mixed municipal solid waste generated by residential, commercial and community sources but not including Unacceptable Waste.

Air Curtain Burning: Wood combustion process which uses a curtain of air above the burn pile to control the smoke produced. The high volume of air causes over oxygenation of the fire and the high velocity airflow over the combustion chamber entraps particulates (smoke), which then completes combustion in the combustion chamber, thus limiting emissions and smoke.

Biosolids: Treated sludge which is the byproduct of the treatment of domestic wastewater in a wastewater treatment plant.

Closure: The physical act of securing, covering, and otherwise closing a terminated solid waste landfill, in accordance with all applicable regulations, to mitigate and abate environmental impacts and public health and safety hazards and nuisances, as well as to anticipate and resolve future problems.

Composting: The biologically controlled microbial decomposition of selected organic solid waste, resulting in an innocuous, stable, humus product which can then be used as a soil amendment.

Consumer Electronics Waste: Waste (e-waste) which results from all types of obsolete, unused or unwanted electronic equipment.

Construction/Demolition Waste: Concrete, blacktop, bricks, stone facing, concrete block, stucco, glass, structural metal and wood from demolished structures and other inert waste materials as may be approved by the Kansas Department of Health and Environment.

Enterprise Fund: A proprietary fund; an accounting method and funding mechanism for ventures providing goods and services to the public on a continuing basis, financed by revenues produced and user charges.

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Food Recovery: The practice of gleaning edible food that would otherwise go to waste from places such as restaurants, grocery stores, produce markets, or dining facilities and distributing it to those in need through local food programs.

Food Waste: Food that is discarded or lost uneaten. The causes of food waste are numerous and occur at the stages of producing, processing, retailing and consuming.

Hazardous Waste: Wastes that pose a substantial danger immediately or over a period of time to human, plant, or animal life. A waste is classified as hazardous if it exhibits any of the following characteristics:

Ignitability
Corrosivity
Reactivity
Toxicity

These terms shall be defined as they are defined in the Federal Register of 19 May 1980 pg. 33, 121-122.

Household Hazardous Waste: Hazardous wastes, as defined above, which are exempt from the regulations governing the storage, transport, and disposal of hazardous waste, due to the minute volumes generated by a single household.

Interlocal Agreement: A legally binding agreement between two or more governments that specifies rights, responsibilities, and obligations of the respective governments.

Materials Recovery Facility: A facility that processes recyclables only. Processing may include separation, shredding, crushing, condensing, baling, and other methods required to transport and market materials.

Municipal Solid Waste (MSW): Mixed garbage, refuse, rubbish, trash and other solid waste from residential, commercial, industrial, and community generators which is collected in aggregate, but does not include auto hulks, street sweepings, ash, construction and demolition debris, household hazardous waste, mining wastes, certain types of sludge, tree and agricultural wastes, tires, and other materials collected, processed, and disposed of as separate waste streams.

Organic Materials: The remains, residues, or waste products of any organism that are recovered resources from solid waste disposal. Such materials may include, but are not limited to: food residuals, yard debris, and wood, plant, or paper products. THis term does not include metals, glass, or petroleum-based plastic (U.S. EPA National Measurement Workgroup, 2013).

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Post-Closure/Post-Closure Care: The physical act of long-term monitoring and maintenance of a solid waste landfill for a specified number of years after closure.

Processed Mixed Municipal Solid Waste: Waste which has been collected and transported to a facility where it is subject to one or more processes including, but not limited to: separation, classification, densification, size reduction, incineration and/or biological treatment.

Recyclable Materials: Materials that can readily be separated and converted into raw materials from which new products can be manufactured and sold. Title implies that a reliable market exists for the material.

Recycling Rate: The percentage of a municipal solid waste stream which is recycled by the community. A further explanation is available in the Recycling (Chapter 6) section.

Residential Solid Waste: Garbage, refuse, rubbish, trash, and other solid waste resulting from household activities.

Resource Recovery: Reclaiming, through the processing of municipal solid waste, materials, substances, or other products contained within or derived from the solid waste for sale or reuse.

Reuse: A secondary use of a material in its present form.

Riley County Solid Waste Management Committee: A committee acting in an advisory capacity to Riley County on solid waste issues as required by Kansas Statutes (KSA-3405). The Riley County Board of Commissioners appoints members.

Riley County Solid Waste Fund: The fund supported by landfill gate fees, general tax levies, or other sources of monies, from which all activities relating to solid waste planning, recycling, and disposal are funded.

Sanitary Landfill: A licensed and approved site for the disposal of municipal solid waste designed and operated in accordance with a plan approved by the Kansas Department of Health and Environment and local government.

Solid Waste Facility: An intermediate waste facility to which mixed municipal solid waste, recyclables or other materials are temporarily deposited before being transported to a processing facility or final disposal site.

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Source Separation: The recycling process in which recyclable materials are separated before entering the waste stream.

Special Wastes: A non-hazardous solid waste that is not mixed municipal solid waste and requires management other than that normally required for mixed municipal solid waste.

Unacceptable Waste: Waste which would likely pose a threat to health or safety, may cause damage to a solid waste management facility, or will adversely affect the operation of a solid waste management facility.

Wasted Food: Food lost at the end of the food chain by individuals and food service operations who throw out excess food, let it spoil, or develop other behaviors that waste food unnecessarily (examples include - purchasing or preparing in excess, poor forecasting of service needs, lack of food preparation skills, not using leftovers).

Waste Reduction: Activities employed by generators of solid waste which will actually and measurably reduce the amount of solid waste generated per person or per household.

Waste-to-Energy: The process of converting solid waste to thermal energy with combustion.

Waste Stream: The sum of waste to be disposed of by all generators.

White Goods: Major appliances, or domestic appliances, which accomplish some routine housekeeping task whether in a household, institutional, commercial or industrial setting.

Yard Waste: Materials normally generated in the maintenance of residential gardens and yards, and multifamily residential, commercial, industrial, or public grounds maintenance, which are generally consist of leaves, grass clippings, weeds, garden wastes, trees and brush.

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EXECUTIVE SUMMARY

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RILEY COUNTY
SOLID WASTE MANAGEMENT PLAN

EXECUTIVE SUMMARY

INTRODUCTION

This plan is required by Kansas Statutes and serves as a guide for decision-making regarding the management of solid wastes in Riley County. The plan is divided into 12 chapters covering areas of solid waste management. Following is a brief synopsis of our goal for each area listed.

EXISTING SOLID WASTE MANAGEMENT

This chapter describes the current system in terms of its programs that are being implemented and the goals of those programs. Also included is the amount of waste being generated by various categories and per capita generation estimates. At this time, the Riley County Landfill has been permanently closed. Solid waste is being accepted at a solid waste facility and is being transported to a privately owned landfill in another county.

PROGRAM GOALS, OBJECTIVES AND POLICIES

PROGRAM GOAL:

- To develop a comprehensive solid waste management system which:
  - Protects public health and safety
  - Preserves and protects the environment and natural resources
  - Provides cost-effective methods of processing and disposal

PROGRAM OBJECTIVE:

Minimize landfill use in or by Riley County through the use of sound management methods including waste reduction, source separation recycling, and diversion of yard waste.

PROGRAM POLICIES:

The Riley County Solid Waste Management Plan will serve as a guide for management of all the municipal solid waste generated within Riley County.

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The Riley County Solid Waste Management Plan will emphasize a balanced and integrated solid waste management system which will be based on the following hierarchy of components in order of priority:

1) Waste Reduction
2) Recycling
3) Yard Waste and Food Waste Processing
4) Landfilling
5) Waste-To-Energy

WASTE REDUCTION

GOAL:

To reduce the per capita volume of solid waste generated in Riley County to no more than 3 pounds per person per day by the year 2029.

OBJECTIVES:

- To decrease the purchases of non-durable and disposable items.
- To increase the reuse of items as many times as possible before discarding.
- To increase purchases of quality items which last longer.
- To increase purchases of items in bulk or items which do not have unnecessary packaging.
- To decrease the amount of wasted food.
- To increase the amount of food recovered and distributed to those who are food insecure.
- To encourage recycling.

Please refer to Chapter 4 for the education activities pertaining to waste reduction.

RECYCLING

GOAL:

To recycle at least 22% of the entire waste stream by December 31, 2029.

OBJECTIVES:

- To educate the general public on the importance of recycling, what to recycle, how to recycle, and where to recycle in Riley County.

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- To promote and encourage source separation of recyclables as the most efficient and cost effective method of recycling.
- To develop community-wide curbside recycling programs.
- To maintain and improve the availability of drop-off recycling opportunities.
- To establish policies which promote the development of recycling markets and the creation of new products from recycled materials.
- To identify and promote the recycling of new commodities.
- To develop a program that is convenient for consumer participation.
- To have the greatest waste generators pay the greatest portion of the solid waste management costs.

Please refer to Chapter 4 for the education activities pertaining to recycling.

YARD WASTE AND ORGANICS MANAGEMENT

GOAL:

To eliminate compostable yard and food waste from the Riley County Transfer Station municipal solid waste stream to an appropriate and beneficial use or location.

OBJECTIVES:

- To reduce the amount of yard waste and food waste generated.
- To encourage the composting of yard waste and food waste at the point of generation.
- To utilize all yard waste and food waste collected in an economical and productive manner.
- To facilitate no cost use of and access to voluntary composting sites.
- To produce compost products from yard waste and/or food waste that can be reused as a resource to the community.

Please refer to Chapter 4 for the education activities pertaining to yard waste and food waste.

LANDFILLING

GOAL:

To provide for environmentally safe, economical, and politically acceptable landfilling of the least amount of Riley County solid waste as possible.

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OBJECTIVES:

- To minimize disposal of Riley County municipal solid waste and process residuals in landfills.
- To limit landfilled material to non-recyclable, non-reusable municipal solid waste.
- To dispose of waste remaining after all reduction programs in a regional landfill, either public or private, that is within an economical distance, environmentally safe, politically acceptable and in conformance with all applicable regulations and standards.

ACTION STATEMENT

The Board of County Commissioners may adopt a resolution prohibiting open dumping as well as burning of household trash.

Please refer to Chapter 4 for the education activities pertaining to the landfill.

WASTE-TO-ENERGY

FUTURE ACTIVITIES:

At this time, no future activities are planned either for assessment and/or technical or economic evaluation of Waste to Energy programs.

The following criteria should be used when evaluation solutions:

- The energy produced offsets the waste-to-energy operation cost.
- The solution must either have no pollutants or have a method for mitigation.
- Does not assume particularly low/high commodity prices for certain waste streams.
- Adoption does not require a large upfront commitment.
- Makes sense in the larger county context of existing commitments and efforts.

SOLID WASTE FACILITY

GOAL:

Continue to maintain a Solid Waste Facility to process Riley County's present and future solid waste in an economical manner.

OBJECTIVES:

- To maintain a well-designed facility.
- To maintain an attractive facility that will be an asset to the community.

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- To maintain a facility of adequate size and throughput capacity.
- To maintain all necessary utilities to the facility to ensure a safe, efficient, and sanitary operation.
- To have all Riley County municipal solid waste delivered to the permanent solid waste facility for processing.
- To allow and encourage regional use of the Riley County Solid Waste Facility.

Please refer to Chapter 4 for the education activities pertaining to the solid waste facility.

HOUSEHOLD HAZARDOUS WASTE

GOAL:

To reduce the volume and ensure correct management of household hazardous waste.

OBJECTIVES:

- To increase the awareness of proper disposal methods of household hazardous waste.
- To increase the percentage of household hazardous waste removed from the waste stream for proper disposal.
- To provide sites for proper disposal of any household hazardous waste.

Please refer to Chapter 4 for the education activities pertaining to household hazardous waste.

SPECIAL WASTE

GOAL:

To reduce the volume of and ensure correct management of special wastes.

OBJECTIVES:

- To reduce the amount of special waste generated.
- To recycle or reuse as much special waste as possible.
- To landfill special wastes as a last resort and in an environmentally acceptable manner.

Please refer to Chapter 4 for the education activities pertaining to special waste.

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INTRODUCTION

Chapter 1

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CHAPTER 1

INTRODUCTION

PURPOSE

The purpose of this Plan is to communicate the policies, functions, activities, and facilities for collection, processing, and disposal of solid waste in Riley County. This Plan, and its subsequent revisions, will serve as a guide for solid waste management as the County meets legislative mandates and strives to manage solid waste generated within its borders in a manner which is sustainable, environmentally sound, and fiscally responsible.

AUTHORIZATION/LEGISLATION

This report was prepared pursuant to K.S.A. 65-3405.

PUBLIC INPUT AND REVIEW

Riley County has established its Solid Waste Management Committee, to involve citizens and local officials in the preparation and implementation of the Riley County Solid Waste Management Plan. The Committee has reviewed and provided comments regarding this 2024 version of the plan. It was the policy of the Committee to meet on a regular basis for purposes of review, public information, and the taking of appropriate action. Following the completion of proposed plan revisions, copies were given to all Committee members for review and comment. Upon completion of the revisions and a new version of the plan, a public hearing was held to consider adoption of the 2024 plan. The plan was accepted by the Riley County Solid Waste Management Committee at a special meeting and forwarded to the Riley County Planning Board for their recommendation at a regular meeting. The Planning Board's recommendation of approval was sent to the Riley County Board of Commissioners for their consideration and adoption at an advertised public hearing. Upon adoption by the Board of County Commissioners, the plan was forwarded to the Kansas Department of Health and Environment for their review and approval in accordance with Kansas statutes.

PLANNING AREA

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GEOGRAPHY

Riley County is located in northeastern Kansas in the fifth tier of counties west of the Missouri River and the second tier of counties south of the Nebraska-Kansas border. The eastern boundary of the County is approximately 100 miles west of the Missouri-Kansas state line and the northern boundary is approximately 30 miles south of the Nebraska-Kansas state line. Riley County is bounded on the north by Washington and Marshall Counties, on the east by Pottawatomie County, on the south by Wabaunsee and Geary Counties, and on the west by Geary and Clay Counties.

The regional location of Riley County is illustrated in **FIGURE 1** on the following page. Riley County encompasses 611 square miles, or 390,824 acres. About 70 percent of the land area is used for farming. Slightly more than 50 percent of the farmland is used for range, and nearly 40 percent is used for crops. Woodland, farmsteads, and other farm uses account for nearly 10 percent. Native range land consists mostly of mid and tall grasses. Annual precipitation averages 33 inches, and temperature averages 67 degrees.

Riley County is divided into 14 political townships and 5 incorporated cities as shown in **FIGURE 2**. Manhattan, the County seat, is the largest city with an estimated 2022 population of 53,829. The U.S. Bureau of the Census estimated the population of the County at 71,108 in 2022. The population is projected to increase to 71,704 in 2026 and 73,377 in 2031.

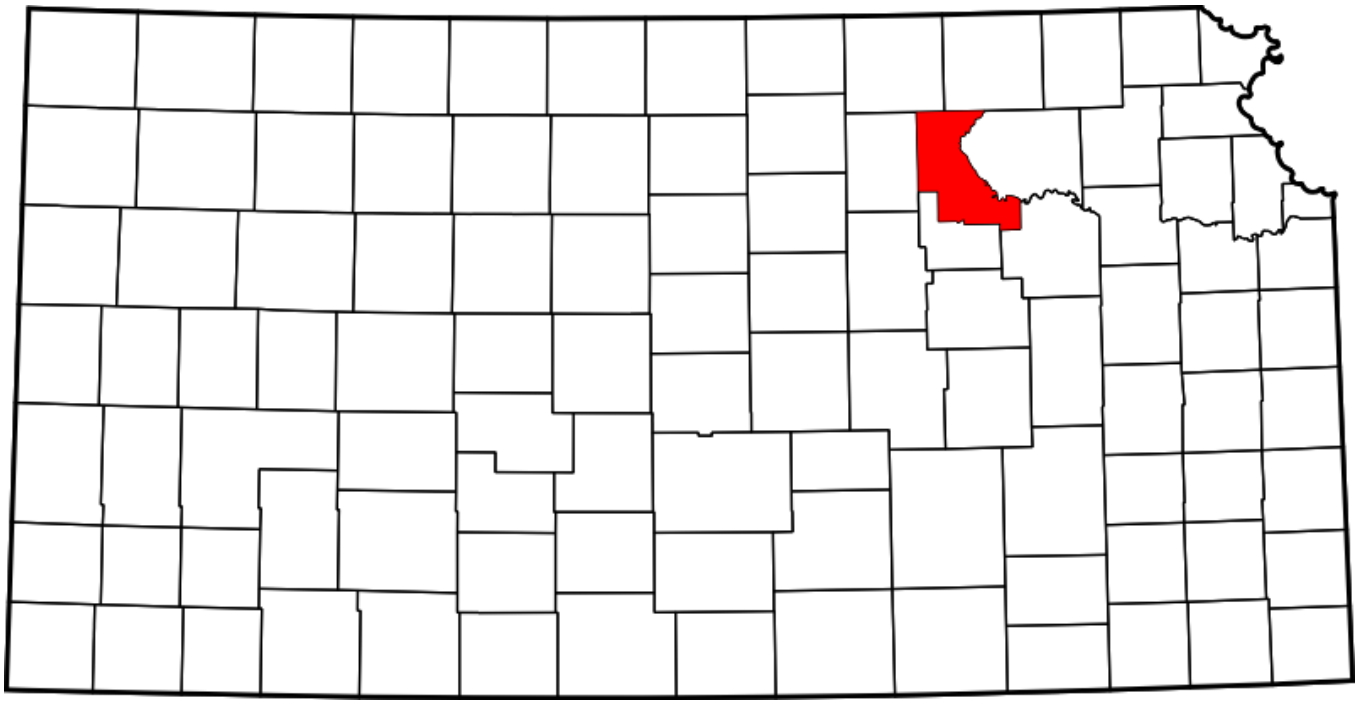
The stable economy of the County is based on farming and on services for Kansas State University and the Fort Riley Military Reservation. Kansas State University employs about 30% of the work force with most of the dollars generated from the University coming from outside of the County.

Tuttle Creek Lake on the Blue River northeast of Manhattan and 60 miles west of Topeka is a key reservoir in the Kansas River system of flood control projects. Its dam is an earth and rock fill embankment nearly a mile and a half long. The lake, 1075 feet above sea level, has 112 miles of shoreline and is the second largest body of water in Kansas.

Riley County adopted a new Comprehensive Plan in 2009 that provided recommendations for future land use and public services and facilities. This plan was used to update the Solid Waste Management Plan. Riley County is working on a Comprehensive Plan Update, to be adopted in 2025, that will remain consistent with the Solid Waste Management Plan.

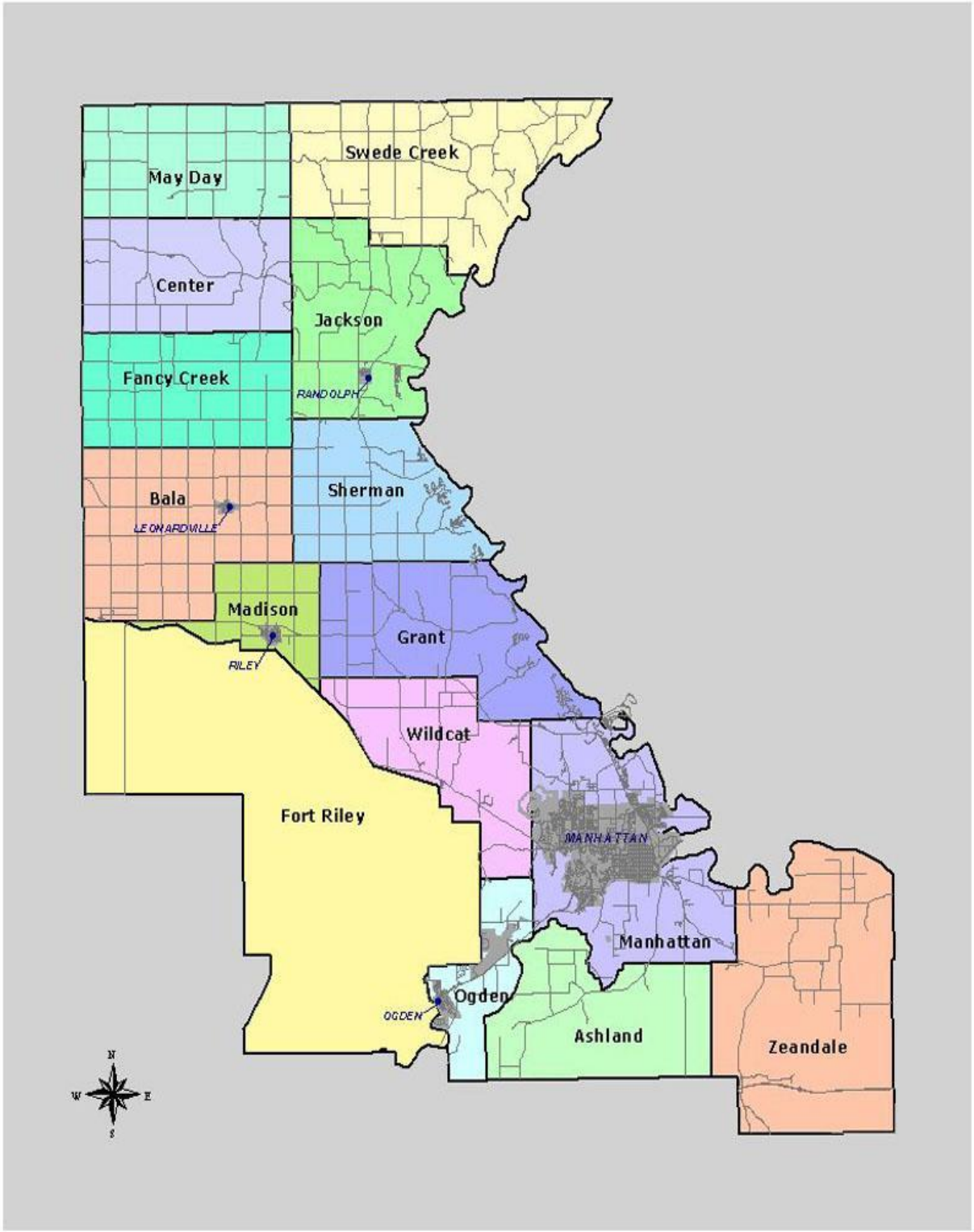
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Figure 1: Location of Riley County within Kansas



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Figure 2: Political Townships within Riley County



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EXISTING SOLID WASTE MANAGEMENT

Chapter 2

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CHAPTER 2

EXISTING SOLID WASTE MANAGEMENT

WASTE MANAGEMENT ORGANIZATION

In Riley County, the responsibility for solid waste management resides with the Board of County Commissioners, assisted by the Riley County Solid Waste Management Committee and the Riley County Public Works Department staff.

WASTE GENERATION

The Riley County Public Works Department estimates the total amount of municipal solid waste accepted at the Riley County Landfill and Solid Waste Management Facility for the years 2013-2023 ranged from 115 tons on a daily basis to 134 tons on a daily basis (Figure 3).

For the years 2022 and 2023, detailed records indicate that the Riley County Solid Waste Management Facility has received an average of 134.13 tons/day. Using the estimated population of Riley County for those same years, the waste generation rate per capita is estimated to be 3.73 pounds per person per day. This generation rate will be utilized in the development of this Plan (Figure 4).

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Figure 3: Average Daily Tonnage on an Annual Basis
Municipal Solid Waste exchanged through the Riley County Transfer Station*

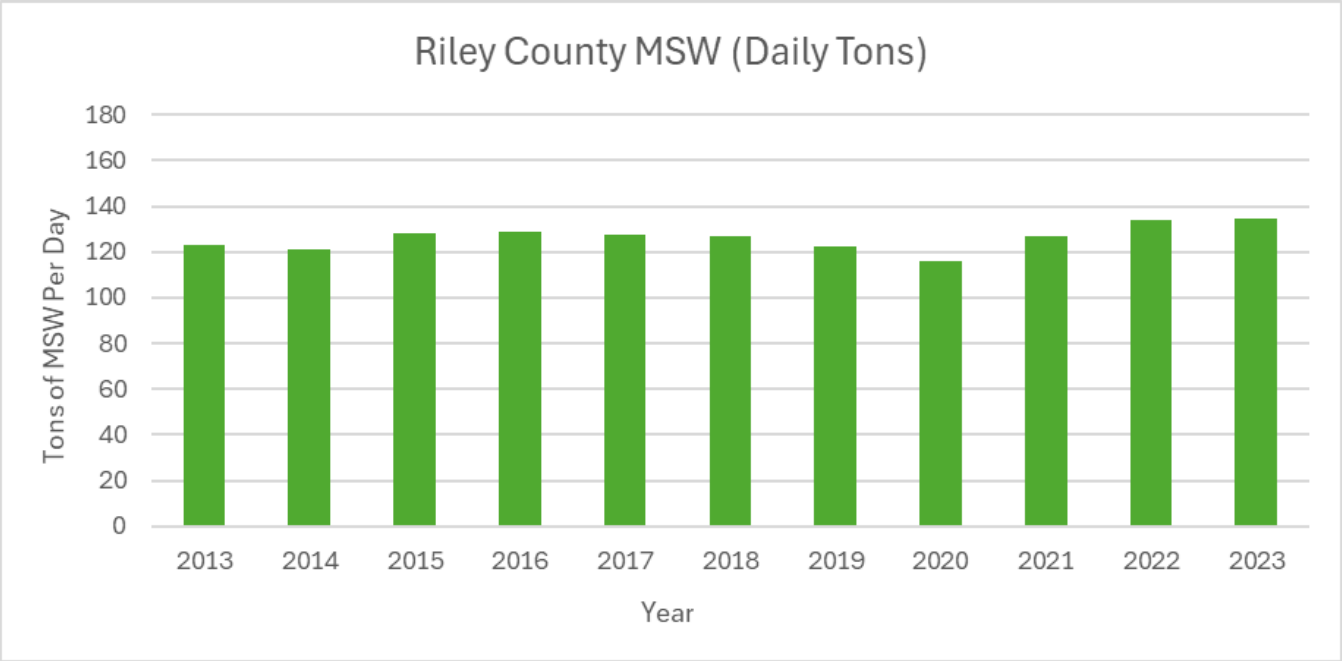


Figure 4: Waste Generation Rate Table

Year	Material	Population of Riley County	Tons (Waste)	Tons/Person /Yr (Waste)	Lbs/Person/ Day (Waste)
2022	MSW	71,108	48,872	0.69	3.77
2023	MSW	72,602	49,044	0.68	3.70
Average	MSW	71,855	48,958	0.68	3.73

*Solid waste facility only, tonnages above do not include yard waste diverted from the waste stream.

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WASTE CHARACTERIZATION

Solid waste in Riley County is typical of that found in other similar jurisdictions throughout the United States. A Solid Waste Characterization Study for Riley County in May of 1999 by Kansas State University estimated the percentages of various materials in the solid waste stream. These percentages are listed in TABLE 1 below:

Table 1: Materials in Solid Waste Stream By Percent

MATERIALS	PERCENT
Paper and paperboard	34.1%
Glass	3.4%
Ferrous metals	2.8%
Aluminum	.5%
Other nonferrous metals	.4%
Other inorganic	1.5%
Plastics	8.9%
Food wastes	10.7%
Yard wastes	5%
Other organics	20.3%
Other wastes	12.1%
TOTAL	100%

SOURCE: Derived from figures in Riley County Waste Characterization Study, 1999, William M. Eberle and Richard G. Nelson.

STATE WASTE GENERATION COMPARISON

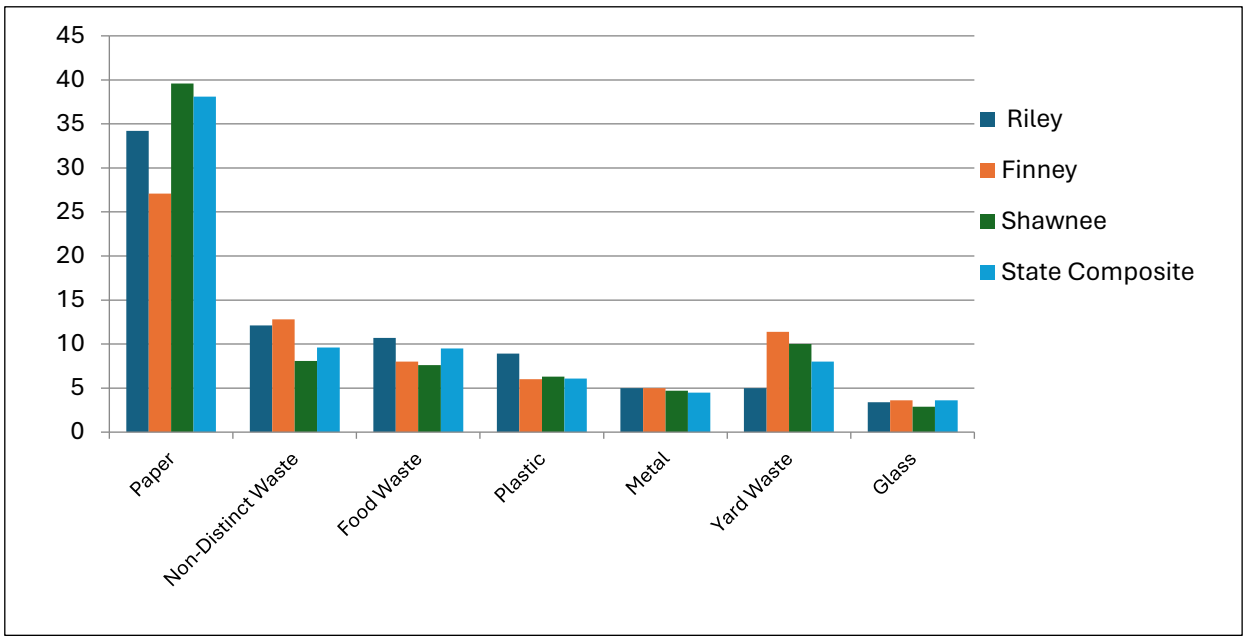
Efforts were made at the onset of the Solid Waste Management Plan revision process in order to ensure the most recent waste characterization study waste generation rates are still applicable. According to procedures made available through the 2005 State of Kansas Waste Characterization Study, the county of Riley was analyzed alongside counties of similar demographics in order to create a general waste characterization.

According to the procedure within the 2005 Kansas-wide document, Riley County is comparable in demographics to the counties of Finney and Shawnee. These demographics were reviewed and analyzed specifically in regard to the

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procedures established by the State's characterization study and then statistically compared to the most recent county waste characterization study of 1999. The resulting percentages (Figure 5 below) of waste types found within the municipal solid waste stream seem to support that the 1999 county waste characterization study for Riley County is still quite valid when compared to the demographically similar counties of Finney and Shawnee.

Figure 5: Waste Stream Comparisons by Component



SOURCE: 2005 State of Kansas Waste Characterization Study

WASTE COLLECTION

Solid waste collection in Riley County is done by the private sector. Licensing requirements for haulers varies with the municipality.

Cities with haulers operating in their jurisdiction are the Cities of Manhattan, Ogden, Randolph, Riley and Leonardville. Trash pickup at the home, commonly referred to as curbside pickup, is also provided to numerous developments and farms outside of city limits. The Riley County Solid Waste Facility, located at the closed Riley County Sanitary Landfill, is the designated site for waste collected in Riley County, although other State approved area landfills are utilized by private haulers from time to time. While there is voluntary separation of recyclables in

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Riley County, there is no common coordinated collection, marketing, or reporting program for recyclables. Currently some haulers offer curbside recycling.

WASTE DISPOSAL METHODS

The primary method of solid waste disposal historically has been the sanitary landfill. Landfilling continues to be the main disposal method, although the use of alternative disposal methods continues to increase. Interest in alternative disposal methods was sparked by the 1991 adoption of new federal regulations regarding the operation of landfills. These regulations have dramatically increased the cost of landfill operations.

Waste placed in sanitary landfills is called mixed municipal solid waste (MSW), and is defined as garbage, refuse and other solid waste from residential, commercial, industrial, and community activities which is generated and collected in aggregate. Hazardous wastes, liquids, sludge, raw sewage, some special wastes, and industrial wastes that have not been tested and specifically approved for disposal by the Kansas Department of Health and Environment and the local government are prohibited from disposal in sanitary landfills.

A sanitary landfill accepts MSW for disposal in accordance with a plan of operation. The intent of the sanitary landfill is to confine dumped waste to the smallest practical area, to reduce it to the smallest volume, and to cover it with an adequate layer of earth at the conclusion of each day's operation.

Currently the majority of MSW generated in Riley County is transported to one State permitted facility within the County, which is the Riley County Solid Waste Facility located adjacent to the closed Riley County Sanitary Landfill. Riley County MSW is transported periodically by private haulers to surrounding county transfer stations when the difference in disposal charges is great enough or there is more convenience for the hauler due to the proximity of other transfer stations.

RILEY COUNTY SANITARY LANDFILL AND SOLID WASTE FACILITY

The Riley County Sanitary Landfill and Solid Waste Facility are located in Section 36, Township 10 South, Range 7 East (see map of solid waste facility in the appendix). The owner of the land of the closed Sanitary Landfill site is the City of Manhattan. Riley County is responsible for continued monitoring and closure of the landfill. Riley County decided to close the landfill in 1987 with the cooperation of and under the authority of the Kansas Department of Health and Environment.

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Official closure occurred on December 31, 1991 per the plan contained in the "Riley County Landfill Corrective Closure Plan" dated February 1991.

MSW is now taken to the Riley County Solid Waste Facility only. The site of the Solid Waste Facility is owned by Riley County who is responsible for its operation. Rates and charges for the solid waste facility are determined by the Board of County Commissioners and are adjusted periodically in order to cover operational costs. Currently the MSW is transported from the solid waste facility to N.R. Hamm Quarry in Perry, Kansas located near Lawrence (see map of quarry in appendix). The Riley County Solid Waste Facility accepts all types of MSW. All State-regulated special wastes are prohibited. Other special wastes such as Household Hazardous Waste and e-waste are diverted away from the solid waste facility to other facilities whenever possible.

YARD WASTE

Yard waste includes grass clippings, leaves, and tree and brush waste. Riley County accepts, without charge, all types of non-commercial yard waste at its yard waste composting site and tree and brush waste site. There is a charge for disposal of commercial tree and brush waste. Grass and leaves are composted under a composting permit. Tree and brush waste coming in already chipped or shredded is made available to the public. Other tree and brush material is placed in a separate area where the public can cut firewood. The remaining material is ground and hauled to an approved yard waste site in Topeka at the County's expense. The cities of Leonardville, Ogden, Randolph, and Riley have approved sites for the disposal of trees and brush. Most of the materials are burned at these sites. The Ogden site accepts grass and leaves which are composted at a permitted site.

FOOD WASTE

In August 2018, the City of Manhattan and Riley County established and appointed a 15-member local Food and Farm Council. The mission of the Council is to advocate for and sustain an accessible, healthy, and local food system, including the reduction of wasted food. The Food and Farm Council (FFC) has compiled a city and county strategic plan called the 2022 Master Food Plan (MFP). Both governmental commissions have formally adopted the plan and its recommendations. Pertinent to the Solid Waste Management Plan (SWMP), the Goal 3 section (pages 23-25) of the Master Food Plan describes reducing food waste and related solid wastes. These goals are defined in Section 7 of this plan.

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CONSTRUCTION/DEMOLITION LANDFILLS

In addition to the Riley County Transfer Station , construction/demolition wastes such as concrete, asphalt, brick, stone facing, concrete block, stucco, glass, sheetrock, plaster and lath, insulation, structural metal and wood from demolished structures, and other inert waste materials are disposed of in one privately owned site approved by the Kansas Department of Health and Environment for construction/demolition wastes only. This site is listed in the table below. There are also several other permitted sites in neighboring counties.

CONSTRUCTION/DEMOLITION LANDFILL IN RILEY COUNTY

LOCATION	OWNER	KDHE PERMIT NO.
NE 1\4, Section 33, T10S, R9E	Tarkio Construction Disposal Co.	922

HOUSEHOLD HAZARDOUS WASTE FACILITY

One part of the waste stream going to sanitary landfills which is identifiable and is of concern is what is commonly referred to as Household Hazardous Waste. This waste type consists of household quantities of toxic materials including solvents, paints, pesticides, fertilizers, acids and flammable liquids. This includes items such as mothballs, fingernail polish and remover, oven and toilet cleaners, photographic chemicals, drain cleaners, floor and furniture polish, pool chemicals, houseplant insecticides, roach, ant, and mouse poisons, paint thinners, furniture strippers, stains/finishes, brake fluids, antifreeze, transmission fluids, batteries (car and household), and used oil and oil filters.

These substances are exempt now from regulation because of the small quantities produced by a single generator, i.e. a household. However, in aggregate, they do present a formidable problem. Currently a portion of these materials is being diverted from the Solid Waste Facility. Citizens are encouraged to take these items to the Riley County Household Hazardous Waste Collection Center (6245 Tuttle Creek Blvd., Manhattan, Kansas) for utilization, recycling, or proper disposal in an EPA licensed facility (see map of HHW collection center in appendix). The operation of this facility is covered by the General Fund. For further information on this facility please refer to Chapter 11.

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CURRENT SOLID WASTE PLANNING STATUS

Planning activity has taken place in every facet of solid waste management in Riley County. This includes waste reduction, source separation of recyclables and yard waste, composting of yard waste, and land disposal.

The County's approach to solid waste planning has been to utilize, as much as possible, the citizen advisory structure that has been established for this purpose. This includes meetings of the Riley County Solid Waste Management Committee and its subcommittees. These subcommittees in the past have dealt with: (1) Intergovernmental cooperation; (2) Recycling; (3) Citizen participation, education, and awareness; (4) Composting; and (5) Technical issues. A separate task force also was established for the development of the household hazardous waste program. More recently, the subcommittees were (1) Recycling; (2) Waste Reduction; (3) Household Hazardous Waste; (4) Special Wastes; (5) Education; & (6) Yard Waste.

It should be emphasized this Plan is not a static document but a continually evolving process. At this writing, meetings are being conducted, discussions are taking place, and proposals are being formulated. The intent of this management plan is to continue the public involvement process as long as it is warranted and to continue to update the Plan as formal decisions regarding solid waste management are made.

The Plan process also must include and build upon the planning efforts of the past. To date, three previous Solid Waste Management Plan documents have been adopted. These are:

1. Solid Waste Management Plan, Riley County, Kansas. Prepared by Dr. Robert W. Newsome. May 10, 1973.

2. Big Lakes Regional Council Area Solid Waste Study. Prepared by Franklin Associates, LTD. July 1989.

3. Solid Waste Management Plan, Riley County, Kansas. Approved by Riley County Solid Waste Management Committee on May 4, 1992. Adopted by Riley County Board of Commissioners on June 18, 1992 and all subsequent revisions and updates.

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PROGRAM GOALS, OBJECTIVES AND POLICIES

Chapter 3

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CHAPTER 3

PROGRAM GOALS, OBJECTIVES AND POLICIES

INTRODUCTION

Riley County has been actively revising its solid waste management system since 1973 when it developed the first Countywide Solid Waste Management Plan. Since that time, solid waste management systems have progressed from use of landfills only to integrated systems that include waste reduction, source separation of yard waste and recyclables, processing of separated yard waste, marketing of recovered materials, and disposal of the residue. This integrated approach to solid waste management has become more and more accepted and commonplace and is reflected in the policy statements below:

PROGRAM GOAL

To develop a comprehensive solid waste management system which:

- Protects public health and safety
- Preserves and protects the environment and natural resources
- Provides cost-effective methods of processing and disposal

PROGRAM OBJECTIVE

Minimize landfill use in or by Riley County through the use of sound management methods including waste reduction, source separation recycling, and diverting yard waste.

PROGRAM POLICIES

The Riley County Solid Waste Management Plan will serve as a guide for management of all the municipal solid waste generated within Riley County.

The Riley County Solid Waste Management Plan will emphasize a balanced and integrated solid waste management system which will be based on the following hierarchy of components in descending order of priority:

EDUCATION *(Chapter 4)*
WASTE REDUCTION *(Chapter 5)*
RECYCLING *(Chapter 6)*
YARD WASTE AND FOOD WASTE PROCESSING *(Chapter 7)*
LANDFILLING *(Chapter 8)*
WASTE-TO-ENERGY *(Chapter 9)*

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EDUCATION

Chapter 4

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CHAPTER 4

EDUCATION

INTRODUCTION

Education is the ultimate key to successful solid waste management. The various components of the plan, such as waste reduction and recycling, can only be effective if citizens are aware of these programs and their role in creating a sustainable, healthy environment.

Consumer education must replace years of misinformation about environmental issues. These goals can be met by providing current information and responsible opportunities to consumers. These goals can also be achieved in part through multi-media announcements, informational packets, directories, display booths and school programs.

This chapter has been created to outline the overall, coordinated program for continuing education of the general public on the importance of solid waste management practices. This program will include but is not limited to, the promotion of recycling, general waste stream reduction, proper disposal of household hazardous waste, and collection of eWaste. The Riley County Solid Waste Management Committee urges all local communities to support voluntary reduction activities. Through these varied activities emphasis is placed on making consumers aware of the consequences of their actions through public education tools.

To achieve these goals, Riley County has participated in numerous educational activities. Following is a summary list of these efforts.

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Table 2: Solid Waste Educational Activities in Riley County

ACTIVITY	YEAR PERFORMED	ESTIMATED $ SPENT
Conducted curbside recycling pilot program for 1,040 homes in western Manhattan and prepared report	1990-1991	$100
Participated in Clean Your Files Week spearheaded by the City of Manhattan	1990-2003	$0
Developed 3 R's curriculum enrichment package	1992	$500
Developed Clean SWEEP slide-tape show	1992	$500
Developed pamphlets on solid waste issues that are available for the public.	1994	$100
Applied pollution danger logos on storm drains	Ongoing since 1994	$200/yr
Developed library of resource materials available for check out from RC Extension	1995	$200
Purchased earthworm bin for educational purposes with grant from Sustainable Manhattan. Used as a resource for schools	Ongoing since 1998	$24.00/yr
Recycling booth at the Riley County Fair that has educational activities for children and young adults including a contest to win two bicycles.	July 2008	$90 donated for bicycles
Updated Flint Hills Recycling Directory as well as information available via county websites	Biannual	$0/yr (web version only)
Provided technical support and information to interested parties about solid waste issues.	Ongoing	$0
Implemented recycled paper policy in Riley County offices	Ongoing	Slightly higher prices than non rec. paper
Conducted informational media campaign	Varies Annually	$0
Encouraged other governmental agencies and the public to use the Household Hazardous Waste Collection Center	Ongoing	$0
Provided public information materials on solid waste issues at community functions, e.g. Riley County Fair	Ongoing	$20-50/project
Participated in various Earth Day activities, e.g. Participated in program at Sunset Zoo	Annual	$1000
Made presentations to community groups and schools	Available at Request	$0
Developed educational website at www.rileycountyks.gov	Ongoing	$0

The following materials and many more are available to the public through Kansas State University Research and Extension and the Riley County Health Department: publications relating to leaf composting, yard waste and food waste, used tires, and other topics; HHW ingredient wheel explaining the materials; publications describing water quality; and materials promoting environmentally friendly items.

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The internet can be a powerful tool for education. The average browser can find information concerning any number of topics with regard to waste management in as much depth as they desire. Riley County solid waste information on the county website is regularly updated with regard to services and facilities for waste management available in the County.

Under the education sub-committee *policy/action plans*, the following points should be conveyed to the public:

- Decrease the use of non-durable/disposable items
- Increase the use and maintenance of durable equipment and supplies
- Increase the reuse of products before discarding
- Reduce the use of hazardous materials in products
- Increase the use or manufacture of minimal and reusable packaging
- Implement the source separation of recyclables
- Increase awareness of changes within the waste stream of the community such as medical wastes and consumer electronics wastes
- Minimize food waste

Battery Recycling Educational Program:

In 2021, the Solid Waste Management Committee discussed the increase in trash truck and facility fires caused by lithium-ion batteries which ultimately turned into a battery recycling educational program. With a grant from Kansas Department of Health and Environment, trash tote "reminder" stickers and informational brochures were created and distributed into the community. These stickers and brochures cover all battery types, how and where to recycle, and help educate as to why this diversion is important. We continue to distribute stickers and flyers into the community and continue to work with local haulers to educate the public. Members of the committee have also given battery recycling presentations at various civic group events and have staffed a booth at the Riley County Fair.

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Solid Waste Management Action/Policy Plan

Education

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Promote the Kansas State University Research & Extension website (www.KSRE. K-State.edu) for information on solid waste topics	K-State Research & Extension	Ongoing	$0	
2	Develop a media campaign and promote the distribution of educational materials on food recovery and reduction of wasted food.	Food and Farm Council and Lead Partners	Ongoing	$0	
3	Provide clearinghouse for recycling information	RC Public Works RC Planning & Development	Ongoing	$0	
4	Update Flint Hills Recycling Directory on website	RC Planning & Development	Biannual	$0	
5	Maintain Solid Waste page as part of RC website	RC Public Works	Ongoing	$0	
TOTAL				$0	

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WASTE REDUCTION

Chapter 5

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CHAPTER 5

WASTE REDUCTION

INTRODUCTION

Recycling saves energy and reduces the amount of trash sent to a landfill, but it is only part of the ***waste management*** hierarchy. Waste not created in the first place is much better since it never has to be handled, stored, or collected in any way.

Waste reduction can be accomplished in many ways. Reducing the volume or toxicity of waste can be done at any stage of a product's life cycle, from the product or package design, through the use of the product by consumers. It requires changes in purchasing and product use habits, as well as changes in the way we think about what we want and what we need.

Waste reduction, otherwise known as waste prevention or source reduction, may be defined as "the design, manufacture, purchase, or use of materials or products to reduce the amount or toxicity of what is thrown out". Waste reduction may be further defined as activities employed by generators which actually and measurably reduce the amount of solid waste generated per person or per household. It also may include activities such as backyard mulching and composting of yard wastes.

From this definition, it can be seen that waste reduction methods also qualify as cost cutting measures regularly practiced by business and industry, and conscientious purchasing patterns practiced by consumers. Business and industry respond to the profit motive, which is perhaps the greatest incentive to reduce unnecessary consumption and waste in their processes. Most consumers, however, are willing to pay for convenience resulting in the purchase of products that are packaged for that purpose or products that may not be needed.

Waste reduction activities are the most cost-effective ways to manage solid waste because material does not enter the waste stream. These activities are also the most difficult to accomplish, since they require changes in lifestyle, consumption patterns, work habits, as well as voluntary effort by homeowners, businesses, agencies and individuals. Waste reduction also is difficult to legislate. For these reasons, waste reduction is best accomplished through education. Emphasis must be placed on making consumers aware of the consequences of their actions and/or

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inactions, and on informing citizens, public officials and businesses of methods to reduce waste volumes.

LOCAL EFFORTS

There are some techniques of waste reduction that require a comprehensive community effort that the County will support and participate in whenever possible. Some examples include changes in types of products, changes in the way products are packaged, changes in the durability of products through extended product warranties, and changes in manufacturing processes, which result in reduced material use. These techniques require industry support and regional coordination. All citizens can have an influence on these processes through consumer preference in choosing products and companies that provide opportunities for waste reduction.

Furniture Amnesty Day is an annual event sponsored by Hands On K-State, the Staley School of Leadership Studies, the City of Manhattan, and many other partners. The event serves many purposes with re-homing furniture as the primary goal. The community can donate furniture items they no longer need and others have the opportunity to select the items at no cost. In an effort to reduce code violations, unusable furniture items are also collected and disposed of which aids in the overall beautification of the city. On average, 550 items are dropped off with an average total weight of 26,000 pounds. It is estimated that the one day event impacts 690 households directly with the entire community receiving indirect impacts.

Paper use in some businesses, governmental offices, and educational institutions is extensive. Measures that can reduce this use are double-sided copying, simplifying forms, and eliminating all but the essential use of paper through the use of the micro-computer/word processor. These measures can reduce paper consumption by one-half and usually increase efficiency in the process. Because education is the primary method of reducing waste at the consumer level, most of the waste reduction activities are discussed in the chapter on Education. This chapter, Waste Reduction, will focus strictly on activities that generally assist in waste reduction and those that will have the most impact on government, business, and industry waste generators in Riley County.

Since the prior 5-year plan (2019), the Food and Farm Council (FFC) has accomplished significant progress in networking community partners to reduce wasted food and increase food recovered to mitigate community hunger needs. One of the FFC's premier programs is the Flint Hills Food Recovery (FHFR)

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initiative that has rolled out an app called ChowMatch, whereby food businesses are matched with food assistance organizations. Donors (like caterers and restaurants) input their untouched surplus food into the ChowMatch app, so that volunteers can deliver it to recipients (such as food pantries and emergency shelters). The app coordinates connections among partners, and all partners follow standard food safety guidelines.

Calendar year 2023 was the first full-year timespan of recorded data using the ChowMatch app. The cumulative impact was over 24,000 pounds of food recovered (thus not entering landfills). Of that, recovered produce was clocked at over 7,000 pounds, and localized impact was equivalent to removing 60,000 passenger car miles from the roadway.

Part of this effort will also include consumer education to increase food skills and nutrition literacy related to growing, buying, cooking, eating and recycling. The Council's plan with partners could expand to develop an infrastructure and increased regional and local educational outreach, incentives and promotion to increase recycling of food scraps and food-soiled paper. These efforts would target single-family and multi-family residential developments, as well as non-residential buildings such as schools, institutions and businesses.

There are many waste reduction techniques that can be used by individuals and businesses. Many of these ideas are listed below and can be fine-tuned to fit any person, company, or business.

WASTE REDUCTION IDEAS

(Managing and Reducing Wastes: A Guide for Commercial Buildings, EPA. February, 2024.)

PAPER REDUCTION IDEAS

- Buy less in general
- Buy longer lasting items
- Buy items with less packaging
- Reduce paper use
- Purchase used equipment or more durable equipment
- Purchase groceries and home products with the intent of reducing waste
- Establish a company-wide double-sided copying policy, and be sure future copiers purchased by your company have double-sided capability
- Reuse envelopes or use two-way envelopes
- Keep mailing lists current to avoid duplication

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- Make scratch pads from used paper
- Circulate (rather than copy) memos, documents, periodicals, and reports
- Reduce the amount of advertising mail you receive by writing to the Direct Marketing Association Mail Preference Service, PO Box 9008, Farmingdale, NY 11735-9008, and ask that your business be eliminated from mail lists
- Use outdated letterhead for in-house memos
- Put company bulletins on voice or electronic mail or post on a central bulletin board
- Save documents on hard drives or floppy disks instead of making paper copies
- Use central files to reduce the number of hard copies your company retains
- Proof documents on the computer screen before printing

PACKAGING REDUCTION IDEAS

- Order/Offer merchandise in bulk
- Purchase and pack products with minimal packaging
- Establish a system for returning cardboard boxes and foam peanuts to suppliers for reuse
- Work with suppliers to minimize the packaging used to protect their products
- Request that deliveries be shipped in returnable and/or recyclable containers
- Use reusable and/or recyclable containers for shipping products
- Repair and reuse pallets or return them to the supplier
- Reuse newspaper and shredded paper for packaging
- Reuse foam packing peanuts, bubble wrap, and cardboard boxes, or donate to another organization
- Use shipping containers designed for multiple uses

EQUIPMENT REDUCTION IDEAS

- Rent equipment that is used only occasionally
- Reuse worn out tires for landscaping, swings, etc.
- Purchase remanufactured office equipment
- Establish a regular maintenance routine to prolong the life of equipment like copiers, computers, and heavy tools
- Use rechargeable batteries where practical
- Install reusable furnace and air conditioner filters
- Reclaim usable parts from old equipment
- Recharge fax and printer cartridges or return them to the supplier for remanufacture
- Sell or give old furniture and equipment to other businesses, local charitable organizations, or employees

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INVENTORY/PURCHASING IDEAS

- Implement an improved inventory system (such as systems based on optical scanners) to provide more precise control over supplies
- Avoid ordering excess supplies that may never be used
- Advertise surplus and reusable waste items through a materials exchange
- Set up an area in the business for employees to exchange used items
- Donate surplus produce to food banks, if still edible
- Substitute less toxic or nontoxic products for products such as inks, paints, and cleaning solvents
- Use products that promote waste reduction (products that are more durable, of higher quality, recyclable, and reusable)

FOOD WASTE REDUCTION IDEAS

- Reduce food waste by improving product development, storage, shopping/ordering, marketing, labeling, and cooking methods.
- Recover food waste by connecting potential food donors to hunger relief organizations like food banks, pantries, and feeding programs.
- Recycle food waste to feed animals or to create compost, bioenergy and natural fertilizers.

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WASTE REDUCTION GOAL

To reduce the per capita volume of solid waste generated in Riley County to no more than 3 pounds per person per day by the year 2029.

Solid Waste Management Action/Policy Plan

Waste Reduction

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Update the Solid Waste Characterization Study. SWMC recognizes the need to measure progress made towards waste reduction goals and to identify the segments of the waste stream to target for waste reduction activities. To that end, SWMC will seek out grants and other funding sources to update the study within the next five years. Additionally, SWMC will work to collaborate with other agencies and groups to complete this study.	Solid Waste Mgt. Comm. Potential partner organizations and agencies	January 2029	?	Grant Solid Waste Fund Other funding sources to be identified
	TOTAL			?	

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RECYCLING

Chapter 6

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CHAPTER 6
RECYCLING

INTRODUCTION

Recycling can be defined as the process of capturing materials before they enter the waste stream (Source Separation) or after they enter the waste stream and before they are ultimately disposed of (Resource Recovery), returning them to industry for remanufacture into another product, and sale of the remanufactured item in the marketplace. Using this definition, it becomes evident that recycling is not fully complete until the material involved is returned to commerce. The full cycle thus involves all aspects of materials handling including:

Collecting
Sorting
Processing for Shipment
Transporting
Remanufacturing
Consumer

In recent years recycling as a solid waste management strategy has been increasing in popularity among the general public as well as within the solid waste management profession. The reasons for this shift in emphasis from landfilling to recycling are:

The cost of landfilling has increased dramatically due to:

- Closure of landfills reaching capacity or contaminating groundwater.
- Expense of groundwater remediation following contamination.
- Expense of litigation following contamination.
- Scarcity of physically or politically appropriate sites for new landfills.
- More stringent Federal and state regulations.

Markets for recyclables have changed due to:

- Increased research and development into new products and technologies to make recycling more economical.
- New investment in recycling facilities as the result of state legislation banning materials from landfills and mandating recycling programs at the local level.
- Increased consumer demand for recycled products.
- Increased volumes of materials to be recycled.

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- The general public is becoming more aware of the problems associated with waste disposal and is demanding more environmentally sensitive alternatives.

METHODS OF RECYCLING

There are two basic ways of recycling materials:

- **Source separation**
- **Resource recovery**

SOURCE SEPARATION

Source Separation involves the separation of materials, by the generator or source of waste, from the municipal solid waste (MSW) stream prior to the collection of the remaining MSW. In other words, items which are to be recycled are never placed in the trash to begin with but are kept separate until collected for recycling. Examples of materials which may be "source separated" are yard waste, glass, aluminum, paper, plastics and various metals.

Once separated, the materials may be collected for recycling by one of two methods:

Drop-off recycling
Curbside recycling

DROP OFF RECYCLING

This method is accomplished by the generator storing the collected recyclables and then delivering the materials to either an attended or unattended recycling station or depot, or to a larger buy-back recycling center. Although drop-off recycling is less expensive, participation generally is lower with this method.

CURBSIDE RECYCLING

This method is accomplished when the recyclables are picked up at the source, i.e. the household or business. Usually a separate container is set out for pickup just like trash pickup. Pickup can be either at the curb or the alley depending on where regular trash is picked up. Curbside recycling is much more expensive but participation rates are much higher than with drop-off recycling because of the convenience factor.

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RESOURCE RECOVERY

The term Resource Recovery refers to the process of removing recyclables from the waste stream after they have been mixed in with the MSW. Hand or mechanical sorting may be used to separate the various recyclables from mixed trash. This method is economical to implement in terms of the collection cost because no special collection, other than normal trash pickup, is needed. However, the sorting of the material from mixed refuse is quite expensive and often the quality of the recyclables is lower because of contamination from the refuse itself.

RILEY COUNTY RECYCLING FIGURES

The current recycling statistics are based solely on the figures available through local entities within Riley County, which does not account for the large quantities of materials being recycled through entities outside of the County. A large percentage of the recycling effort is accomplished through local, private recycling entities. In addition to the recycled material from private firms, the figures also include materials recycled through the Household Hazardous Waste Facility and the Solid Waste Facility, such as used oils, paint, white goods and compost and e-waste through Howie's Recycling.

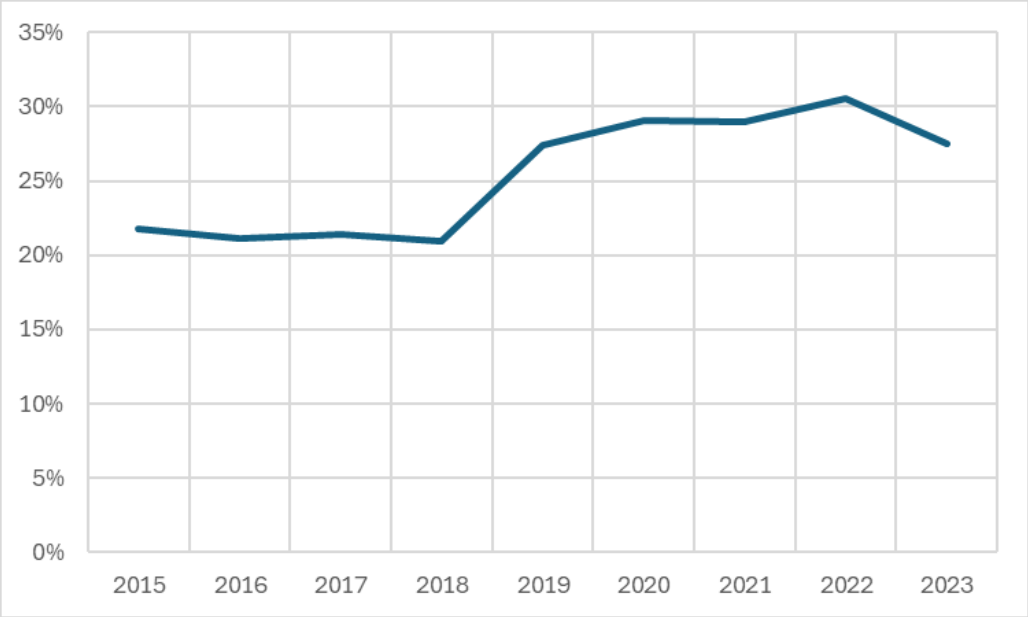
The figures do not include the unknown tons of material which pass through the county annually but are not recycled through programs associated with the County, such as office paper, which may go through security firms or entities which ship their recyclables to larger facilities or programs around the state. For the purposes of this plan, recycled materials which make up the recycling rate consist of tonnage recycled through a local, private recycler, recycled material diverted through the Household Hazardous Waste Facility, and white goods/yard waste diverted through the Riley County Solid Waste Facility, all relative to the annual tonnage of MSW.

Table 3: Riley County Annual Recycling Figures (in Tons)

Source	**Local Private Recycler**	**HHW**	**Solid Waste Management Facility**				
	All Material Types	All Material Types	Brush/ Grass/ Recycled White Goods/ etc.	Total Recycled	MSW	Total MSW	Recycling Rate†
2020	10301.00	79.54	6992.14	17372.68	42332.20	59704.88	29.10
2021	10557.84	92.26	8190.68	18840.78	46262.55	65103.33	28.94
2022	10397.11	83.40	11018.27	21498.78	48872.29	70371.07	30.55
2023	10946.00	76.17	7612.44	18634.61	49044.11	67678.72	27.53

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Figure 6: Recycling Rate Trend Line: 2015-2023*



*Figured as annual percentage of Municipal Solid Waste

FACILITIES FOR RECYCLING

Regardless of the method used to recycle, usually some sort of facility is necessary to sort or process collected materials. The type of facility required depends on the method of recycling selected. A buy-back recycling center, usually privately owned, may be adequate for a drop-off program. However, curbside recycling generally requires a more sophisticated facility which can accommodate the equipment used in the collection process.

The equipment may vary from a compartmentalized vehicle into which sorting is done at the curb to a single compartment vehicle. The single compartment vehicle requires a facility to sort the various recyclables from each other either by hand on a picking line or by mechanical equipment. For purposes of this Plan, such a facility for sorting recyclables will be known as a Materials Recovery Facility (MRF) as opposed to a Resource Recovery Facility which sorts recyclables from mixed refuse. A Resource Recovery Facility is not considered an economically viable option for Riley County.

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RECYCLING MARKETS

As stated above, recycling as a waste management strategy is only viable if materials can be sold in the marketplace and eventually returned to commerce. Unfortunately, there is not always an economical market for all the materials that could be recycled.

In most cases, markets will vary from region to region depending on the proximity to an end-user. Transportation costs are often the limiting factor in determining the feasibility of recycling. Even though a certain material may have value to an end-user, the cost of transporting the material to the end-user may exceed its value. In some cases then, it may require a subsidy or development of an alternative market to make the material recyclable in a given community.

In Riley County this is the case with container glass. Riley County has been recycling glass through a contract for services with a local recycler. The compensation paid is a maximum of $15,000 subject to demonstrating that costs exceed revenue. The purpose of the contract is to maintain a local outlet for recyclables in general.

Materials that appear to have stable markets are aluminum cans, plastic, glass, corrugated cardboard, some high-grade papers, steel cans, mixed paper, and newspaper. Other materials such as certain types of plastics, may be recycled when markets are favorable. The remainder of the waste stream cannot be recycled until a viable market is developed.

Most of the changes in markets are due to industry response to state and Federal legislation and, more importantly, to consumer preferences. Local government, as a consumer itself, can have some impact on the development of markets for recyclables through internal procurement policies.

PROCUREMENT POLICIES

Due to volume and repetitive purchases by business and government, procurement programs that stress the purchase of products made from recycled materials can be effective in creating a market demand. If enough consumers demand the recycled products, industry will invest more in production and the supply will increase to the point where prices of recycled products will be comparable to other products. Even now there are cases where recycled products compare quite favorably.

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Examples of recycled products in use are paper towels, toilet paper, computer paper, copy paper, note and legal pads, letterhead and envelopes, and the use of recycled plastic bags or bins in curbside recycling programs. Currently a number of City of Manhattan and Kansas State University departments use recycled paper products such as letterhead, envelopes, and copy paper. Riley County Departments use recycled paper when it is the cheapest available product. The County has specific programs to target office paper such as printer paper, copy paper, newspaper and electronic wastes such as printer cartridges. These programs are implemented by the majority of departments while many departments have created interoffice recycling programs for aluminum cans and plastic bottles, depending on the quantities these wastes may consist of within the various department offices.

ORGANIZATION FOR RECYCLING

At present there are a number of entities involved in recycling efforts in Riley County. These include for-profit businesses, not-for-profit organizations, and the various local governments. Riley County Planning & Development and Public Works Department staff administers the various recycling programs and provides information to the general public regarding recycling programs and recycling opportunities in our community.

Despite these efforts, there are many recycling projects underway which do not involve the County in any way. All of these efforts should be commended and encouraged to continue. However, it must be emphasized that an overall, coordinated, community-wide recycling program must involve local government in order to be successful. This certainly does not negate the possibility of public-private partnerships to design and implement recycling programs.

Until such time as markets for recyclables improve dramatically, local government will have to play a lead role in developing and directing recycling programs. For now, Riley County will continue to do that with the idea of trying to involve all sectors of the population in the effort, including other local governments.

KANSAS STATE UNIVERSITY RECYCLING PROGRAM

HISTORY

The Recycling Program (PDF) started in 1989 and is coordinated through the Division of Facilities. Grants from the Kansas Department of Health and Environment (KDHE), Alcoa, Pepsi, Coca Cola, and City/University funds made it possible to purchase

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recycling equipment, such as trailers, a side-load collection truck, collection bins, carts, and balers to process the material.

In 1998, the K-State Recycling Committee was formed, comprised of faculty, staff, students and Division of Facilities representatives. The committee's goal is to help expand recycling efforts across the campus and by doing so, create a more environmentally friendly campus, minimize the waste stream and decrease waste management costs.

In 2008, the former Wind Erosion Research building was damaged by a tornado and in 2012 became the new K-State Recycling Center which is located behind Weber Hall on Claflin Avenue.

CURRENT STATUS

K-State uses multiple resources to divert from the landfill. Metals, wood pallets, electronics, glass, cardboard, and more, are all recycled. K-State has recently purchases 14 Big Belly compactor trash and recycling cans. These units are solar and provide the students, staff, and faculty with multiple options across campus to participate in recycling. Along with these units, K-State purchases several standard trash and recycling units to encourage students to reduce, reuse, and recycle. Our goal is to get several more units to place across campus to continue to promote recycling. K-State recently bought a new truck for our operation, which has helped greatly.

STOP DROP – GOING SINGLE-STREAM

To promote recycling, K-State uses a single-stream. K-State picks up recycling from across campus and for those students who do not live on campus. K-State's recycling center is available for them to bring their recyclables in. K-State works with various student groups to promote recycling and to get the students involved.

In the fall of 2013, K-State started producing biodiesel fuel. This was made possible through grants from the Soybean Commission and Kansas State University. The oil is being processed at the KSU recycling center. The club is currently looking into soybean crushing and expelling. This process also shows ways that K-State does more than just recycle paper but goes the full spectrum in many products. K-State also diverts thousands of pounds of compostable food products from the three dining facilities at K-State to the agronomy farm. The agronomy farm just built a new compost dumpster to help with the end result.

EVENTS

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Kansas State Recycling uses many events from around the University to support recycling. These events include many of the athletics program such as football and basketball. They have also partnered with Department of Environmental Health and Safety at Kansas State University to assist in community wide electronic waste collection programs. In 2018, K-State participated in the national RecycleMania competition. K-State placed 86/190 in 2018, with a recycling rate of 37.334 % over the 8-week competition period and recycled 486,286.00 lbs.

CURRENT LOCAL PROGRAMS

Following is a summary of the various recycling programs which Riley County has funded or participated in since the beginning of the solid waste planning process in late 1973. The programs have been divided into various categories for ease of presentation:

DROP OFF RECYCLING

Riley County's support of drop-off recycling to date has consisted of:

- Informing the general public about recycling opportunities in the private sector and encouraging their use.

- Attempting to maintain the private sector drop-off opportunities, as much as economically practical, by supporting the recycling of materials having marginal markets through price subsidies or development of new markets.

This strategy resulted in the following programs:

- Revision and Display on the Riley County website of the Flint Hills Recycling Directory on a biannual basis - A comprehensive listing of all reuse or recycling drop-off outlets in the Manhattan-Riley County area (Last biannual publication - 2019-2020).

- Contract for recycling services – Riley County currently provides an annual payment to Howie's Recycling to offset demonstrated losses from the recycling of certain materials, for example plastics, glass, steel cans. To date only Howie's Recycling has entered into an agreement to provide the service. The amount of compensation is subject to a maximum annual payment of $15,000.

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CURBSIDE RECYCLING

Throughout the last eight years, 2014-2023, several private waste haulers in Riley County have experimented with curbside recycling. This has made clear the challenges with this method of recycling. The market is inconsistent, and inflation of both supply (i.e., trucks) and labor have made it an expensive alternative. As a result of these challenges, only one private hauler continues to provide curbside recycling. Curbside recycling as of now is a sustainable method of recycling. However, it actually costs the customer more than normal waste removal.

DIVERSION/MARKET DEVELOPMENT PROGRAMS

Christmas Tree Recycling Program - Annually the City of Manhattan provides a Christmas tree recycling drop off in Long's Park from mid December through the first of February. On average, 1,000 trees are dropped off annually, and subsequently recycled as wood chips for City use.

Office Paper - Many Riley County Departments within the Riley County Office Building participate in an office paper-recycling program.

Procurement - The Riley County Board of Commissioners has recommended that Departments use post-consumer recycled paper whenever feasible.

POTENTIAL FOR RECYCLING

It is estimated, based on national statistics, about 34 percent of the Riley County discards currently moving through the Solid Waste Facility have potential for recycling. It is unlikely 100 percent of any recyclable material category can be recovered for recycling. Some materials are easier to recover than others and some have greater value in the recycling market than others. The largest impact will likely be achieved by focusing recycling efforts. Priorities for recycling should be established by considering:

- Materials available in the largest quantities,
- Materials with the highest value in the recycling market, and
- Materials most easily recycled,

A primary focus should be on paper products, the largest mass of potentially recyclable material now being discarded. Corrugated cardboard, the largest paper category, can usually be easily separated at the source, and has fairly consistent

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market value. Newsprint, another large category, is also fairly easy to separate for recovery. Sorted office paper also has a good market value.

The second recycling focus should be on metals, though they comprise a relatively small mass of the recyclable discards. However, they are usually relatively easy to recycle and command a high price, especially non-ferrous metals which include aluminum beverage cans.

The third focus should be on plastics. Plastics are one of the smallest categories by weight but one of the largest by mass. #1 and # 2 plastics compose the vast majority of the plastics waste stream and have a consistent market value.

Finally, a large portion of the solid waste facility discards are comprised of various types of organic materials. They include very low grade mixed paper, food waste, yard and wood/lumber waste, and other mixed organic material. Nearly all of this material could be composted if it could be separated and collected. Separation and collection would be difficult and composting would eventually require a costly expansion of current composting activities in the county.

COST OF RECYCLING

As discussed previously, recycling most often cannot be funded from the revenues generated by the sale of recyclable items. Additional support is needed from tipping fees, taxes, monthly service fees or other sources. The cost also will vary depending on the type of recycling done. Drop-off strategies may be employed with minimal expense, while curbside collection will cost more.

The feasibility of recycling as a cost-effective method for managing solid waste also depends, to a large extent, on the cost of alternatives. Recycling will not be seen as a viable waste management option as long as it is relatively inexpensive to dispose of municipal solid waste by landfilling. At present, the general perception is that no financial incentive exists for the County, trash haulers, or citizens to recycle. However, this perception is based on the inaccurate assumption that landfilling is the least expensive disposal option. Not accounted for in this disposal "cost" are the long-term societal costs of not recycling.

Some of the unaccounted for 'costs' of not recycling include:

- pollution costs;
- energy costs;
- resource depletion costs;
- environmental protection costs;
- reduced land value costs;

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- long-term monitoring, post-closure care, and remediation costs;
- future costs associated with the conversion to a recycling economy, (e.g. the educational and training costs for a society which has been kept ignorant of its own waste problems and responsibilities);
- the many costs associated with the transfer of responsibility of an area's waste to another part of the country with lower disposal fees

Recycling, as a solid waste management strategy, is becoming an economically viable option for local government and the private sector. Therefore, cooperative efforts should continue to be explored and pursued to increase the amount of waste recycled.

BENEFITS OF RECYCLING

According to the *Environmental Management Homepage, "Environmental Resources"* from the University of Wisconsin-Madison, there are some universal benefits to buying materials made with recycled products. These are:

- Fewer items are sent to the landfill
- Consumers pay less for waste disposal as recycling programs earn more money
- Recycled product manufacturing creates jobs
- Natural resources are being saved
- Pollution is being reduced

Listed below are some reasons why public and private agencies should buy recycled products according to the *Environmental Management Homepage, "Environmental Resources"*.

- Creates long-term markets
- Reduces the disposal of recyclables
- Convinces manufacturers to use more recycled materials
- Conserves resources and energy
- Creates jobs and economic development
- Satisfies legislative mandates
- Sets an example for the private sector
- Provides a proactive rather than a reactive approach to the waste management problem
- Enhances organization's image
- Saves money

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RECYCLING GOAL

To recycle as much of our solid waste as possible but achieve a recycling rate of at least 22% of the entire waste stream by December 31, 2029.

Solid Waste Management Action/Policy Plan

Recycling

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Promote public awareness and use of all drop-off programs	Solid Waste Mgt. Comm.	Ongoing	$0	
2	Promote volume based pricing for waste disposal	Solid Waste Mgt. Comm.	Ongoing	$0	
3	Provide a subsidy on a limited basis for the recycling of glass, plastics, newspaper, e-waste and other materials if necessary to maintain drop-off opportunities	Solid Waste Mgt. Comm.	Annual	$15,000/ yr	RC General Fund
4	Encourage businesses and public agencies to adopt recycled products procurement policies	City of Manhattan/RC Commission RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
5	Encourage businesses and public agencies to adopt recycling programs	Solid Waste Mgt. Comm.	Ongoing	$0	
6	Maintain the paper recycling program for all RC Offices	RC offices	Ongoing	$0	
TOTAL				$ 15,000/ yr	

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YARD WASTE AND ORGANICS MANAGEMENT

Chapter 7

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CHAPTER 7

YARD WASTE AND FOOD WASTE PROCESSING

INTRODUCTION

Yard waste includes organic materials normally generated in the maintenance of yards, gardens, public grounds, etc., such as grass clippings, leaves, trees, brush and other vegetative material. Food waste also includes organic materials such as fruit and vegetable scraps, egg shells, coffee grounds and various other types of wasted food. Because it is organic in nature, yard waste and food waste do not require any special processing in order to be disposed of properly. In fact, they can often be used in a manner that actually benefits the environment. Common methods of utilizing yard waste are composting, wood chipping and firewood salvaging. Food waste can also be composted with yard waste or separately. By using these methods, a large portion of yard waste and food waste can be diverted from the landfill. Yard waste and food waste processing can reduce the waste stream by 15-20% and for the purposes of this plan the amount of yard waste diverted from the solid waste stream through processing is included as part of the recycling rate. According to the Flint Hills Food Recovery Network, over 24,000 pounds of food were recovered in 2022 and 2023.

Table 6: Yard Waste Annual Material Analysis

Material Types processed by Yard Waste Programs (In Tons)

Year	Brush	Commercial Brush	Grass	Woodchips	Annual Total	Annual % of Total Material**
2021	3415	3345	1100	125	**7985**	**14.72%**
2022	4860	4330	985	480	**10655**	**17.90%**
2023	2805	3360	795	450	**7410**	**13.12%**
Average	3693	3678	960	352	**8683**	**15.3%**

*from yard waste facility at solid waste facility only
**from solid waste facility inbound material

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COMPOSTING

DESCRIPTION OF YARD WASTE COMPOSTING

Much of the total volume of grass clippings and leaves can be eliminated from the waste stream by being utilized at the site where they are produced. Grass clippings can be left on the lawn or used as mulch. Leaves can be used as mulch, or incorporated into garden soil. Grass clippings, leaves, and other vegetation can be composted in a backyard compost bin. When these approaches are not feasible, grass and leaves can be taken to a central compost site such as the compost site at the Riley County Solid Waste Facility.

Composting is a natural, microbiological process whereby organic materials such as grass clippings, leaves, vegetable wastes, etc. are decomposed to form a rich soil amendment called humus.

There are two different composting processes that can be employed; aerobic and anaerobic. *Aerobic* composting takes place in the presence of sufficient or excess oxygen. The microbes active in aerobic composting produce heat but do not produce methane gas. *Anaerobic* composting takes place in conditions that are oxygen starved. Microbes active in anaerobic composting produce both heat and methane gas. Left alone, a decomposing pile of organic material will naturally go from an aerobic state to an anaerobic state. The anaerobic state is generally undesirable due to the odors produced, which may be objectionable to neighbors.

Compost system operators use static piles which are turned infrequently; windrows which facilitate frequent turning; and in-vessel systems which mix the composting material, usually aerate it, and screen it at the point of discharge. Compost occurs most rapidly if the mix of grass and leaves results in a carbon: nitrogen ratio (C:N) of about 30:1 and the material kept about 50 percent moisture. Actively composting material goes through an active composting stage when high temperatures are produced, and a curing stage during which lower temperatures are produced and the compost becomes stable. The heat produced reduces weed seeds and pathogens and can help to break down any chemical contamination.

Both aerobic and anaerobic composting produces humus and heat. Heat is generated during the processes due to activity by microbes. When the temperature begins to drop, the compost enters its curing phase and begins to stabilize as humus.

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DESCRIPTION OF FOOD WASTE COMPOSTING

Since food waste is organic material, it can also be composted as described above. The food waste can be incorporated with the yard waste material or can be composted separately. Although it may be possible to compost any kind of food waste, it is often recommended, especially for backyard composting, to avoid wastes such as meat or meat waste, bones, fat, gristle, fish or fish waste, dairy products, grease and oil.

The reason is these materials unbalance the other-wise nutrient-rich structure of other food and vegetation waste and breakdown slowly. They also attract rodents and other scavenging animals. Meat also attracts maggots. All of this could lead to significant odor and pest issues. It may be possible to compost these types of items in an enclosed, in-vessel type of composting system, however, the type of material inserted must be carefully monitored and the entire process must be closely managed.

COMPOST USES

Yard waste and/or food waste compost is typically used as mulch or a soil conditioner. In gardening it can be used as both, being applied as mulch during the growing season and incorporated as a soil amendment during the next seedbed preparation. It usually is not used as a fertilizer because the nitrogen, phosphorous and potash content is typically very low.

When added to a soil, humus will improve the soil, increasing its moisture retention if the soil is droughty, and will improve drainage if the soil is clay. A soil with an adequate amount of humus will retain fertilizer applied to the soil better than a soil which does not have enough humus because of the high ratio of surface area to particle mass characteristics of humus and the naturally higher cationic exchange capacity of organic matter. The result is better plant growth with less applied moisture and fertilizer.

Grass and leaves are composted at the yard waste site at the Riley County Solid Waste Facility. There is no charge for placing material in the compost site. Finished compost is made available to the public for a fee.

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WOOD CHIPPING

DESCRIPTION

Larger trees, limbs, and brush cannot be composted due to their size and the length of time it would take to compost. These items, however, can be mechanically chopped into wood chips that are useful in a variety of ways. A small volume of clean chipped wood waste is delivered to the Solid Waste Facility and is made available to the public at no charge.

WOOD CHIP USES

Coarse wood chips are produced in the first stage of a chipping process. These materials can be used as mulch around bushes and trees or can be used as surfacing for trails, erosion control, etc. A second chipping process is necessary in order to produce a smaller, more uniform wood chip. This kind of chip is popular for finish landscape purposes, and would be readily used by the community. In some operations, vegetable dyes are added to the wood chips to achieve desired landscape effects.

FIREWOOD

Larger trees and limbs can be cut up for firewood. This material can be reclaimed by the homeowner at the home site or can be reclaimed by persons desiring firewood from the designated cutting area of the Solid Waste Facility.

TREE WASTES

All tree and brush wastes are discouraged from entering the Transfer Station. Tree branches and small stumps are accepted at the yard waste-processing site at the Riley County Solid Waste Facility. Logs are accepted at the same site and are salvaged as firewood by the public. A small amount of wood material that is already chipped is made available to the public. Periodically, excess wood and brush may be incinerated by open burning.

CURRENT PROGRAMS

Riley County discourages yard waste from being processed through the transfer station for disposal in a sanitary landfill and encourages diversion of yard waste through various means.

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The cities of Riley and Ogden, Fort Riley and Riley County all have approved yard waste sites for grass clippings and leaves, and/or trees and brush (as described in Chapter 2.) All programs are approved and permitted by KDHE. Leonardville, Ogden, Randolph and Riley municipalities operate brush burning operations at sites available to the public. The yard waste is collected and burned on a weekly basis. The Ogden facility also operates a limited grass and leaf composting program with compost available at no charge to the general public.

Riley County currently operates a yard waste-processing program at the Solid Waste Facility. Accepted at the site are trees, limbs, brush, commercial brush, grass clippings, leaves and other types of yard debris. For individual citizens, dumping at the site is free to encourage utilization. Trees, limbs and brush from commercial entities require a disposal fee. Activities are funded by the solid waste facility tipping fee as well as through the sale of compost, metal (including white goods) and hay. The existing yard waste program is a drop-off program only, meaning the waste disposer brings yard waste to the facility.

The working portion of the site where grass clippings and leaves are composted has been graded to drain and is asphalt paved to provide a solid working surface. Materials are unloaded in four separate areas depending on the type. Grass and leaves are unloaded at the compost site. Clean chipped wood material is accepted at an area adjacent to the compost site. Limbs and trees are stored at the tree and brush area with access for those desiring to reclaim firewood. The firewood is provided free to the general public on a first-come, first-serve basis. Trees, limbs, and brush not reclaimed for firewood are currently chipped and removed from the site.

Leaves and grass clippings are unloaded in the compost window. The composting material is regularly turned with a compost turner to promote decomposition. It takes about one year to produce finished compost. For further discussion of the composting process please refer to the Riley County Yard Waste Composting Facility Operations Plan.

Equipment for the program currently consists of a compost turner, water wagon, tractor and loader. Two advanced trained employees manage the program.
In 2017, 270 tons of compost was distributed to the public. The annual rate fluctuates due to availability of composting materials. Riley County does not have equipment to screen the compost. As it is not screened, the finished compost contains small pieces of wood and a small amount of other visible, but harmless, contaminants such as plastic and aluminum beverage cans, rope, and small toys and balls. Education of the public and hand picking of those contaminants can help

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alleviate that situation. However, mechanical screening is the only sure way to remove most of the unwanted material.

Nationally, 15 to 20 percent of the waste going to landfills is yard waste. The 2005 Riley County Solid Waste Characterization Study revealed that only about 5 percent of the material going through the Transfer Station component of the Solid Waste Facility is yard waste including grass clippings, leaves, trees, and brush. However, it also showed that about 64 percent of the other material is made up of organics that potentially could be composted if they could be separated from the mixed waste stream. SWMC recognizes the need to measure progress made towards waste reduction goals and to identify the segments of the waste stream to target for waste reduction activities. To that end, SWMC will seek out grants and other funding sources to update the Solid Waste Characterization Study. Additionally, SWMC will work to collaborate with other agencies and organizations to complete this study.

About 5000 tons of tree and brush wastes are delivered to the tree and brush site in a year. In addition to its possible use for landscaping and related uses, that material has potential as an energy source for public facilities or industry as discussed in the section on Waste to Energy (Chapter 9).

MASTER FOOD PLAN - FOOD WASTE

The Food and Farm Council (FFC) has compiled a city and county strategic plan called the 2022 Master Food Plan (MFP). Both governmental commissions have formally adopted the plan and its recommendations. Pertinent to the Solid Waste Management Plan (SWMP), the Goal 3 section (pages 23-25) of the Master Food Plan describes reducing food waste and related solid wastes.

There are detailed (numbered) points in common from the FFC MFP that merit emphasis in the SWMP including:

Infrastructure:

3.1 Assess the feasibility of city or county-sponsored composting facility to provide the infrastructure needed to implement residential, commercial, and industrial composting programming.

3.2 Identify equipment or infrastructure solutions to facilitate glass recycling, with a focus on the Aggieville business district for a potential pilot project.

Policy

3.4 Consider expanding the Riley County solid waste resolution to include a recycling requirement for residential, commercial, and industrial customers; include common food packaging materials (i.e., glass, cardboard, chipboard, and plastic) in the list of recyclable items.

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3.5 Analyze the feasibility of expanding the Riley County solid waste resolution to include food waste composting for residential, commercial, and industrial customers.

Education

3.9 Encourage and enable on-farm gleaning programs with area food producers.

3.10 Support organizations, institutions, and businesses to conduct food waste audits and implement best practices.

3.11 Partner with KSU Research and Extension to provide public outreach, funding, and trainings to support backyard composting programs.

3.12 Partner with KSU Research and Extension to expand educational programs that reduce food waste (i.e., proper food handling and storage, how to navigate "best by" date labels, etc.).

3.13 Promote recycling education for households and businesses, including information about types of materials that can be recycled and area locations where they can be recycled.

Leadership

3.14 Compile information on existing food recovery, gleaning, and composting programs in the county and encourage all agencies with points of contact in the food system (such as waste management departments, etc.) to cross-promote these efforts.

3.15 Commit to hosting "zero waste" events for all city and county-sponsored events.

DISASTER WASTES

An important aspect of Yard Waste is the amount of tree and brush debris which can accumulate as a result of a natural disaster. This issue is discussed in detail under the Special Wastes Section (Chapter 12).

POTENTIAL MARKETS FOR MATERIAL

The compost and wood chips can be used locally for mulch, landscaping materials, soil conditioners, plant propagation/potting soil mixtures, or for use as a top dressing on worn out sod. Potential markets for these materials:

Landfill cover
Nurseries
Sod farmers
Soil blenders
Landscape businesses
Parks departments
Golf courses
Homeowners and gardeners

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Highway departments
School districts
Farmers that raise specialty crops

Each market has requirements for the quality of compost or wood chips it will accept. Wood chips need to be uniform and clean. Markets that use compost in bulk and incorporate it as a soil conditioner will accept compost that is less than uniform and quite coarse but need a minimum of non-decomposed woody material. Markets that use compost as mulch require a uniform, well-graded, product for the sake of appearance but can accept larger woody particles. Markets that use compost in a soil mix or as top dressing require a fine textured mature product that handles well and is uniform. The nursery industry when using compost in a soil mixture may require different grades of coarseness depending on the weight of the mix, the amount and size of air space and the desired drainage characteristics. The nursery industry has very exacting equipment for the materials used in container mixes. To be successful, the yard waste program will have to know the requirements of the markets and meet those requirements.

EXPLORING OPTIONS

The first priority in dealing with yard waste should be to reduce generation and to utilize it at the point of generation. Educational programs can inform the public about options for leaving grass clippings on the lawn. Grass and leaves can be composted on site for use as a soil conditioner or used as mulch in gardens and flowerbeds. Larger tree waste can be used as firewood. Other tree and brush waste can be chipped or shredded on site for use as mulch. Options for enhancing on site use should be explored.

It is not always feasible to utilize the material on site. The Riley County Solid Waste Facility provides an opportunity to convert that material into a beneficial product that can be distributed back into the community. The yard waste program should continue and be enhanced to assure the production of a quality product. Use of a compost screen would result in a higher quality, more uniform product and permit the use of more wood chips in the mix.

Larger wood waste should continue to be made available for salvage for firewood. Other brush material should be chipped rather than burned, if economically feasible.

Opportunities should be investigated for co-composting grass, leaf waste with other organic wastes in the community. In addition to the grass, leaves, tree and

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brush waste, Kansas State University has a leaf storage area. The University Animal Science farms produce large volumes of livestock waste and are currently in the process of composting animal manure. The Agronomy Farm produces crop and grain residues that could be composted. The City of Manhattan currently chips wood, most of which is used for mulch. Most of these materials would complement each other in composting operations and can be easily source separated. Options for removing barriers to encourage cooperative relationships with all of these waste generators should be explored.

While food waste composting is gaining popularity across the country, it still has known challenges such as odor control and collection logistics. At this time, Riley County elects to continue minor improvements to the compost facility that would prepare it for future potential expansion, such as compost pad and storm water management improvements. The County will continue to monitor local, regional, and national trends, technologies, and regulations related to food waste composting.

The success of the "free drop-off" approach is demonstrated by the relatively small amount of yard waste currently going through the solid waste facility. That free drop-off and public distribution of products should be continued, if possible. However, generation of revenue (tipping fee or sale of products) could provide for equipment and processes to further enhance beneficial use of yard waste material and such options should be explored.

Specific options that should be explored to improve the handling and utilization of yard waste and increase potential for income:

- Expand public educational programs to encourage further reduction in yard waste generation and on-site utilization of yard waste material.
- Explore options for assisting yard waste generators in preparing material for on-site use (such as development of "backyard" composting bins or on-site wood and brush chipping).
- Consider relationships with the private sector in composting yard waste and processing tree and brush materials.
- Consider relationships with other organic waste producers to develop cooperative composting operations.
- Explore the potential of co-composting other organic portions of the solid waste stream, such as livestock waste, crop and grain waste, animal bedding, and even paper and food waste.
- Explore potential markets for processed yard waste products that could result in income to support operations.

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- Continue to explore opportunities for utilization of wood waste as an energy source.

YARD WASTE AND FOOD WASTE GOAL

To divert all yard waste and food waste from the Riley County Transfer Station municipal solid waste stream to an appropriate beneficial use or location.

Solid Waste Management Action/Policy Plan

Yard Waste Processing

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1.	Encourage the processing and use of yard waste and/or food waste material at the site it is generated	RC Public Works Solid Waste Mgt. Comm. Extension	Ongoing	$0	
2	Discourage yard waste and food waste from being deposited at the solid waste facility	BOCC/RC Public Works	Ongoing	$0	
3	Maintain separate free drop-off for composting site and program	RC Public Works	Ongoing	$35,000/yr	Solid Waste Fund
4	Maintain charge for commercial brush and free drop-off for non-commercial brush unless it can be demonstrated that a charge for non-commercial will not divert this material to the landfill.	Solid Waste Management Committee in cooperation with Kansas State University	Ongoing	$0	
5	Continue to distribute to the public all or part of compost and other acceptable products of the program.	RC Public Works	Ongoing	$0	
6	Burn brush and tree waste when chipping not feasible	RC Public Works	Ongoing	$5000/yr	Solid Waste Fund
7	Continue to explore alternative uses of wood waste including energy production	Solid Waste Mgt. Comm.	Ongoing	$0	
8	Continue City of Manhattan Spring Clean Up Program with emphasis on material recovery and reuse.	City of Manhattan RC Public Works	Annual	$0	
9	Provide technical assistance to RC cities wishing to establish a yard waste diversion program	RC Public Works	Ongoing	$0	
10	Periodically test compost to determine acceptability for public distribution	RC Public Works	Every third year	$500/ event	Solid Waste Fund
11	Use excess yard waste products on County property	RC Public Works	Ongoing	$0	
12	Explore options for revenue production through user fees or sale of products.	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
TOTAL				$40,500/yr	

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LANDFILLING

Chapter 8

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CHAPTER 8

LANDFILLING

INTRODUCTION

Regardless of the solid waste management methods used, there will always be residuals from the waste stream that will need to be landfilled.

The current state of the art sanitary landfill is much different than the sanitary landfills once operated in Riley County. Modern landfills are required by the Resource Conservation and Recovery Act of 1976 (RCRA) to install leachate collection systems and liners in all fill areas. The leachate collection systems remove the downward percolating leachate after its movement is stopped by the landfill liners. Collected leachate is then treated as a wastewater.

REGIONALIZATION

Because RCRA standard landfills are so expensive to build and operate, it is more economical for former landfill owners and/or operators to use a regional landfill. Although transportation costs are greater, these costs are more than offset by the savings involved in cost sharing the capital investment required to build a RCRA landfill and the associated liability. Riley County contracts for the transfer and disposal of solid waste in a Subtitle D landfill which is approved by the State.

CURRENT LANDFILLING

The current location for Riley County landfilling is NR Hamm Quarry located in Perry, Kansas. Local MSW is typically transported there 6 days a week. The Riley County Sanitary Landfill is closed. The choice of which regional landfill to use is determined by the Riley County Commission.

LANDFILL STANDARDS AND REGULATIONS

Riley County will continue to use only landfills that meet all applicable state and federal regulations.

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LANDFILL CLOSURE/REMEDIATION

* Riley County has completed closure of the Riley County Sanitary Landfill.
* Riley County has fulfilled the post-closure requirements for the Riley County Landfill, and will continue monitoring contaminant levels that remain higher than the KDHE Tier 2 limit states.
* Riley County shall sample all monitoring wells at the closed Riley County Sanitary Landfill as directed by KDHE. The samples shall be analyzed for the identified contaminants of concern. Each sample shall be analyzed at the detection limits at or below the Kansas Action Levels (KALS) by a KDHE Certified laboratory. Riley County shall measure static water elevations in all monitoring wells at the time of each sampling event.
* Riley County shall document the quality assurance/quality control (QA/QC) for all sample collection, sample control and sample analysis procedures.
* Riley County has obtained the horizontal and vertical location for all monitoring wells. These locations were established by a survey conducted by a licensed surveyor. The horizontal survey has a distance accuracy of at least the Third-order, class II standard (Federal Geodetic Control Committee). Top of casing elevations have been measured to a mean sea level elevation accuracy of at least the Second-order, class I (Federal Geodetic Control Committee).
* Riley County shall monitor the methane gas concentrations at the landfill boundary. When methane is encountered, it should be tracked to the 0% methane contour.
* Riley County shall obtain periodic Kansas River stage measurements on the Kansas River near the landfill site using the United States Geological Survey data. Up gradient and down gradient river water samples shall be collected at the time of groundwater sampling and analyzed for the same contaminants of concern.
* Riley County shall submit monitoring reports to KDHE on a schedule determined by the agency. The reports shall contain all required groundwater monitoring data gathered since the last sampling events. The monitoring reports shall include:
    - Groundwater data for all monitoring including analytical results and QA/QC data, well construction and lithological information (for newly constructed or proposed wells), static water level elevations, and top casing elevations. All sampling procedures, monitoring/extraction equipment used, and QA/QC measures shall be documented.
    - An inventory of chemicals tested, the laboratory detection limits, the Kansas Notification Levels, and the Kansas Action Levels.
    - A groundwater contour map showing monitoring and recovery well (if any) locations.

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- An evaluation of the effectiveness of the remediation program, by use of comparison of recent and past monitoring/remediation information.
- River stage data.
- Any relevant data relating to the monitoring investigation and cleanup of the landfill site (e.g. aquifer/pump test data, treatability studies, implementation of the site closure plans, or related remediation activities).
- Special groundwater monitoring events may be required when the groundwater elevation comes in contact with the base of the landfill waste mass due to high river stage events.
- On the 134 acre tract located east of the closed Riley County Sanitary Landfill, Riley County leases a portion of the tract for alfalfa and other agricultural crop production. Another portion of the tract has been planted with native cottonwoods and elms. The purpose of the tree plantings is to bioremediate the contaminated groundwater under the 134 acres.

LANDFILLING GOAL

To provide for environmentally safe, economical, and politically acceptable landfilling of the least amount of Riley County solid waste as possible.

Solid Waste Management Action/Policy Plan
Landfill

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Continue to transfer RC MSW to a regional solid waste landfill	RC Commission RC Public Works Solid Waste Mgt. Comm.	Ongoing	Determined Annually	Solid Waste Fund
2	Bid for regional solid waste landfill disposal services as needed	RC Commission RC Public Works Solid Waste Mgt. Comm.	As Needed	$0	
3	Dispose of all MSW in a RCRA approved, KDHE licensed landfill.	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
4	Continue necessary monitoring and remediation at RC Sanitary Landfill	RC Public Works	Ongoing	Determined Annually	Judgment Bonds
TOTAL				$0	

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WASTE TO ENERGY

Chapter 9

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CHAPTER 9

WASTE-TO-ENERGY

INTRODUCTION

Waste-to-energy is defined as the process of converting solid waste into useable energy. Examples of wastes that could be used for energy production are newsprint, cardboard, wood wastes such as tree trimmings and construction debris, processing wastes, and some landfill wastes.

The most common use of wastes for energy is to combust them directly to heat water or produce steam. The most common application of using wastes for energy are for small-scale heating in such institutions as schools, hospitals to large-scale electric power.

COSTS

The cost of using a waste resource as an alternate energy source depends upon the current value of the waste resource, the distance the waste resource would have to be transported for use as an energy source, processing and/or storage requirements, and the manner in which the energy would be used. Each situation (waste and end-use) is unique and would need to be evaluated separately. In addition, the cost of the energy resource already being used or a conventional choice such as natural gas, LP gas, electricity, diesel, etc. would need to be taken into consideration.

However, in general, wastes such as those found in the municipal solid waste stream have not been feasible either technically and/or economically for use as alternative energy sources, with possible the exception of wood wastes.

ACTIVITIES IN RILEY COUNTY

In 1999, Riley County undertook a project to assess the technical and economic feasibility associated with using tree trimmings and brush generated in the county as an alternative energy source. The finding of this project are presented in "*Riley County Wood Waste Resource Assessment and End-Use Cost-Benefit Analysis as an Alternative Energy Source*". This report was presented to the Kansas Department of Health and Environment in January 2000.

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Executive Summary of Report

A wood waste resource assessment and simple cost-benefit analysis was conducted for the city of Manhattan, Kansas, and Riley County between September 1997 and August 1999. The assessment was concerned with estimating the amount (tonnage) of tree trimmings, brush, wood chips, construction and demolition waste, cardboard, and newsprint generated and disposed of within the city of Manhattan and Riley County during this period. Results indicated that over 10,300 wet tons of wood waste (brush and wood chips) were disposed of at the county landfill site within this time period (average 5,150 tons per year), with the majority comprised of brush in the form of tree trimmings. In addition, about 2,250 wet tons of wastes from sawmill and tree trimmings were generated within the county at various locations. The majority of these wastes, including those at the landfill, were burnt primarily to make space for future disposals.

A simple economic analysis (cost-benefit) was performed to ascertain the economic feasibility associated with using brush (primarily tree trimmings) and wood chips generated within the county as an alternative energy source at two different applications within Riley County. In each case the cost-benefit ratio was greater than 1.0, indicating it would not be economically feasible to use these wastes as an alternative energy source. It was also determined that a significant volume of cardboard and newsprint is generated within the county, but due to market price fluctuations and other technological considerations it would not be practical to use them as an alternative feedstock.

The methodology presented in this report should be applicable to other counties and cities within Kansas that wish to evaluate their wood waste, cardboard, and newsprint resources and determine the feasibility of employing them as an alternative energy source. In addition, the resource assessment and cost-benefit analysis methodology should be directly applicable to other counties with an interest in waste-to-energy issues, thereby saving duplication of effort.

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FUTURE ACTIVITIES

At this time, no future activities are planned either for assessment and/or technical or economic evaluation of Waste to Energy programs.

Solid Waste Management Action/Policy Plan

Waste-to-Energy

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Continue to monitor and explore the feasibility of a waste-to-energy facility in the region	Solid Waste Mgt. Comm.	Ongoing	$0	
2	Continue to explore innovative ways to use waste as energy	Solid Waste Mgt. Comm.	Ongoing	$0	
TOTAL				$0	

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SOLID WASTE FACILITY

Chapter 10

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CHAPTER 10

Solid Waste Facility

INTRODUCTION

The Riley County Solid Waste Facility has evolved over the years to a location adjacent to the closed Riley County Sanitary Landfill (see site location map in Appendix B). With the closure of the landfill a transfer station was developed in order to manage the municipal solid waste stream in Riley County. Out of the original transfer station grew the need for other facilities, such as a tree and brush disposal area, a compost area, a woodchip collection area, a used tire collection area, a white goods collection area and a scrap metal collection area. The entire site has come to be known as the Riley County Solid Waste Facility.

Waste transfer is defined as "the processing of mixed municipal solid waste collected from within a designated area at a single facility for shipping to a remote landfill". Transfer stations have the capacity to process large volumes of waste for the purposes of volume reduction and transportation. Since the transfer station will have more impact upon the cost of waste management than the other parts of the system, it is very important to have a strategic framework within which the transfer station will function.

This strategic framework is approached by locating other waste control programs in the vicinity of the transfer station, such as the County composting program and other disposal sites; a more comprehensive Solid Waste Facility has been developed to address a larger number of waste management concerns. Practices such as composting help recycle certain aspects of yard waste by refining things such as grass and leaves into a mulch product. Tree and brush disposal sites help remove large percentages of the waste stream which would unnecessarily end up in a landfill for disposal. The white goods and scrap metals sites allow for removal of material from the waste stream which could be potentially hazardous in a landfill or could have potential value as a recycled material. The tire collection site allows for the collection of a material which could otherwise be, unfortunately, dumped illegally in public or private areas.

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CURRENT PROGRAM

Riley County has used a transfer station as a solid waste management tool since January 2, 1992. However, the official title of the facility has been changed to the Riley County Solid Waste Facility in order to more adequately reflect the changing dynamic of materials accepted at the facility. The contract for transport and disposal of municipal solid waste from the solid waste facility is currently with the N. R. Hamm Quarry of Perry, Kansas. The solid waste is being disposed of in a permitted landfill, owned by the contractor, which is located in Jefferson County, near the City of Lawrence, Kansas. This contract will continue in effect until August , 2026.

With regard to the various yard waste sites, such as the composting site, the woodchip collection site and the tree and brush disposal site, please refer to the section of the Solid Waste Management Plan which is concerned with Yard Waste (Chapter 7).

For further information regarding the white goods and scrap metal collection programs please refer to the information regarding the site under the section on Special Wastes (Chapter 12).

For further information regarding the tire collection program please refer to the information regarding the site under the section on Special Wastes (Chapter 12).

SOLID WASTE FACILITY GOAL

Continue to maintain a Solid Waste Facility to process Riley County's present and future solid waste in an economical manner.

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HOUSEHOLD HAZARDOUS WASTES

Chapter 11

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CHAPTER 11

HOUSEHOLD HAZARDOUS WASTES

INTRODUCTION

Hazardous wastes are solid wastes with certain characteristics that make them hazardous, such as being ignitable, corrosive, reactive, or toxic. In the most basic of definitions, ignitable hazardous wastes are those wastes that have a flash point of less than 140 degrees F. Corrosive hazardous wastes are those wastes that have a pH of less than 2 or greater than 12.5. Reactive hazardous wastes are those wastes that react with air or water to produce flammable, explosive, or toxic vapors. Toxic hazardous wastes are those wastes that comprise the Toxic Characteristic Leaching Procedure (TCLP) list, which is a list of heavy metals, pesticides, and organic solvents, that have been found to be the major contaminants in ground water.

WASTE STREAM

In addition to these characteristics, some specific waste streams from businesses have been identified as hazardous wastes. These waste streams have been identified in the F-list, K-list, U-list, and P-list. The F-list of hazardous wastes is those waste streams that are generic in nature and generated by many different types of operations. The K-list of hazardous wastes consists of waste streams that are source specific, i.e. from a specific industrial process. The U-list and P-list are specific outdated, off-spec, or spilled chemicals. P-list also includes certain pharmaceuticals.

GENERATORS OF HAZARDOUS WASTE

Generators of hazardous waste fall into four categories under the Kansas Department of Health & Environment: Large Quantity Generator, Small Quantity Generator, Kansas Small Quantity Generator and the Conditionally Exempt Small Quantity Generator. Households and farm operations do not fall under the hazardous waste regulations; however, they also generate hazardous waste in the form of pesticides, fertilizers, auto care products, cleaning products, paint products, personal care products, chemicals, household repair products, and batteries. In general, these waste materials are called Household Hazardous

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Waste (HHW). These wastes may legally go to a sanitary landfill for disposal. Household hazardous wastes have been recognized for their collective contribution to ground water contamination at area landfills.

A common category of HHW is batteries. Some batteries are easily recycled and others must be disposed of properly. Lead Acid batteries contain lead and sulfuric acid. Lead Acid Sealed (or Gel-Filled) batteries contain lead and sulfuric acid. Lithium-ion batteries contain lithium, a reactive metal, and carbon monofluoride and are found in electronics, toys, wireless headphones, handheld power tools, small and large appliances, electric vehicles and electrical energy storage systems. According to the EPA, Lithium-ion batteries and devices containing these batteries should not go in household garbage or recycling bins. To prevent fires, tape battery terminals and/or place lithium-ion batteries in separate plastic bags. Mercuric Oxide batteries contain mercury. Nickel-Cadmium batteries contain nickel and 17% cadmium. Silver Oxide batteries contain silver and 1% mercury. Zinc Air-Consumer batteries, i.e. "*long life*" batteries, contain 1% mercury. Zinc Air-Industrial batteries (used for railroad signals & maritime buoys) contain no mercury. Zinc-Carbon or Zinc-Chloride (Heavy-Duty Batteries), contain 1-100 ppm mercury and 5-100 ppm cadmium. Lead acid batteries and nickel-cadmium batteries are considered hazardous waste if offered for disposal and are therefore not permitted at the solid waste facility. Lead acid (vehicle) batteries are recycled by local retailers, at the local recycling center, and at the Household Hazardous Waste Facility. Alkaline batteries are non-hazardous and may be disposed of in the municipal solid waste stream. Drop off boxes are placed at several locations throughout the county, including the County Office Building. The public may drop-off batteries for proper disposal by the Household Hazardous Waste program.

HOUSEHOLD HAZARDOUS WASTE MANAGEMENT

Riley County is a leader in household hazardous waste management in Kansas. In 1995, Riley County gained national honors from the Small Quantity Generators Program for its Household Hazardous Waste program. Riley County held its first Household Hazardous Waste Collection Day in 1990, when residents were encouraged to bring their hazardous waste to a drop-off site. A total of 15,376 pounds of waste was collected from 462 households. This type of collection system is not adequate since it is labor intensive, it decreases the ability to recycle materials, and encourages improper disposal from households that miss the clean-up day.

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STORAGE SITE

In October 1990, Riley County opened its permanent Household Hazardous Waste Facility. A moveable trailer was added to the site for transport of household materials from neighboring counties and area farms. The Household Hazardous Waste Facility is open weekdays 7:30 AM to 4:00 PM for residents to drop-off household hazardous waste at 6245 Tuttle Creek Boulevard. The County General Fund defrays the operating and disposal costs of the Household Hazardous Waste Collection Center.

In 1992 Riley County participated in a multi-county household hazardous waste collection program funded in part through a grant from the Kansas Department of Health & Environment. Administered by the Big Lakes Regional Council, two 1-day collection events were conducted in Morris, Marshall, and Pottawatomie Counties in April and October. Riley County developed a portable trailer that acts as a collection center and is used to transport materials to Riley County for storage. The 1993 program was one of increased flexibility of approach and proposed locations in the expectation that such changes would better meet the individual county needs and result in the increased collection and proper disposal of household hazardous wastes.

A grant in 1995 from Wal-Mart provided funds for automobile oil filter presses for each of the counties managed by the Big Lakes Regional Council. The oil that is pressed from the filters is recycled with the used oil and the metal housings are recycled as scrap steel. A large press was purchased for Riley County to press large truck and tractor oil filters. The press is also used to empty and squash paint cans. Other HHW drop-off sites were developed in Riley County. The second Saturday of each month the Riley County HHW portable trailer is located at Howie's Recycling, 625 S. 10th Street, Manhattan. The trailer is staffed by trained county workers and accepts waste during the hours of 8:00 am to 12:00 pm.

In fiscal year 2018 (2021), Big Lakes Regional Household Hazardous Waste consisting of 11 counties Clay, Dickinson, Geary, Marion, Marshall, Morris, Nemaha, Riley, Pottawatomie, Wabaunsee and Washington received 860,515 pounds of household waste from 8,813 participants. Waste received varied and included 23,528 lbs of batteries and 256,756 lbs of used oil and oil based paints.
Of the above materials, the following weights apply to material which originated solely in Riley County over the same time period:

- Total lbs of HHW: 191,720
- Total lbs of Batteries: 6,867
- Total lbs of Oil and Oil-Based Products: 70,788

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As the above figures show, a significant percentage of waste products traveling through the HHW facility originate within the county of Riley
The Riley County HHW facility can accept hazardous waste from all households and farmers living in Riley County. Hazardous wastes fall into one of four categories: flammable, corrosive, toxic or reactive.

The following are examples of the types of waste accepted at the HHW facility for disposal or recycling:

- Paints of all kinds including both latex and oil base
- All pesticides including herbicides and insecticides
- Lacquers, thinners, stains, paint removers and adhesives
- Used motor oil and oil filters
- Household cleaners
- Spot and stain removers
- Fertilizers
- Waxes and polishes
- Batteries, excluding alkaline batteries
- Gas, solvents and antifreeze
- Non-listed pharmaceuticals
- Miscellaneous: roofing tar, sealers, photo chemicals, pool chemicals, mercury and smoke detectors, and fluorescent bulbs.

PCB BALLASTS

Prior to 1979, fluorescent light ballasts (FLB) and High Intensity Discharge (HID) light ballasts contained polychlorinated biphenols (PCBs). After 1979, ballasts produced without PCBs were to be labeled as "**No PCBs**." A ballast is assumed to contain PCBs if there is no such label.

According to the EPA's PCB Information and Reference Fact Sheet , v irtually all small electrical capacitors contained approximately 50 percent PCBs. FLBs commonly contain pure PCB liquid in small (less than two ounces) sealed capacitor(s) inside the ballasts. PCBs have also been found in FLB "potting material" which is a tar-like filling/packing material inside the metal ballast casing.

PCB FLBs containing intact non-leaking small capacitors and/or potting material with PCBs at concentrations of greater than or equal to 50 ppm may be disposed as PCB household waste if the FLBs meet the definition of a PCB household waste (40 CFR, 761.3). Residents may dispose of such PCB FLBs at a municipal solid

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waste landfill by disposing of the FLB in the trash if the ballasts are disposed *during routine maintenance at a house or a residential building*.

However, the household waste exemption does not apply to PCB FLBs with non-intact ***leaking*** small capacitors with PCBs at concentrations of greater than or equal to 50 ppm. Commingled liquid PCB wastes at concentrations greater than or equal to 50 ppm are not household wastes and are prohibited from disposal in municipal solid waste landfills; therefore, these materials are not permitted at the solid waste facility.

The Household Hazardous Waste program will accept PCB ballasts from households and farms for proper disposal. Commercial, Industrial, and non-residential are excluded from disposal at the solid waste facility.

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR PROGRAM

Riley County has seen the need to assist businesses with small quantities of hazardous waste for proper disposal. Riley County has amended the Household Hazardous Waste permit in order that Conditionally Exempt Small Quantity Generators in the County may be assisted with their hazardous waste management.

HOUSEHOLD HAZARDOUS WASTE GOAL

To reduce the volume and ensure correct management of household hazardous waste.

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Solid Waste Management Action/Policy Plan

Household Hazardous Waste

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Continue Riley County and 11 county Household Hazardous Waste Program	Riley County and Big Lakes Regional HHW	Annual	$70,000/yr	Grant General Fund
2	Maintain a collection and recycling network for used motor oil and oil filters	RC HHW Facility	Ongoing	$0	
3	Provide technical assistance to conditionally exempt small quantity generators on how to modify their processing and disposal practices to reduce or eliminate hazardous waste	RC HHW Facility	Ongoing	$0	
4	Continue household battery recycling program in Riley County	RC HHW Facility	Ongoing	$0	
6	Continue HHW drop off site located at Howie's Recycling	Solid Waste Mgt. Committee	Ongoing	$0	
7	Continue conditionally exempt small quantity generator Hazardous Waste Program	Solid Waste Mgt. Committee	Ongoing	$0	
8	Continue antifreeze recycling program	RC HHW Facility	Ongoing	$0	
TOTAL				$70,000 /yr	

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SPECIAL WASTE

Chapter 12

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CHAPTER 12

SPECIAL WASTE

INTRODUCTION

The majority of special wastes generated in Riley County are in the form of industrial waste generated from industrial or manufacturing processes. These wastes are often incompatible with wastes disposed of at sanitary landfills, thereby requiring special handling apart from the mixed municipal waste stream. Uncontrolled disposal of industrial wastes in sanitary landfills (co-disposal) increases the potential for groundwater contamination due to the chemicals and heavy metals commonly found in industrial wastes.

The KDHE co-disposal program requires prior approval of the disposal of special wastes by the Kansas Department of Health and Environment and the owner of the landfill in which the waste is to be disposed. A discussion of the types of special wastes generated in Riley County, the current management practice for each, and future management practices follows.

INDUSTRIAL WASTES

This program requires the waste to be reviewed for disposal at a sanitary landfill by the Kansas Department of Health and Environment and the owner of the landfill. Based on the waste's characteristics, those wastes denied must be managed with another method appropriate for that particular waste. Other management alternatives include:

- disposing of the waste as a hazardous waste
- changing the industrial process that produced the waste to eliminate contaminants
- finding alternative uses for the waste

BATTERIES

Traditionally, vehicle batteries contain lead and acid that can leak into the environment and cause poisoning. Lithium-ion vehicle batteries have become more common on the marketplace, which are commonly found to be reactive and ignitable hazardous wastes. Because of these reasons it is necessary to keep

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batteries out of landfills. Lead acid vehicle batteries in Riley County are handled through local recycling outlets that accept batteries from anyone. They have also become acceptable at the Riley County Household Hazardous Waste Facility. On the other hand, waste lithium-ion batteries from vehicles are typically managed by maintenance and repair shops as opposed to households, and are not accepted at the Riley County Household Hazardous Waste Facility. All other batteries, except alkaline batteries, also endanger the environment when disposed of through the means of a landfill. Further discussion of the disposal of all types of batteries is included under the section on Household Hazardous Wastes (Chapter 11).

CONSUMER ELECTRONICS WASTE

Consumer Electronics Waste (eWaste) has quickly become one of the fastest growing waste types within the average municipal waste stream. This growth is largely a result of the speed with which new technologies are created as well as the speed with which a given technology can become obsolete. At the same time, limited study and public information exists concerning proper disposal of eWaste. Recycling efforts are limited due to few financial incentives as well as minimal federal regulations with regard to eWaste. EPA studies have shown that while eWaste has grown quite rapidly as a percentage of the waste stream, recycling efforts have generally been declining as a percentage of disposal options for eWaste. Often eWaste items will be stored or 'housed' for an intermediate period of time before destruction, reuse or recycling.

Within Riley County there is a concern with eWaste. Entities within the county such as K-State and Fort Riley present potential for large quantities of eWaste and as a result programs have been established, and have been active since September of 2005. The program allows for collection through Howie's Recycling as well as through K-State, both of which have facilities at which eWaste items may be dropped off.

WHITE GOODS

White goods (appliances) are accepted by weight at the Riley County Solid Waste Facility and are picked up by a local contractor approximately once a year. Functional white goods can be diverted through the local Habitat for Humanity ReStore. This contractor takes the baled material to a hammer mill to be shredded and recycled. The Riley County Solid Waste Facility charges a fee for the acceptance of white goods, including those which contain Freon. Other outlets are

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available for disposal of appliances and/or removal of Freon. Located in the vicinity of the white goods collection site is the scrap metal collection site which exists to encourage the separation of recyclable metals from the waste stream. Scrap metal is collected by a private contractor for recycling purposes at least annually.

WASTE TIRES

Since 1991, legislation has banned the disposal of waste tires in landfills. The Riley County Solid Waste Facility accepts tires for a fee and contracts to have them removed. Also in the community, local businesses collect tires from the public for a fee and ship them for re-manufacturing.

BIO-SOLIDS (SLUDGES)

LIME SLUDGES

Lime sludge generated by the local POTW (Publicly Owned Treatment Works) is managed by the City of Manhattan. The City disposes of the lime sludge on a site located southeast of Manhattan. The site is permitted in conformance with KSA 65-163 for the control of water pollution from water treatment residues.

SEWAGE BIO-SOLIDS

The Manhattan Wastewater Treatment Facility (WWTF) is located on U.S. Highway 24, east of Manhattan. The WWTF is a 10 MGD, complete mix, activated sludge facility designed to utilize aerobic bacteria to convert sanitary waste to a more stable bio-solid sludge material. This is accomplished through operational control of oxygen, sludge age, and wasting stabilized bio-solids. These concentrated bio-solids are sent to the Manhattan sludge farm, located northeast of the Fairmont Heights Addition, where a crawler tractor injects the material into the soil below the surface. The bio-solids produced at this facility, which are approximately two tons per day, are utilized as a soil amenity for various seasonal crops.

MEDICAL SERVICES WASTE

These wastes were formerly separately handled by hospitals and disposed of in special incinerators operated by the hospitals, under the guidelines for disposal of such waste from medical facilities established by the Kansas Department of Health

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and Environment, until the incinerators were decommissioned on September 21, 2003. The current method of medical waste disposal involves contracting a private firm to properly dispose of medical waste in the state-prescribed fashion.

FACILITIES

Riley County medical facilities as well as other companies in the surrounding area were considered in the writing of this section. According to state regulations, medical services waste should be segregated from other solid wastes at the point of origin. Facilities in the community that produce medical services waste are: hospitals, veterinary clinics, medical labs, doctor's offices, funeral homes, the Biosecurity Research Institute, Kansas State University, and the Health Department.

TYPE OF MEDICAL SERVICES WASTE

There are generally four categories of medical waste for segregation including Biohazardous, Pathological, Trace Chemotherapy and Pharmaceutical. What comprises each is outlined below:

Biohazardous:

- Any infectious waste
- Any visible Blood including items such as gloves, tubing and bandages.
- All IV tubing
- Cultures
- Contaminated Personal Protective Equipment
- Closed sharps disposable containers which contain needles, staples, ampules or broken glass

Pathological Waste

- Tissues
- Organs
- Body Parts (except for teeth)
- Items removed during surgery or autopsy

Trace Chemotherapy

- Gloves, Tubing, and Wipes
- Personal Protective Equipment such as gloves and gowns
- Empty syringes and needles

Pharmaceutical Waste

- Pharmaceutical Waste including pills, injectables, and antibiotics
- RCRA (Considered a Hazardous Waste) including Bulk Chemo, Hazardous Medicine, and P, D or U Listed Drugs

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DISPOSAL

K.A.R. 28-29-27 defines medical services wastes as "waste materials which are potentially capable of causing disease or injury and which are generated in connection with human or animal care through inpatient and outpatient services. This determination is made by the facility generating the waste." . Medical waste must be disposed of in a different manner than MSW. Medical waste does not include:

- Pharmaceutical waste
- RCRA hazardous waste (this is not the same as biohazardous waste)
- Radiological waste

Any medical services waste must be marked as biohazard waste. Sharps must be boxed or put in rigid, puncture proof containers. Other medical services waste may be stored using the red bag system (stored in specially made red bags with the biohazard symbol) or other biohazard containers. Material that is sterilized may be taken to the MSW disposal facility. Medical services waste must be disposed of in accordance with state regulations. Medical waste is now contracted out to private firms for disposal according to state guidelines.

Kansas State University also currently contracts with a private contractor to dispose of medical services waste. The University has an accumulation point where the waste is packaged and then picked up by a private contractor once a month. No medical waste is incinerated on campus.

The Riley County Health Department provides a sharps disposal service within the county to assist with the proper disposal of private medical waste. These private medical wastes include wastes associated with self-care, such as "sharps" associated with blood testing and injectable medications. The program involves residents obtaining a "Sharps" box through the Riley County Health Department and using it to dispose of those types of medical wastes. The "Sharps" box is returned to the Health Department and disposed of. Participants are encouraged to provide a donation to offset the disposal cost. For more information go to: http://www.rileycountyks.gov/1432/Sharps-Disposal. The Health Department website also provides a link to a KDHE website that provides instructions on how individuals can create their own sharps container and how to properly dispose of it.

Riley County is home to Midwest Medical Waste or now known as Sharps Compliance Medical Waste Disposal ,a private firm specializing in transportation and disposal of Regulated Medical Waste. Midwest Medical Waste activities are authorized by Kansas Department of Health and Environment Solid Waste

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Transfer Station Permit #929 which was granted after review of their Application and accompanying Operating, Closure, Contingency and Site plans. The Riley County Household Hazardous Waste Facility accepts most unused pharmaceuticals such as private prescriptions, excluding controlled substances. Recent studies have shown a potential danger with the "flushing" of unused prescription drugs through public sewer systems, which has made the use of this program all the more important. The Riley County Police Department and Kansas State University Campus Police periodically will accept controlled substances for disposal through the National Take Back Initiative funded by the U.S. Drug Enforcement Administration.

ANIMAL WASTE AND ANIMAL CARCASSES

ANIMAL WASTE

Animal waste and bedding from Kansas State University, local veterinarians, and kennels is taken to the solid waste facility. Some of this waste may be composted on Kansas State University. If any of the KSU Veterinary Medical Center animal waste is diseased it is picked up by a contracting company to be disposed of properly. The local animal shelter adds animal waste to the sewer system if possible, and bags the rest to go to the solid waste facility.

ANIMAL CARCASSES

Animal carcasses from the Kansas State University Veterinary Medical Center are divided into two categories: food animals (such as cows, pigs and horses) and pet animals (typically smaller animals such as cats, dogs and birds). Most food animals are picked up by a rendering company that reuses the animal carcasses. This rendering company also picks up road kill and other farm animals from around the county. Domestic and exotic pets as well as farm animals with certain diseases are digested in the College's alkaline digester. The alkaline digester is discharged to the sanitary sewer under an approved permit. There is no record of the tonnage of animal waste created and disposed of by Kansas State University.

CONSTRUCTION/DEMOLITION WASTES

The disposal of construction/demolition wastes is regulated by the Kansas Department of Health and Environment. Although these types of materials are not required to be disposed of in sanitary landfills, a special permitted landfill is

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required which is less stringently regulated than sanitary landfills. There is a private disposal site in the Riley County area which accepts construction/demolition wastes, however there are no public sites.

FLUORESCENT/HIGH INTENSITY DISCHARGE LAMPS/COMPACT FLOURESCENT BULBS

EPA recommends that consumers take advantage of available local options for recycling CFLs, fluorescent bulbs and other bulbs that contain mercury, and all other household hazardous wastes, rather than disposing of them in regular household trash.

CFLs and other fluorescent bulbs often break when thrown into a dumpster, trash can or compactor, or when they end up in a landfill or incinerator causing a release of mercury. There may be enough mercury in the lamps to to cause them to fail the Toxic Characteristic Leaching Procedure (TCLP) and then be classified as hazardous waste.

The Riley County Household Hazardous Waste Facility accepts fluorescent lamps as well as high intensity discharge lamps. There are several companies nationally that currently recycle fluorescent lamps. The public is discouraged from disposing of fluorescent lamps via the solid waste facility. Riley County recognizes the EPA Green Lights Program as a viable alternative to mercury lamps and therefore encourages local businesses to participate.

USED OIL

Used oil has the potential for devastating effects on the environment if not properly handled. At the same time, however, commercial entities make proper collection and consolidation very viable when resold or reused. The County has established an oil collection program in which homeowners and businesses can recycle used oil and oil filters. The oils are tested and separated according to how reusable they may be and are then collected by a private entity for reuse. Potential for reuse within the County is further discussed in the chapter on Waste to Energy (9) and information regarding quantities is available in the chapter on Household Hazardous Wastes (11).

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ASBESTOS

Asbestos is an inert mineral fiber. Asbestos use, import, and disposal is regulated by the EPA under the Toxic Substances Control Act. This ubiquitous fiber was used as an insulating, fire-proofing, and cosmetic material in construction. The EPA outlawed all uses of asbestos in construction. There are two states of asbestos according to the EPA, friable and non-friable. Friable can easily be crushed by hand and releases asbestos fibers into the air. Non-friable cannot be crushed by hand but can release fibers into the air if cut, drilled, sanded, or otherwise abraded such as vinyl floor tile, counter-tops, the mastic used to glue the tile to the floor or ceiling, window glazing, and transite paneling.

The Riley County Solid Waste Facility accepts the non-friable form of asbestos for proper disposal if brought in separate from the regular solid waste stream and if approved by the Kansas Department of Health and Environment. The Riley County Solid Waste Facility does not accept friable asbestos. With a special waste disposal authorization from KDHE, friable asbestos may be taken directly to the Waste Management, Inc. landfill north of Topeka, or the Hamm Quarry at Perry. Proper disposal requires the asbestos to be wetted and double bagged in heavy trash bags prior to acceptance in either situation.

DISASTER WASTES

Disaster wastes within the planning area are part of special wastes in that they are the result of an event which can be anticipated to an extent but not completely prepared for on an annual basis. While natural disaster waste may consist primarily of foliage debris such as trees and bushes and are thus easily disposed of through composting or some other non-hazardous means, particular attention is given to the aspects of natural disaster wastes which represent smaller percentages but could have potentially larger negative impacts, such as household hazardous wastes, construction and demolition wastes, special wastes, etc.

Weather-related events can only be anticipated to an extent, though proper preparation is important in creating a disaster-response effort. Disaster Wastes within the Riley County area will be managed according to the FEMA-approved, Riley County Debris Management Plan, which is maintained by the Riley County Emergency Management Department.

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SPECIAL WASTE GOAL

To reduce the volume of and ensure correct management of special waste.

Solid Waste Management Action/Policy Plan

Special Waste

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Reduce the volume of special wastes being disposed of and ensure correct management of those special wastes that are landfilled	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
2	Industrial Wastes – Encourage the continuation of the current private disposal methods	RC Pubic Works Solid Waste Mgt. Comm.	Ongoing	$0	
3	Automobile Batteries – Encourage the continuation of the current private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
4	White Goods – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
5	Waste Tires – Encourage the continuation of the current public and private disposal methods.	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
6	Lime Sludge – Encourage the continuation of the current public/private disposal method	City of Manhattan Solid Waste Mgt. Comm.	Ongoing	$0	
7	Sewage Bio-Solids – Encourage the continuation of the current public/private disposal method	City of Manhattan	Ongoing	$0	
8	Medical Services Wastes – Encourage the continuation of the current public and private disposal methods	Medical facilities	Ongoing	$0	
9	Animal Waste – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
10	Animal Carcasses – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste M.gt Comm.	Ongoing	$0	
11	Encourage the continuation of the private construction/demolition landfill system	RC Public Works Solid Waste Mgt Comm.	Ongoing	$0	
12	Consumer Electronic Waste – Encourage the continuation of the current private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
13	PCB Ballasts – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
14	Asbestos – Encourage the continuation of the current disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	$0	
TOTAL				$0	

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APPENDIX A

Includes:

- Implementation Schedule & Timeline
- Solid Waste Management Committee Member List

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Solid Waste Management Plan Schedule & Timeline
Planning Period: 2019-2029

2019

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2020

- **January** – Conclusion of Annual Christmas tree recycling program, rebid transfer station contract.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

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2021

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2022

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2023

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions

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- **September**- Begin five-year review and update of SWMP
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2024

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2025

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2026

- **January** – Conclusion of Annual Christmas tree recycling program.

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- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2027

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2028

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program

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- **December**- Conduct Christmas tree recycling (Until January)

2029

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

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Riley County Solid Waste Management Plan Committee
Current Membership List – 2024 Revision

Name	Entity Represented	Address	Phone Number	Email
Mike Boller	Other	6245 Tuttle Creek Blvd. Manhattan, KS 66503	(785) 539-3202	mboller@rileycountyks.gov
Josh Brewer	City of Manhattan	410 Fremont Manhattan, KS 66502	(785) 320-6621	swimrunjosh@gmail.com
Steve Galitzer	Other		(785) 532-5856	galitzer@kansas.net
Evan McMillan	Other	110 Courthouse Plaza Manhattan KS 66502	(785) 537-6330	emcmillan@rileycountyks.gov
David Kreller	Private Solid Waste Mgmt Industry	PO Box 416 Manhattan, KS 66505	(785) 539-6334	David.kreller@medimidwest.com
Benjamin Hamill	Other	110 Courthouse Plaza Manhattan, KS 66502	(785) 537-6332	bhamill@rileycountyks.gov
John Ellermann	Other	110 Courthouse Plaza Manhattan, KS 66502	(787) 537-6330	jellermann@rileycountyks.gov
Adrian Self	City of Manhattan	2000 Rehfeld Dr Manhattan, KS 66502	(785) 532-3284	amself@ksu.edu
Casey Smithson	City of Manhattan	1101 Poyntz Avenue Manhattan, KS 66502	(785) 587-2771	smithson@cityofmhk.com
William Spiegel	General Public	103 Power Plant KSU Manhattan, KS 66506	(785) 532-7430	wspiegel@k-state.edu
Amanda Webb	Recycling Coordinator	110 Courthouse Plaza Manhattan KS 66502	(785) 537-6332	awebb@rileycountyks.gov
Kathryn Focke	County Commissioner	110 Courthouse Plaza Manhattan, KS 66502	(785) 565-6213	kfocke@rileycountyks.gov
Joseph Whitlock	Other	1628 Claflin Road 101A Dykstra Hall Manhattan, KS 66502	(785) 532-4297	jwhitlo@ksu.edu
Greg Wilson	Private Recycling or Scrap Material Processing Industry	625 S. 10th Manhattan KS 66502	(785) 776-8352	greg@howiesrecycling.com
Fran Zerby	Citizen Organization	1830 Ft. Riley Blvd Manhattan KS 66502	(785) 537-7660	zerby@rocketmail.com
Jacob Larson	City of Manhattan	121 N 9th St Manhattan, KS 66502	(785) 317-0749	jglarson@ksu.edu
Morgan Bates	Other	1840 Virginia Dr Manhattan, KS 66503	(785) 317-0607	morganlbates@gmail.com
Kelly Briggs	Private Solid Waste Mgmt Industry	753 Crestline Manhattan, KS 66502	(785) 776-8839	kellyb@bayerconst.com
Travis Hummel	Private Industry	601 Pottawatomie Ave Manhattan, KS 66502	(785) 565-3995	htsinc1@gmail.com
Jack Platt	Other	2031 Casement Rd Manhattan, KS 66502	(785) 477-2620	jackp@usd383.org
Krista Sylvester	Other	11203 Rimrock Dr Manhattan, KS 66503	(913) 563-9852	kristamsylvester@gmail.com
Justin Brenner	Unincorporated Riley County	6425 Tuttle Creek Blvd Manhattan KS 66503	(785) 539-3202	kbrenner@rileycountyks.gov

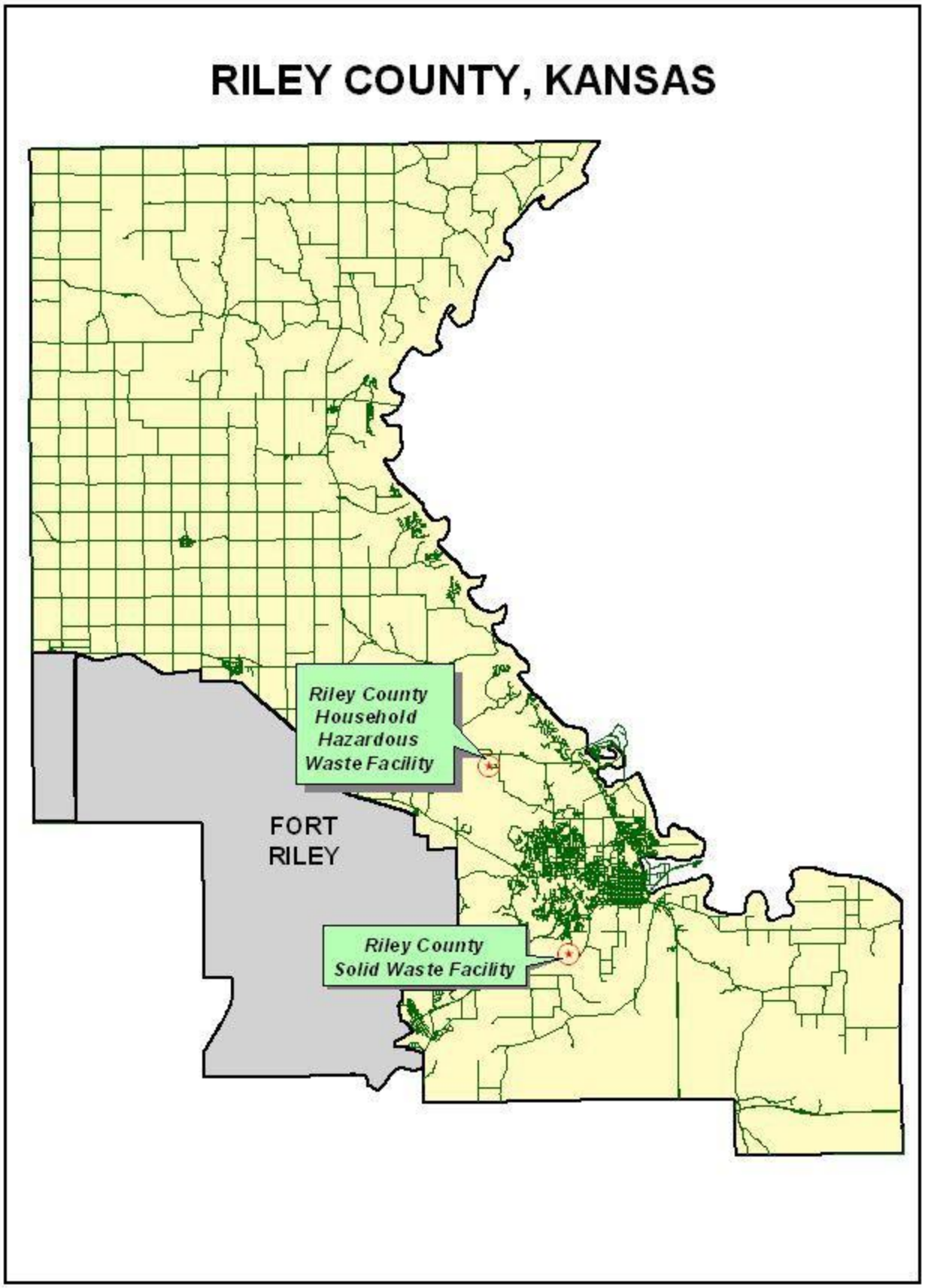
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APPENDIX B

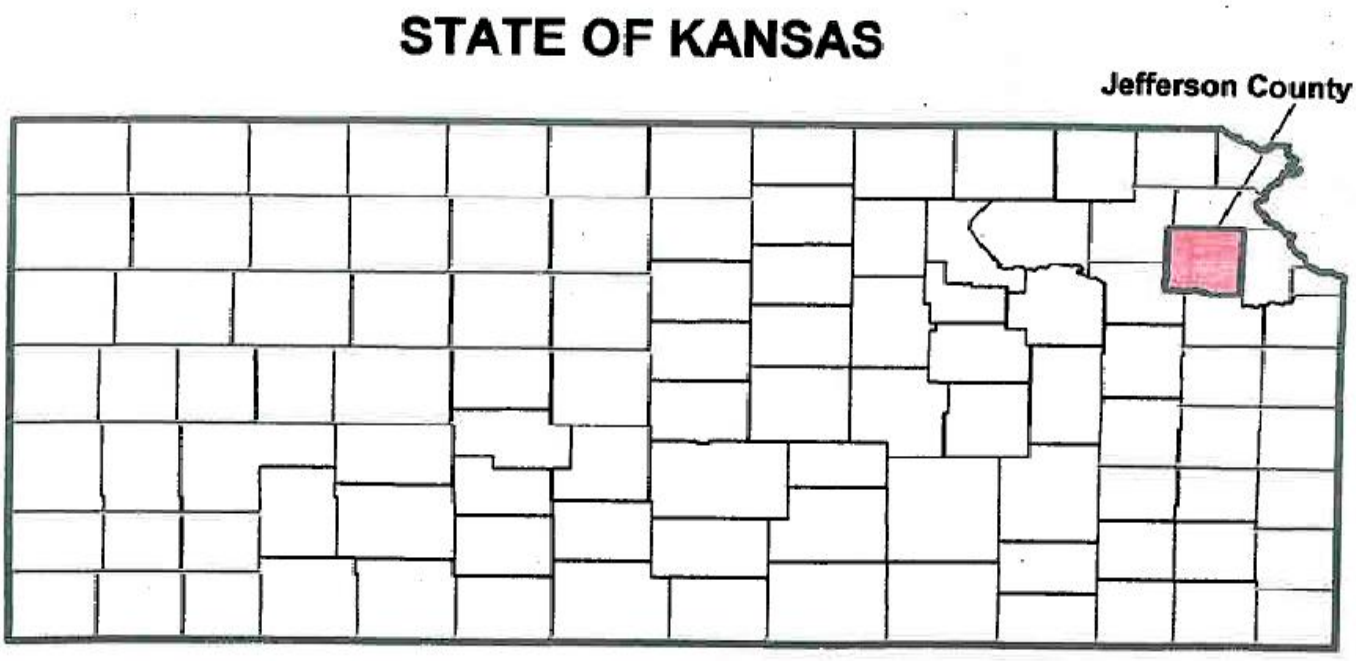
Includes:

- Relevant Maps:
  - Waste Facility Locations within Riley County
  - Hamm Quarry Location at Perry, Kansas
  - Household Hazardous Waste Facility
  - Solid Waste Management Facility and Transfer Station

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)



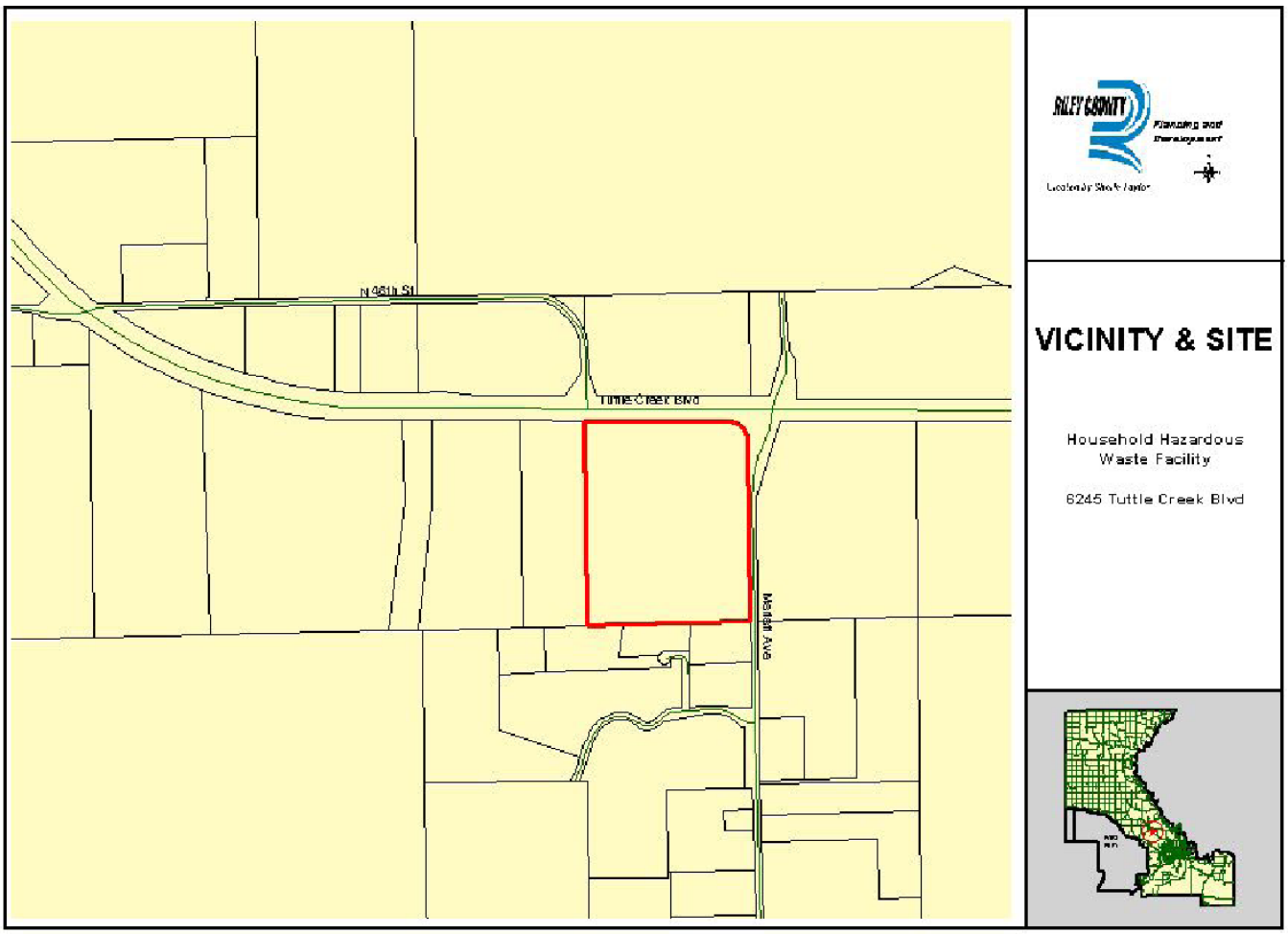
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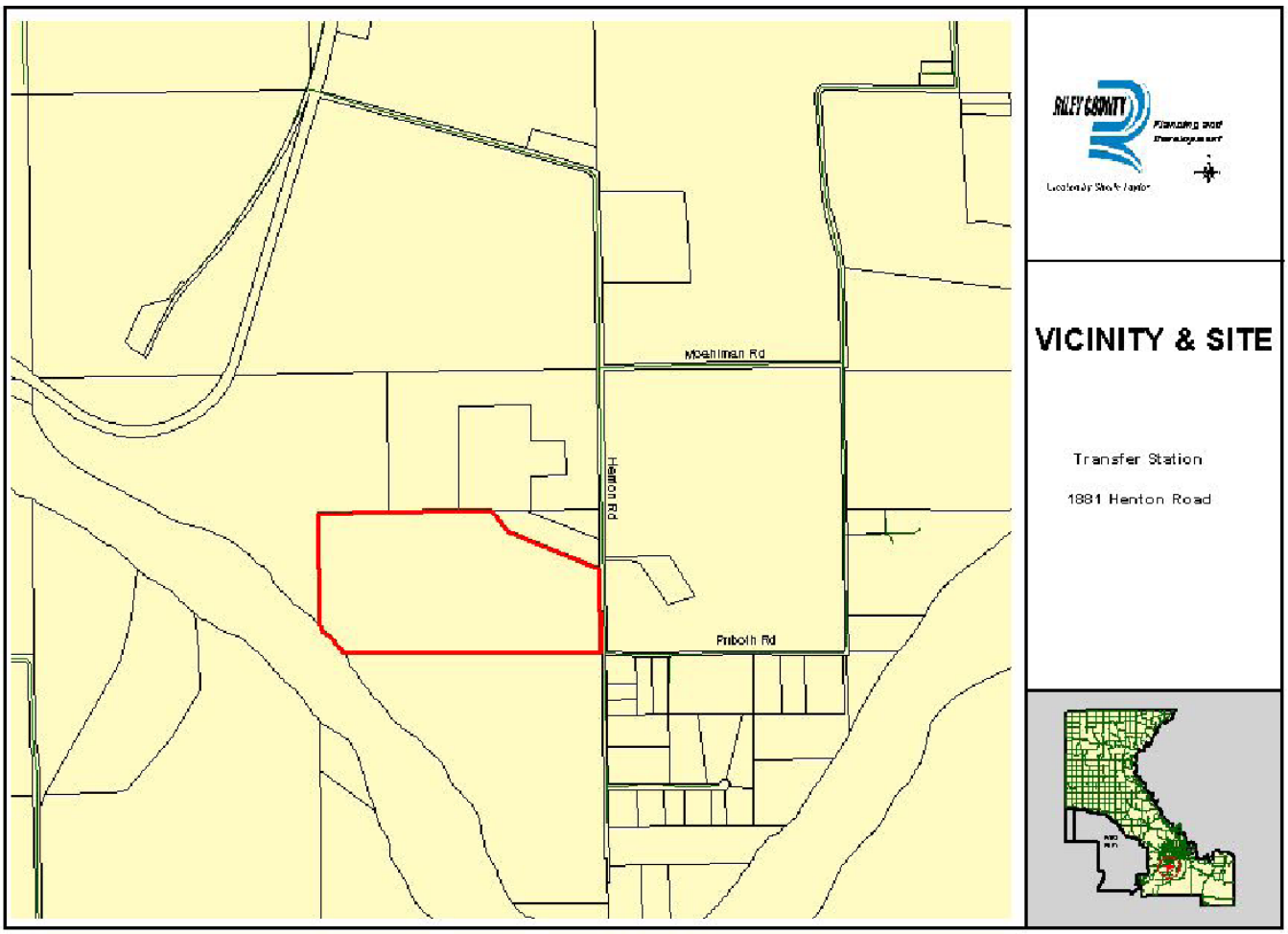
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Household Hazardous Waste Facility



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Solid Waste Management Facility



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MANHATTAN, KANSAS

CURBSIDE RECYCLING SURVEY REPORT

A discussion of survey results regarding community attitudes toward a curbside recycling program.

Presented December 1999

Judy M. Willingham
K-State Pollution Prevention Institute

William M. Eberle
K-State Research & Extension-Agronomy

Richard G. Nelson
Kansas Industrial Extension Service

In cooperation with
Riley County and the Kansas Department of Health and Environment

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Appreciation is expressed to:

The Bureau of Waste Management,
Kansas Department of Health & Environment
and the Riley County Commission
for funding and supporting this study.

Monty Wedel
And the office staff of the Riley County Public Works Department
for ongoing assistance with this project.

Howard Wilson
for sharing his experience, recycling records, and
knowledge of recycling activities in this community.

Riley County Solid Waste Management Committee
members for their advice and support.

Report text printed on paper containing 20 percent post-consumer recycled fiber.



It is the policy of Kansas State University that all persons shall have equal opportunity and access to its educational programs, services, activities, and materials without regard to race, color, religion, national origin, sex, age, or disability. Kansas State University is an equal opportunity organization.

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Manhattan Kansas, Curbside Recycling Survey Report

Judith M. Willingham, William M. Eberle, and Richard G. Nelson[1]

EXECUTIVE SUMMARY

The high rate of surveys returned indicates the topic of curbside recycling service is of interest to the citizens of Manhattan. Seventy-seven per cent of the respondents currently recycle. Seventy-two per cent of the respondents (including both recyclers and non-recyclers) are willing to pay an additional fee for curbside recycling service Storage of recyclables for at least two weeks is acceptable for 70% of the respondents. Although less enthusiastically supported, 84% responding are willing to participate if the recycling pickup is on a different day than their regular trash pickup.

Citizen support for curbside recycling service indicates that community officials should seriously examine the options for initiating curbside recycling as well as explore methods for collecting recyclables in the many apartment complexes.

BACKGROUND OF RECYCLING IN THE MANHATTAN AREA

From May 1990 to June 1991, a pilot curbside recycling program was conducted in the western area of Manhattan. At that time, 1040 single-family residential units were in the area served. Initially 508 participated; by the end of the program, the number of participants had increased to 688 or 66%. Refuse Control provided residents with large (16-gallon) yellow collection bins for holding the commingled recyclables. Residents put the bins out on the curb on one specific day of the week. Because several different refuse haulers operate in the area, this day did not necessarily coincide with the resident's regular trash pickup day.

During the pilot program, 288,000 pounds of waste were diverted from the waste stream or, an average of 14% of the pilot area's waste was recycled. The Riley County Commission paid the cost per capita which varied from $1.62 to $2.13 per month for each pickup site. At the end of the pilot program, the cost of an ongoing curbside recycling program was estimated to be $2 - $3 per month for each household.

Since the end of the pilot program, various private parties have conducted fee-based curbside recycling businesses in the Manhattan area. According to Vince Domenico of Sidewalk Recycling (personal conversation, October 1999), operator of the only recyclable curbside pickup business in operation at the time of this report, materials are collected and taken to Howie's Recycling for recovery. Income from the aluminum (the only saleable recyclable) offsets his gasoline costs. He is a one man operation and fees provide the only income to cover his own labor costs.

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A local recycling business, Howie's Recycling, Inc., began taking household recyclables in 1988. Although Howie's has not maintained records of the amount of materials processed through their business, a Riley County subsidy has supported plastic recycling at $.20/pound. A subsidy for newsprint was available in 1993 and 1994 at $40.00/ton. These records are based on documentation provided with applications for both subsidies. When market prices exceeded subsidy amounts, no applications were made; therefore, these figures do not indicate the entire amount of newsprint and plastic recycled. The following table illustrates amounts by year of plastic and newsprint subsidized and removed from the waste stream since 1993.

Table 1. Subsidies for Newsprint and Plastic by Year

	1993	1994	1995	1996	1997	1998
Newsprint	445,240 #	359,832 #	N/A	N/A	N/A	N/A
Plastic	20,450 #	66,652 #	N/A	105,710 #	77,870#	109,610 #

Other businesses that have taken household materials for recycling are Dillon's Grocery Stores and Wal-Mart. Although several charitable groups take reusable items and specific businesses take certain materials such as automotive fluids, at the time of this report, Howie's Recycling, Inc. is the only entity taking a wide range of recyclables from the public in the Riley County/Manhattan community.

DISCUSSION

The pilot program of 1990-91 indicated general support for curbside recycling in the area where the program was conducted; however, the general community attitude had not been evaluated in a systematic way. A curbside recycling study should also assess the interest by area, determine an acceptable fee, examine people's willingness to store recyclables for a period of time, and explore the possibility of pickup days varying from the regular trash pickup day. All these factors are considerations in costing out such a program.

Recycling surveys designed by the U.S. Environmental Protection Agency were examined and found to be directed toward recycling centers, not individual residents. This survey of Manhattan residents was intended to poll attitudes and measure citizen interest in participating in a curbside recycling program, thereby determining potential success for such an effort. Thus the *Community Attitude Survey: A How-to Manual*[1], developed by David Darling and Stan McAdoo, Kansas State University State Cooperative Extension specialists in Community Development, was used to determine sample size and assist with survey design.

The survey tool was viewed as an opportunity to provide community education by prefacing each question on recycling practices with pertinent background information. The goal was to allow responders who read the informative statements to make a decision based on sound data. In addition, it was hoped the information would improve general knowledge about recycling.

In an effort to contain expenses, the document was designed as a double-sided, single sheet with the survey on one side and the reverse containing a short informative paragraph and address face

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with pre-paid postage. Postage was paid only on those surveys returned. In order to encourage people to fill out and return the survey, it was intended to be simple to read and answer. Only five questions were included. All could be answered "Yes" or "No." Three questions included an additional information line for circling specific items. The comment section allowed additional thoughts to be expressed. Out of 572 responses, 265 contained comments. A copy of the survey form is attached (Appendix I).

METHOD AND RESULTS

According to the *Community Attitude Survey* manual, at least 400 household responses from a community larger than 10,000 households provides a statistically significant sample. The City of Manhattan provided a mailing list of water utility customers, totaling 11,256. Dr. Darling indicated that the response rate to his recent mail surveys had been around 20%. Using that anticipated response rate, at least 2,000 surveys would need to be distributed in the Manhattan community. *Microsoft Access* was the database selected for entry and analysis of the responses.

Because the mailing list was divided into three cycles, by color coding the surveys, responses could be assigned to one of four general areas. It is noted that one cycle covers two distinct areas that could be easily separated for this survey, making a total of four areas. Surveys were printed on white, pink, and blue paper. Surveys for the smallest area (136 households) were marked with a green stripe. Areas assigned to each color were as follows:

White - central Manhattan
Pink - northwest Manhattan
Blue - southwest to south central Manhattan
Green - northeast corner of Manhattan

The city's mailing list appeared to be somewhat random, but to assure a truly random sample, the total number of addresses was divided by the number of surveys to be mailed, giving an interval for selecting addresses (11,256 ÷ 2,000 = 5.628). Every fifth and then every sixth address were used for mailing. Addresses indicating a commercial business location (such as "Town Center") were skipped in the interest of increasing the number of household addresses in the survey. A total of 2,009 surveys was sent out; 572 responded, giving an overall response rate of 28.5%. This response rate provides a 95% confidence level in the survey results; however there is no way to account for possible bias among responders. Twenty-one surveys were returned as undeliverable. Response rates for each area are shown in Table 2.

Table 2. Response Rate by Areas in Manhattan

	White	Pink	Blue	Green
Number sent	615	656	602	136
Number received	147	228	166	29
Per cent returned	23.95%	34.8%	27.6%	21.3%

Respondents were asked to identify themselves as owner/occupier, landlord, renter, or business operator. This category was most frequently not completed, but when it was, did reflect that most respondents were owners (315 of 387), followed by renters (59 of 387), and business operators (13 of 387).

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The survey asked those who currently recycle to answer "Yes" and then to list items recycled. Four hundred forty-one responders indicated that they recycle, with aluminum (381) being the most frequent item listed, followed by newsprint (322), plastic (288), glass (257), "tin cans" (206), cardboard (173), batteries (122), and white paper (101). The Riley County Solid Waste Characterization Study[2] revealed that the waste stream contains 7.6% corrugated cardboard, 4.4% high-grade paper (white paper), and 3.9% newsprint. It would appear the white paper recycling rate could be improved since it is reported to be the least frequently recycled, yet constitutes the same percentage of the waste stream as newsprint.

Responders were asked whether or not they would be willing to pay an additional fee for curbside recycling and if so, how much. Choices ranged from $1.00 to $10.00. Four hundred ten indicated a willingness to pay an additional fee for curbside pickup (some did not specify a fee) and 115 indicated no interest in paying an additional fee. The number of people expressing their preference for each fee amount is presented in Table 3.

Table 3. Responses Favoring Fee Amounts

	$1	$2	$3	$4	$5	$6	$7	$8	$9	$10
Number of responses	35	84	57	43	118	8	5	18	0	36

Analysis of survey results indicated the mean fee amount was $5.00 and the average fee was $4.26. Two hundred seventy-two recyclers indicated that they would pay a fee of $1.00 to $5.00; 54 recyclers indicated they would pay a fee of $6.00 to $10.00.

Out of the total number of recyclers responding (441), 326 would be willing to pay a fee for curbside recycling. Many responders commented they would like the convenience of curbside pickup rather than periodically taking recyclables to Howie's.

Four hundred seventy-six responded "Yes," to the question of being able to store recyclables for a period of time. They were then asked to circle the amount of time (from one to four weeks) they could store such items. Their responses are listed in Table 4.

Table 4. Responses Favoring Total Storage Times

	Store 1 Week	Store 2 Weeks	Store 3 Weeks	Store 4 Weeks
Number of responses	83	174	47	179

Whenever more than one period of time was circled, the longest period of time was entered in the database. Comments regarding storage dealt with inadequate space (usually renters), a preference for provided containers, and a note that storage for extended periods of time was routine due to the current situation where people must take recyclables to the recycling center. It appears that weekly curbside pickup would be acceptable to everyone, but most (70%) are agreeable to pickup every other week.

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People were asked if they would be willing and able to separate recyclables into three categories: papers, metals, and glass. Out of 572 respondents, 512 or 89.5% answered in the affirmative. Comments in this category ranged from this being a routine practice, to a willingness to pay more if recyclables were commingled, to having a limiting disability making respondents unable to do this task.

The last question asked if people would be willing and able to set out recyclables on a day different from their regular trash pickup day. Indications here were that 84% (482 out of 572) would do so. Comments suggested less support for this situation. Several were unsure about being able to remember the correct day of the week; others did not want another day with waste containers on the curb.

COMMENTS

Although respondents' ages or infirmities were not asked, some specifically mentioned that taking trash out to the curb was difficult enough and that carrying recyclables would be another burden. It appears that for the elderly and disabled, there are barriers that limit their ability and interest in recycling.

Several respondents commented that sale of recyclables should pay for the cost of pickup, revealing some misconceptions among the public. Others stated they felt they already paid too much for trash service and recycling offered no financial benefit such as reduced fees.

It is worth noting that out of the total responses received (572), 46% (265) contained extra written comments. Of those written comments, 44.5% (118) specifically registered a positive reaction toward curbside recycling. Curbside recycling is a topic of interest among the citizens of the Manhattan/Riley County community. The abbreviated comments are provided without respondents' identification in Appendix II.

RILEY COUNTY RECYCLING RATES

The survey indicates a significant interest in recycling and most survey respondents indicate that they currently recycle. An effort was made to determine current recycling rates in Riley County. The greatest hindrance to determine specific rates is the lack of detailed record-keeping in the local recycling industry. There is only one major recycling firm located in Manhattan that also serves areas well beyond the boundaries of Manhattan and Riley County. It is difficult to precisely determine the proportion of recycled material that originates from local sources. Howard Wilson, owner of Howie's Recycling, has provided estimates of the monthly amounts of several major categories of material coming from Riley County as shown in the following table. These figures, along with similar categories of discarded waste (not recycled) as estimated in the Riley County Solid Waste Characterization Study can be used to calculate recycling rates for several waste stream components. Those estimates are shown in the following table. The accompanying graph compares estimated Riley County recycling rates with published national recycling rates.

Estimated Recycling Rate for Selected Waste Stream Components.

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Material	Estimated monthly recycled (pounds)[1]	Estimated monthly discarded (pounds)[2]	Estimated monthly generation (pounds)[3]	Estimated recycling rate (percent)[4]	Comparable national recycling rate (percent)[5]
Newspaper	180,000	155,000	335,000	**54.7**	55.9
Magazines	20,000	98, 950	118,950	**16.8**	24.4
Mixed office paper	30,000	442,750	472,750	**6.3**	34.6
Glass	60,000	126,733	186733	**32.1**	26.0
#1 & #2 plastic	10,000	33,133	43,133	**23.2**	35.6
Steel cans	8,000	43,883	51,883	**15.4**	58.2
All aluminum	110,000	34776	144,767	**76.0**	34.2

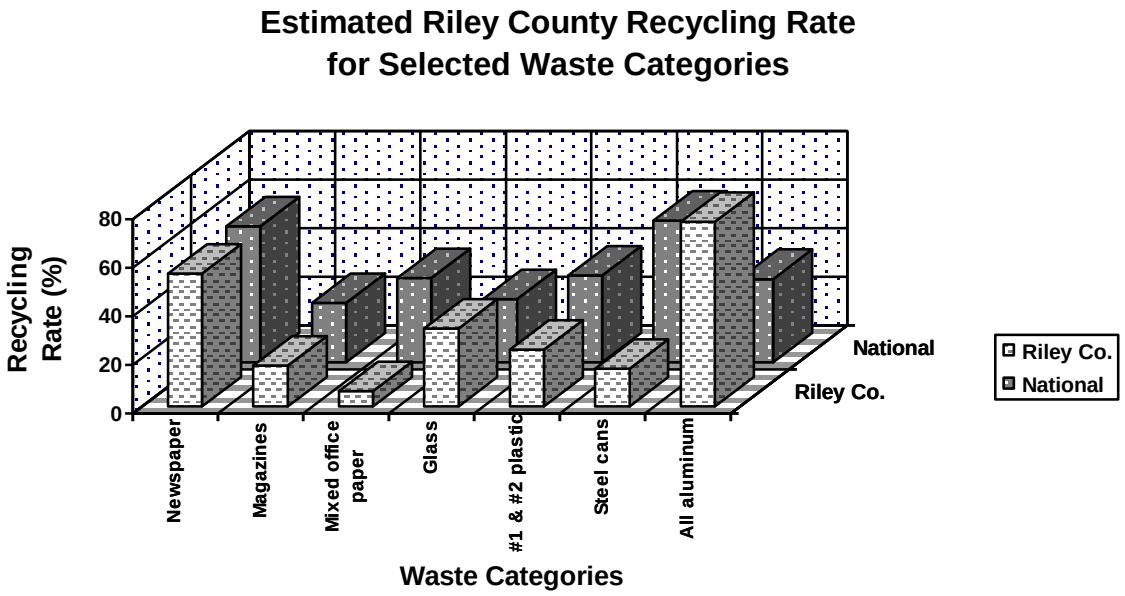
1 Estimated material from Riley County sources by Howie's Recycling, Manhattan, KS.
2 Based on Riley Solid Waste Characterization Study.
3 Sum of recycled and discarded.
4 Divide recycled by generated.
5 From: Characterization of Municipal Solid Waste in the United States: 1997 Update. U.S. Environmental Protection Agency.

Nearly all Riley County recycled material in the above categories is handled by Howie's Recycling. Therefore, comparing to measured discards should provide a fairly accurate estimate of recycling rate for those selected material for which information is available.
However, adequate information is unavailable to make estimates for some other common materials. For example, Howie's Recycling estimates that the firm handles about 98,000 pounds of old corrugated cardboard each month. Data show that 305.799 pounds of Riley County OCC discarded through the Riley County Transfer Station monthly. However, large quantities of OCC are baled on site and recycled directly by generators, such as large grocery and department store chains. That amount of that OCC recycled is not easily available. White goods (large appliances, etc.) is another category that is difficult to determine recycling rates. All of the white goods taken to the Riley County Transfer Station are processed by a scrap dealer. However, many appliances are transported to a number of locations, some out of the county, for which records are not kept. Even the figures for aluminum have some limitations because they do not account for cast and extruded aluminum handled by metal scrap dealers in Riley and nearby counties.

Because of insufficient data for other waste categories it was not possible to calculate an overall recycling rate for Riley County. Further detailed study is needed to better determine precise recycling rates for a wider variety of recycled materials. That will require a significant amount of

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cooperation on the part of recycling materials handlers.



CONCLUSION

The high rate of surveys returned indicates the topic of curbside recycling service is of interest to the citizens of Manhattan. Survey response was highest in northwest Manhattan. Seventy-seven per cent of the respondents currently recycle. White paper is least frequently recycled. Seventy-two per cent of the respondents (including both recyclers and non-recyclers) are willing to pay an additional fee for curbside recycling service; a fee range from $1.00 to $5.00 is acceptable to 48%. Most have no difficulty in storing or separating materials. Storage of recyclables for at least two weeks is acceptable for 70% of the respondents. Although less enthusiastically supported, 84% responding are willing to participate if the recycling pickup is on a different day than their regular trash pickup.

RECOMMENDATIONS

Local officials should explore options to provide citywide availability of curbside recycling. Two possible means of providing curbside recycling might be to establish a fee-supported municipal service or to encourage existing private haulers to provide the additional service. Encouragement could take the form of privileges, reduced fees, subsidized containers, etc. Conversation with the refuse hauling companies should generate more options.

Very limited records have been kept regarding the amount of recycled materials and their source. In order to determine a more accurate picture of recycling rates for various materials and better analyze the recycling program, record keeping must be implemented.

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Howard Wilson, owner of Howie's Recycling, indicates that his present facilities are adequate to handle as much as ten times the existing amount of recyclables. Off-loading materials generated by a curbside pick-up program might involve some reorganization. Mr. Wilson and any other operator of a recycling business should be included in the discussion of options.

An interim measure to serve more recyclers was mentioned in several comments. Mobile recycling centers could be located in convenient spots around the city at designated times on the weekends. The units should be manned during operation. The Riley County Household Hazardous Waste Trailer is a similar concept that has become a model of success. This kind of operation would need to make arrangements for receiving materials with Howie's and any other operator of a recycling business.

Whatever service is provided must be advertised & promoted throughout the community. Even though Howie's Recycling has been in business for over ten years, several comments indicated unawareness of the operation. Establishing a local government hot line with current information on all recycling options (dates, times, locations of mobile unit) would be useful. This is similar to the Manhattan Parks and Recreation updated recording of the status for softball games. Utility bills, the cable television city information channel, and the recycling directory are existing means of promotion.

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Report of the City of Manhattan

Mayor's Recycling Task Force

As a nation, more than 409 million tons of municipal solid waste was generated in 2000. That is equivalent to 4.6 pounds of waste per day for every American. However, recycling has become a way of life for many people. Americans now recycle 32 percent of all the waste generated, more than double the rate of 15 years ago. Even in Kansas, where recycling has lagged behind much of the nation, nearly 10 percent of the waste generated is recycled, double the rate of 10 years ago.

Types of recycling programs

There are three types of residential recyclables collection programs in Kansas: buy-back, drop-off, and curbside. Buy-back programs pay for the recyclable material, usually limited to relatively high value materials with strong market histories, such as metals. Drop-off programs require that individuals haul their recyclables to one or more sites where they are consolidated, processed, and marketed. In some cases, payment is offered for a few high value products. While these programs appear to be cheaper for the community, they tend to be relatively inefficient in terms of resource use and usually do not result in high recycling rates.

A rapidly growing type of program is residential curbside recycling. With curbside recycling, residents place their recyclables at the curb and they are picked up for sorting and delivery to a central processing facility. Because of its convenience, curbside recycling usually results in much higher community participation and recycling rates than other types of programs. While curbside recycling appears to be somewhat more costly than buy-back or drop-off programs, it may actually be a more efficient use of community resources compared to hundreds or thousands of individuals hauling their recyclables to recycling centers.

There are more than 9,700 curbside recycling programs serving half of the nation's population. Just 20 years ago there were none. There are 110 curbside programs in Kansas, serving 46 percent of the state's population, where there were none just 10 years ago. At least 25 of the 42 largest Kansas cities have curbside recycling programs in place. A 1990-91 pilot curbside recycling program and a 1999 community survey both indicate a high level of community support for a curbside recycling program in Manhattan. Because of the apparent interest in the community, the Mayor's Recycling Task Force was appointed to study the issues and present recommendations to the City Commission.

The Mayor's Recycling Task Force

Purpose: Explore, evaluate, and propose options to the city commission for the provision of city-wide curbside recycling and/or other recycling programs to serve the community's needs.

The Mayor's Recycling Task Force was appointed and began meeting regularly in August 2001 after the Riley County Solid Waste Committee asked the City Commission to consider curbside recycling. The Task Force reviewed the report presented by the Riley County Solid Waste Committee to the city Commission in February 2001, including the community-wide

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survey; the results of the pilot program; and a 1999 Riley County Solid Waste Characterization Study. The Task Force gathered information about programs around the state and across the nation. Input was sought from representatives of University-related large living groups, the waste hauling and recycling industry, and city staff. Examples of Requests for Proposals were reviewed and a RFP outline was developed.

Background Information Summary

Following is a summary of background information gathered by the Task Force during its deliberations.

The current waste/recycling situation:

- Nearly 40,000 tons of waste are discarded through the Riley County Transfer Station each year. About 11,500 tons of those discards come from Manhattan area residential sources. It is estimated that more than 34 percent of those residential discards is material would be recyclable through existing local channels if it can be separated and collected. Newsprint, #1 and # 2 clear plastic beverage bottles, aluminum and steel cans, and glass bottles total about 1,900 tons of the discarded residential recyclables.
- The only major recyclable processing firm in the community is Howie's Recycling, a drop-off center that also offers payment for certain metals. Howard Wilson has indicated that his facilities could handle up to ten times the existing volume in 1999.
- During the 1990-91 13-month pilot program, 508 of 1,040 residential units in the study area initially participated. By the end of the pilot 688 (66 percent) were participating.
- During the pilot program 288,000 pounds of material were recycled.
- Refuse collection is currently done by seven private firms licensed to operate in the community. None of them offer curbside collection of recyclables.
- Small waste haulers are concerned that being required to also collect recyclables from their customers would present a financial hardship.
- An underlying community philosophy has been that new waste/recycling initiatives should do minimal harm to the individual private waste hauling firms.

Community attitudes:

- 77 percent of respondents to the 1999 survey indicated that they now recycle one or more materials.
- 72 percent said they would be willing to pay an additional fee for recycling. 74 percent of those currently recycling would be willing to pay an additional fee.
- Of those willing to pay an additional fee, the most common response was $5 per month. 87 percent of the responses selected fees from $1 to $5 per month. The rest indicated a fee of from $6 to $10 per month.
- 84% of respondents would be willing to set recyclables at the curb on a different day than their regular trash pickup.
- An informal survey of sororities and fraternities at K-State showed that most of those responding are very interested in participating in a curbside program and would be willing to pay a small monthly fee for the service.

Types of curbside collection and financing:

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- Curbside recycling collection in other communities is usually done by city government, private firms under contract to city government, or, in a few cases, private firms specializing in recyclables collection and processing.
- Curbside service is usually limited to residential units (usually single family or other units that receive individual curbside refuse pickup). Separate types of recycling pickup are usually implemented for multi-family and commercial entities.
- Curbside recycling is often done by the same entity responsible for refuse collection, but in many cases is entirely separate from refuse collection.
- Costs of curbside recycling are usually funded through a fee as part of the city utility bill (whether or not collection is done by the city or by a private firm under contract to the city), from general funds, fees collected with ad valorem taxes, waste disposal tipping fees, or fees charged by private recyclable haulers.
- Participation in curbside recycling is usually voluntary. That is, the service is offered to all residential units in the category being served, but whether or not individuals actually use the service is voluntary. Some cities in the country require recycling participation.
- Payment for curbside service is usually mandatory for all units being served when the service is provided by, contracted by, or required by the city. Payment for service voluntarily provided by individual firms is usually only required for those participating.
- Mandatory payment is usually necessary for curbside recycling to be successful.
- Of the 110 curbside programs in Kansas, 11 are mandatory pay and participate, 42 are mandatory pay with voluntary participation, 32 are voluntary pay and participation, and 23 are unknown.
- The per capita cost of the Manhattan pilot program varied from $1.62 to $2.13 per month. It was estimated that an ongoing program would cost $2 - $3 per household per month.
- Information gathered from around the country shows ranges in costs from $1 to $2.50, with some as high as $5 per residence per month. The lower costs tend to be those entities where curbside collection is done by the same entity that is currently doing refuse collection. The higher charges tend to be associated with private curbside collectors offering the service as a subscription voluntary pay/participation program.
- Informal information obtained from private firms in the state indicate that a city such Manhattan might anticipate bids in the range of $2.50 to $4.00 per unit per month for stand-alone recycling service by a private contractor. However, that range would drop to $2.50 to $3.00 per month if the same firm is also collecting the refuse.
- There will be some administrative costs to the city if the city is involved in collecting and disbursing funds in support of the program.
- It will be necessary to investigate any legal considerations to the city's participation in a curbside recycling collection or financing program.

Conclusions of the Task Force

After reviewing all of the available information, the Task force has decided to recommend that:

- The City of Manhattan should move to implement a residential curbside recycling program for the city.

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- The initial phase of the program should be limited to single family residences or other residential units of the type currently served by individual curbside trash pickup.
- Later phases of the program can address multi-family and commercial recycling service.
- Participation in the program will be voluntary but payment for the service must be mandatory for all of the above identified residential units.
- Materials to be recycled include: newsprint, #1 and #2 clear plastic beverage containers, aluminum beverage cans, steel cans, and brown, green, and clear glass bottles

Options for financing and implementing the program

The Task Force identified several options for implementing/financing a curbside recycling program. Those options include:

1. City fee on utility bill.
2. Private sector collection of recyclables.
3. Ad valorem tax or fee on property tax bill as source of funding
4. County solid waste tipping fee as a source of funding.
5. Franchise fees charged to refuse haulers.
6. Mandatory fee added to trash hauling bills.
7. City take program over and operate as a municipal service.

Options 2, 4, 5, and 7 were eliminated because they represented inefficiencies and inequities, or created undue hardships for refuse haulers. Options 1, 3, and 6 are all options that should be considered as potential funding mechanisms for curbside recycling.

City fee on the utility bill. The city would be responsible for collecting fee through the utility billing system. The city would either contract for the service or could decide to provide the service. This would require some alterations to the utility billing system and would result in some administrative costs.

Ad Valorem tax or fee on property tax bill. The city would receive the funds from the tax payments and either contract for or provide the service. It may result in some small administrative costs for the city.

Mandatory fee added to trash hauling bills. The city would require that all refuse haulers be required to assess the recycling fee as a condition for operating in the city. The city would receive the funds forwarded from the private refuse haulers and would either contract for or provide the service.

There are too many variables to accurately determine the precise cost of the program beyond the information included earlier in this report. However, based on similar activity around the state, it appears that there are likely to be several contractors that would have interest in the program. The Task Force recommends that a Request for Proposals be prepared to seek proposals from potential contractors. Contractors might include an existing local refuse hauler, a group of local refuse haulers, an outside contractor, or the city, itself, could choose to prepare a proposal to provide the service. The Request for

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Proposal would lay out very specific requirements and specifications for the program, including the items to be recycled and the responsibilities of the contractor.

Recommendation

The Mayor's Recycling Task Force recommends that the City Commission move to implement a curbside recycling program in the city of Manhattan, select an option for funding the program, and approve the development of a Request for Proposals for provision of curbside recycling service to individual residential customers.

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CITY OF MANHATTAN, KANSAS

REQUEST FOR SERVICE PROPOSALS

COLLECTION, PROCESSING, AND MARKETING OF RESIDENTIAL RECYCLABLE COMMODITIES

AUGUST 2002

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

RESIDENTIAL RECYCLABLE COMMODITIES

REQUEST FOR SERVICE PROPOSALS

I. INTRODUCTION

The City of Manhattan, Kansas is requesting service proposals from Firms interested and qualified to Collect, Process, and Market Residential Recyclable Commodities from within the Corporate Limits of the City of Manhattan, Kansas. Responses to this Request for Service Proposals (RSP) shall include pricing for the recycling service.

Manhattan, settled in 1855, is located in the heart of the scenic Flint Hills in northeast Kansas. Home of Kansas State University (21,000 students) and Fort Riley (12,000 soldiers), the community encompasses over 11 square miles and has an estimated population of 45,000.

In February of 2001, the City received a request from the Riley County Solid Waste Management Committee to form a task force to further research and recommend a plan for implementing a residential curbside recycling program in the City. The request from the Solid Waste Management Committee was based on a survey conducted by the Committee. The survey indicated that approximately 60 percent of the respondents would be interested in participating in and paying for a curbside recycling program.

In August of 2001, the Mayor appointed the Recycling Task Force, which included city administration, solid waste experts, representatives of Kansas State University, a local trash hauler, and representatives of the Solid Waste Management Committee. The Task Force met throughout the rest of 2001 and January and February of 2002. The efforts of the Task Force culminated in a presentation to the City Commission in February of 2002.

The Task Force recommendation to the City Commission was to create a mandatory pay/voluntary participation residential curbside recycling program that would include the collection of specific materials either weekly or bi-weekly. The Task Force further provided funding options to the City Commission for their action.

As part of the presentation, the Task Force recommended the creation of a request for services for a residential curbside recycling program. The City Commission accepted the concept of a service proposal and directed City Administration to draft such document.

II. DEFINITIONS, TERMS, AND CONDITIONS

Definitions

In order to simplify the language throughout this request, the following definitions shall apply:

CITY OF MANHATTAN – Same as City.

CITY COMMISSION – The elected officials of the City of Manhattan, Kansas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State of Kansas.

CONTRACT – An agreement between the City and a Supplier to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

CITY – The government of the City of Manhattan, Kansas.

FIRM – The successful Firm of this request.

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

RSP – Request for Service Proposal.

SOURCE SEPARATION – Involves the separation of materials, by the generator or source of waste, from the municipal solid waste stream prior to the collection of the remaining Municipal Solid Waste (MSW). Examples of materials which may be "source separated" are yard waste, glass, aluminum, paper, plastics and various metals.

Reservations

The City reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified sources or to cancel, in part or in its entirety, this Request if found in the best interest of the City. All Proposals become the property of the City of Manhattan.

Reimbursements

There is no express or implied obligation for the City of Manhattan to reimburse responding Firms for any expenses incurred in preparing Proposals in response to this Request and the City of Manhattan will not reimburse responding Firms for the these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation or to procure a contract for these services.

Certification

Proposals must be completed and submitted as required in this document.

Communication

The City shall not be responsible for any verbal communication between any employee of the City and any potential Firm. Only written requirements and qualifications will be considered.

Payment Terms

Invoices must be submitted by the vendor in duplicate to the City of Manhattan, Finance Department, 1101 Poyntz Avenue, Manhattan, Kansas 66502. All invoices will be paid in full within 30 days after satisfactory delivery of services and billing.

Negotiations

Negotiations may be conducted with responsible Firm(s) which submit Proposals that are reasonably likely to be selected. All Firm(s) reasonably likely to be selected based on criteria set forth in this Request may be given an opportunity to make a presentation and/or interview with the City designated Selection Committee. Following any presentation and/or interviews, Firms will be ranked in order of preference and contract negotiations will begin with the top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc.

Disclosure

Following award of a contract or rejections of all proposals, all information provided by Firms will be considered open records.

Award of the Contract

Award of the contract shall be made to the responsible Firm whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in this Request.

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

III. GENERAL INFORMATION

General Basis of Service

a. The City of Manhattan is requesting proposals from qualified Firms for collection, processing and marketing of source separated recyclable commodities under one-year contracts renewable for up to five years. These commodities would be collected from approximately 9,000 residential single-family homes and duplexes located within the city limits. However, with the Opt-Out Clause option, we estimate that 20-25% of the households may choose to opt-out (based on the experience of the City of Overland Park, Kansas who operates a similar program). This would mean that the number of homes to be collected would be approximately 6,750. The collection work will generally consist of the collection of ***containerized*** recyclables placed at curbside by the customers. The recyclable commodities to be collected will include newspapers, aluminum beverage cans, steel cans, clear, brown and green glass food and beverage containers, and non-pigmented (#2 HDPE) or clear (#1 PET) plastic beverage containers. Separate cost estimates are being requested for both ***weekly and biweekly services***.

b. The City of Manhattan currently has no recycling collection services. The estimated annual total of the designated recycling commodities that could be collected based on a 1999 Riley County Waste Characterization Study and updates is about 1,900 tons. A best guess estimate per commodity for the first years of collection with initial expected participation rates based on other similar size cities with recycling services are as follows:

First Year Estimated Commodity Tonnage	
Aluminum	10
Steel	15
Clear Glass	40
Brown Glass	30
Green Glass	20
Plastic	20
Newspaper	500

c. The work to be performed under the contract agreement shall consist of the services defined in this scope of work and all supervision, supplies, equipment, labor, insurance and all other items necessary to complete said work in accordance with a contract document.

d. Should the City develop other services or programs resulting in commodities which may be recycled, including but not limited to apartment, multi-family, and commercial recycling, the City shall have the option to market these commodities or negotiate for collection services through the chosen Firm by addendum to the Agreement, but it is not obligated to do so.

e. The City is in a changing economy. Aforementioned household estimates are based on today's situation. Firm is to understand that the number of households may or may not increase over the term of the agreement.

Opt-Out Provision

Prior to commencement of the recycling program, the occupants of the residential dwellings to be served shall be given a one-time opportunity to opt-out of the program. This opt-out provision shall be governed by the following requirements:

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

a. It shall be the responsibility of the Firm to establish and maintain a customer list to which opt-out notices are to be sent and to arrange for the sending of such notices and recording the responses of the opt-outs. The City will cooperate with and assist the Firm in the establishment and maintenance of the customer list.
b. Only the current resident of the dwelling unit at the time of notice may exercise an opt-out option.
c. Persons may opt-out only during a 30-day period to be set by the Firm and approved by the City. No opt-outs postmarked after the closing date will be honored and failure to properly exercise an opt-out will result in that resident being obligated to pay the applicable fees for the period of this Agreement.
d. If a dwelling unit, for which the occupant has opted-out, shall have a new resident occupy the premises during the subsequent period of the Agreement, that new resident may elect to participate and the Firm is required to provide services.
e. If such change of occupancy shall occur where the opt-out provision was not exercised, the new resident, upon notification of such fact to the City or the Firm, is entitled to the same notification as the original occupant; provided, however, that the new resident may be required to demonstrate that they were not the occupant at the time of original notification.
f. Prior to instituting collection activities for an unpaid bill, the Firm shall determine that the person against whom legal action is being taken was the occupant at the time of notification and was sent a notice by regular mail. Proof of receipt shall not be required.
g. The form, content and method of notification of residents shall be proposed by the Firm and approved by the City.

Term of Contract

The term of this contract will be one-year contracts renewable up to five (5) years beginning ?.

IV. SCOPE OF WORK

Notice to Make Examinations

The Firm shall become informed of all conditions under which the work is to be performed and all other relevant matters that may affect both the quality of work and the quantity of labor, equipment and commodities needed.

Proof of Recycling

a. The Firm will certify to the City that all recyclable commodities that have value are in fact sold to certified recycling vendors, brokers, toll end users or recycling manufacturers.
b. The Firm will guarantee that in no case will the uncontaminated recyclable commodities collected under this contract be "landfilled" or disposed.

City's Right of Inspection

a. The City reserves the right to inspect the facilities, equipment, personnel and operations of the Firm and any approved subcontractors to assure itself of the appearance, sound business operations and compliance with contractual provisions of the Firm.
b. The City reserves the right to review the records kept on the recyclable commodities collected from the City under terms of this contract.
c. The City agrees to notify the Firm at least twenty-four (24) hours prior to such inspections.

Collection Methods

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

a. The Firm will be required to collect source separated recyclable commodities that have been placed at the curbside by City of Manhattan residents. The recyclable commodities will be inside containers approved by the City that will be provided to the customers by the Firm. The containers a) will be made from recycled content, and b) have an identifying recycling mark imprinted on the container.
b. The Firm will have the option of collecting the recyclable commodities in either trucks and/or trailers. We initially estimate between 10 and 15 tons of recyclable commodities being collected per week. The Firm shall provide adequate personnel and equipment to be used in the collection and processing operations so that collection will be completed during the regular workweek.

Distribution of Recycling Containers to Customers

a. Notice of new households to be added to collection schedule and routes will be sent to the Firm as they are added to the City's utility billing system. Recycling collection will begin one week after delivery of recycling containers and instructions to new customer by Firm. New households must be serviced within one week of receipt of notice.
b. It will be the responsibility of the Firm to provide additional containers to the customers as needed by providing a container request/repair service by telephone. Containers requested should be delivered or repaired within one workweek of request. Firm should maintain an adequate inventory of recycling containers at its facility to meet the service delivery requirements as specified.

Collection Routes

The recycling service will be conducted and completed during the regular workweek unless otherwise approved by the City. The Firm must notify customers of collection days. If the Firm elects to change the collection method or collection days already in effect, customer notification must be provided to each household at the expense of the Firm. Each route must be collected regardless of weather conditions, subject to the contract agreement provisions concerning severe weather and with the exception of approved holidays or City designated emergencies.

Holidays

In the event that an official holiday recognized by the City of Manhattan falls on a scheduled collection day then collection services may be canceled on that date. When a scheduled collection day is canceled due to the holiday, the Firm shall notify the affected customers of the holiday taken by the Firm and the Firm shall notify the affected customers of a make-up collection day. The notification shall occur no less than forty-eight (48) hours in advance of the holiday. The City Representative must approve the notification and the method of all such notification in advance.

Severe Weather

Collection activities are expected to be provided regardless of weather unless otherwise approved by the City Representative. The City of Manhattan may suspend or the Firm may request suspension of collection activities in the event of a flood, tornado, or other act of God, or force Majeure, which creates a state of emergency.

Missed Collections

If a customer notifies the Firm that his recycling collection has been missed, then the Firm is responsible for collecting the missed recycling commodities. Any missed collection, whether real or alleged will be the collection responsibility of the Firm. The Firm is responsible to collect the missed recyclables within two working days.

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

Delays
It shall be the responsibility of the Firm to notify the City Representative within one working day of an unscheduled delay. This notification will include a proposal on how the scheduled day's work will be performed.

Damages
Any damage to property whether public or private incurred during the operation of recycling collection services shall be the sole responsibility of the Firm. This includes repair/replacement of items such as fences, mailboxes and gas or water meters. The City of Manhattan shall make the final decision on responsibility for property damage in communication with the Firm's insurance carrier.

Appearance of Equipment/Personnel
The appearance of recycling collection service equipment and personnel is important to the City of Manhattan as they are seen on a daily basis by the customers and citizens of the City. The Firm's and/or subcontractor's equipment and personnel must comply with all applicable federal, state and local laws.

It is recommended that the Firm provide an established plan to publicly identify equipment and personnel providing the recycling service.

Processing Site Facility
The Firms processing sites must have sufficient capacity to handle the volumes of recyclable commodities collected under this contract. The sites must be able to process all recyclable material in a safe and efficient manner in a reasonable amount of time. The sites/facilities do not have to be solely dedicated to this contract.

The City reserves the right to inspect processing sites/facilities. The Firm and/or subcontractor must operate the sites/facilities in accordance with all applicable federal, state, and local laws.

Recyclable Commodities
The Firm will furnish all labor, supervision, material, permits, licenses, and equipment necessary to provide collection processing and marketing of the following recyclable commodities:

Required

a Aluminum Beverage Cans (UBC)
b Glass: Clear, Brown, And Green
c Newspapers (ONP)
d Steel food cans (tin cans)
e Plastic SPI Code I (PET) polyethylene terephthalate (beverage bottles)
f Plastic SPI Code 2 (HDPE) high density polyethylene [milk/water bottles (no pigment)]

Optional: Please specify types of commodities that you will agree to collect, process, and market under this contract.

a. White Office Paper
b. Mixed paper -junk mail, paper board, files, Kraft paper bags, and colored office paper
c. Cardboard

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

d. Other

Commodities may be added to or deleted from the contract by written agreement of the City and the Firm.

Reporting Requirements
The Firm will be required to submit Annual Recycling Activity Reports on the collection processing and marketing of all recyclable commodities.

The report shall include:
a. Amounts of recyclable commodities collected by date, route, and material
b. Summaries of tonnage of all commodities collected by material
c. Summaries of tonnage of all commodities sold by material
d. Other information pertaining to this contract will be provided upon request of the City Representative

Cost Per Household
All Firms will submit information on calculation on the cost per household per month for the operations of this recycling service upon request of the City.

A cost of service per household per month will be billed to customers based on a funding decision by the City Commission. Cost of this service will be negotiated based on this decision.

The Firm will submit monthly invoices for approved number of households at the designated cost per month determined by contract.

Approved actual number of households are determined through City building/development reports and can be updated quarterly by contacting City.

Public Education Funding
To assure that the City of Manhattan waste reduction and diversion goals are met through this Recycling Service Program, the City will administer the marketing public education and awareness programs on recycling. This will also assure that the City is given promotional credit for the program and that the City's logo is properly used.

The Firm in good faith that increased marketing and public education will assure a successful program participation and generate recyclable commodities for sale shall pay the City the amount of $.25 per household serviced per month for public education, marketing, promotion and advertising of recycling and waste reduction.

Payments will be made every six (6) months beginning with the signing of the contract. The notices and public education administered by the City under this provision do not alter or dismiss any obligations of the Firm to provide notice under other provisions of this Scope of Work.

IV. SUBMISSION REQUIREMENTS:

1. **Title Page:**
   a. Firm name, address, phone number, fax number

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

b. Name of Project Director

2. **Required Information:**
   a. Description of the overall qualifications, competency and experience in providing this service and the customer service support.
   b. Proposed human resource requirements.
   c. Minimum number of households required to participate for the Firm to provide the service.
   d. Proposed list of equipment to be used for collection, processing, and marketing of recyclable commodities.
   e. Provide a plan for implementation and sustained operation of the contract.
   f. Collection schedule including dates and times.
   g. Provide a plan for customer service including requests for new and additional recycling bins, complaints, notification of holidays, and missed recycling collection problems.
   h. Provide a plan for quality assurance: reporting, proof of recycling, disposal of residual, contaminated, and not marketable commodities.
   i. Provide price proposals for collection, processing, and marketing services for the residential recycling program. The proposal should be stated in price per household per month based on approximately 9,000 households. The proposal should be stated in price per household per month for approximately 6,750 households based on an estimated 25% opt-out response out of 9,000 available households.
   j. Plans for coordinating with the City on a public education campaign prior to implementation and throughout the course of the program.
   k. Description of other relevant experiences of the Firm.
   l. List of subcontractors and subcontractor responsibilities.

3. **References:**
   List of references that can be contacted, including contact name and telephone number. Emphasize experience in communities of similar size and characteristics.

V. METHOD OF SOLICITATION:

This solicitation will be advertised in the following ways:

- Notice in the *Manhattan Mercury,* the *Junction City Daily Union,* the *Ft. Riley Post*, the *Wichita Eagle*, and the *Topeka Capitol Journal*
- City of Manhattan website and cable channel 2
- Direct solicitation sent to City of Manhattan licensed trash haulers
- Copy of proposal sent to Kansas Business & Industry Recycling Program (BIRP)

VI. DIRECTIONS FOR SUBMISSION:

Five (5) copies of the project proposals must be submitted to arrive no later than 5:00 p.m. on ?. Proposals should be mailed or delivered to the following address:

Sammi Mangus
Assistant to the City Manager

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

1101 Poyntz Avenue
Manhattan, Kansas 66502

Questions concerning the project should be directed to Sammi Mangus, Assistant to the City Manager, (785) 587-2404, or mangus@ci.manhattan.ks.us. Questions should be submitted in writing at least three days prior to the specified due date of the RSP.

All persons entering into a contract with the City of Manhattan shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to nondiscrimination, equal employment opportunity, and affirmative action.

Attachment: SWMP_Final 2024 (15710 : 2025 Solid Waste Management Plan annual review)

PLANNING & DEVELOPMENT
Work Session

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: **Amanda Webb, Planning Director**

MEETING: **April 28, 2025**

SUBJECT: **Comprehensive Plan Update**

PRESENTER: **Amanda Webb, Planning Director**

See attached report.

Enclosures:
- Comp Plan Staff Report April 28 (PDF)

PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH

Date: April 28, 2025

To: Board of County Commissioners

From: Amanda Webb, Planning Director

Re: Comprehensive Plan Update – April 2025 Report

Target adoption: Fall 2025
Website: www.rileycountyks.gov/plan
Email address: compplan@rileycountyks.gov

Comprehensive Plan Committee:

- Most of the subcommittees, including Parks/Recreation, Agriculture/Land Use, Infrastructure, Health, and Economic Development, have met again. Housing is still working to schedule their next meeting.
    - During the April 7 BOCC meeting, I provided an update on the subcommittee work and status to date. As you learned, the groups have all had great discussion and have made varying progress towards draft goal language.
        - We will provide the Infrastructure and Economic Development (together with REDAB) groups draft goals to work with.
    - Stantec requested the subcommittees complete their work by mid-May.
    - The draft goal language will be shared publicly for comment.

Stakeholders:

- Stakeholder engagement is ongoing with several interviews already done and several more scheduled. Some we are still working to connect with. Stakeholders are those that will identify more in-depth, agency-specific needs and challenges, and their "wants" for Riley County. Input from stakeholders will be compiled for incorporation into the plan update.
- The current list of stakeholders includes the agencies and groups listed below. Please note this list is a work in progress and more could be added (some are already on the technical committee). The list was compiled with input from Stantec, county staff, BOCC, and the Comprehensive Plan Committee.
    - School districts – USD 383*, USD 384**, USD 378**
    - Small cities – City of Riley*, City of Leonardville*, City of Randolph, City of Ogden*
    - Manhattan Chamber of Commerce
    - Greater Manhattan Community Foundation*
    - Kansas State University
    - Manhattan Housing Authority
    - Manhattan Airport*
    - Kansas Farm Bureau
    - Agricultural Operators – ranchers/farmers**
    - Developers**
    - Flint Hills Area Builders Association**
    - Via Christi

Attachment: Comp Plan Staff Report April 28 (15715 : Comprehensive Plan Update)

- Manhattan Senior Center**
- Konza Health**
- United States Army Corp of Engineers
- Kansas Department of Transportation
- Kansas Parks & Wildlife
- Food & Farm Council*
- Fort Riley
- NBAF

*We've spoken with this entity or received emailed comments.
**We've sent questions to this entity and are awaiting their submittal. Note that we aren't sending questions until the entity has confirmed they're willing to serve as a stakeholder.

We will have a future BOCC work session dedicated solely to stakeholder input once compiled.

For the small cities, we've asked about their infrastructure (i.e., roads, sewer/water, broadband) and public service (i.e., emergency services, etc.) needs and status, how they're approaching growth and economic development in their communities, and what regional or intergovernmental collaboration they'd like to see emphasized.

We've been able to talk with Riley, Leonardville, and Ogden. We're still working to connect with Randolph. Each jurisdiction has varying infrastructure needs and approaches to growth and development. However, they've all asked for county assistance in the form of sharing resources and information. For example, a couple jurisdictions asked about grant opportunities and locating resources. Others asked for support on land use matters (most do not have dedicated planning staff).

We have additional meetings scheduled with both Riley and Leonardville to discuss their Designated Growth Areas. This will be a topic to discuss with Randolph as well.

Consultant:

- Stantec is working on the Existing Conditions Study which will tell us where we are currently in all aspects (including, but not limited to, demographics, housing, economic conditions, etc.) and will include a Market Analysis.
    - Once this document is available, staff will review to ensure completion. Stantec will make any necessary updates and then the document will be released publicly. It will be the subject of an upcoming community workshop.
- Stantec has attended most of the subcommittee meetings.
- They continue to perform background work, collect information, and review existing documents.
- We continue to meet regularly with the project team.
- Stantec has participated in several stakeholder interviews to date and is coordinating various additional interviews.

Public Engagement

- Public engagement runs for the life of the project.
- There will be an Existing Conditions community workshop on Wednesday, May 14 at 6:00 pm at Pottorf Hall. This workshop will be heavily advertised to encourage as much attendance as possible. Stantec will review the Existing Conditions/Market Analysis. We will advertise and issue a news release for this workshop once the details are finalized.
- I will present to the Intergovernmental Luncheon group at the June meeting.

Attachment: Comp Plan Staff Report April 28 (15715 : Comprehensive Plan Update)

- Input received from the public survey released in 2023 is available on the website: www.rileycountyks.gov/plan. This input will remain useful and relevant and will be woven into the plan.

Plan Logo

It is important this project has its own identity.

- In 2024 we ran a public survey for people to vote on the logo, title, and tagline for the project.
    - Various titles and taglines were compiled using keywords gathered from the first public input survey.
    - Over 60 people took the online logo survey, though some responses were only partial.
- We discussed the results, and I asked for BOCC direction during the update on March 31, 2025. The BOCC asked for additional options to consider. Stantec is working on options which will be presented at a future meeting.

Attachment: Comp Plan Staff Report April 28 (15715 : Comprehensive Plan Update)

HEALTH DEPARTMENT
Budget

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

COMMISSION AGENDA REPORT

FROM: **Kaylyn Speth - WIC Supervisor**

MEETING: **April 28, 2025**

SUBJECT: **WIC FY2025 Budget Revision Request**

PRESENTER: **Kaylyn Speth - WIC Supervisor**

BACKGROUND

The Kansas WIC Program receives funding from the U.S. Department of Agriculture (USDA) on a Federal Fiscal Year (FFY) basis (October 1 through September 30). Local WIC Agencies (LA) are funded by these federal funds for the costs needed to administer the program.

LA are required to submit a WIC Local Agency Budget to the State Agency (SA) each FFY. The SA will review the budget, and once the budget review process is complete, funding amounts are determined based on the availability of federal funds and allocated to the LA through contracts. LA allocations may be adjusted during the FFY due to funding changes.

The SA determines each LA's assigned client participation number for the upcoming FFY during the budget review process. The targeted number of participants set for a LA to serve may be adjusted during the FFY if necessary. LA must maintain participation levels of at least 98% of it's assigned caseload. Riley County WIC has maintained 106% of it's assigned caseload FFY2025.

The deadline to submit mid-year revisions is May 2nd, 2025. In the past, LA were notified of budget allocation changes within one month.

DISCUSSION

Riley County WIC was initially awarded $1,130,239 for the WIC grant and $85,594 for the BFPC program which was lower than the initial request of $1,187,826 for the WIC grant and $93,594 for the BFPC program. Consistent with other counties this fiscal year, we did not receive the initial allocation that we requested.

The reasons for the initial increase in budget request include:

- Employee salary expenses (expected COLA and merit increases)
- Additional RD to support growing caseload. In August 2020, we adjusted staffing from 5 RDs to 4 RDs. Riley County WIC caseload has grown 23% since that time which justified the need for the additional position. This position request was approved by the State WIC office and filled in June 2024.

Additionally, this revision includes a $5,000 pending permit for the WIC office to remain open at the Irwin Army Community Hospital location. In 2021, it was determined that a permit or lease for the U.S. Army Corps of Engineers was required for non-DoD entities to be allowed on the installation. In 2023, the USACE drafted the permit license for WIC to remain in IACH. In April 2025, Riley County Health Department Director and WIC Supervisor were notified by IACH of the impending cost and provided USACE contact information. According to the State WIC office, this is an allowable expense but must be included into the budget revision request and additional funds are not guaranteed.

FISCAL IMPACT

We anticipate to request a total of $1,130,239 in the FY2025 budget revision which is 6.5% more than our FFY2024 expenses to maintain high level services. During the initial budget request, if we are requesting more than 5% increase from our previous year expenditures we must write a justification which I have included.

Additionally, we will request a budget revision to the BFPC program due to the increase in health insurance elections during the FY2025. We anticipate to request a total of $92,183 for the BFPC program.

USDA reports that every $1.00 spent on WIC has saved as much as $3.13 in health care costs during the first two months after an infant’s birth. WIC infuses over $1.5 million in federal funds into the program area's retail food economy each year. The benefits of this economic boost extend beyond WIC families to the local economy. There are 10 grocery stores authorized to accept WIC in the Riley County program area, including 5 within Manhattan.

RECOMMENDATION(S)

I recommend the FFY2025 WIC Local Agency Budget revision is approved and signed.

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:

- FFY2025 Riley County WIC Budget Revision Justification (PDF)

FFY2024 Riley County WIC Budget Revision Justification

WIC Budget

We are requesting a budget revision for FFY2025. Consistent with other counties this fiscal year, we did not receive the amount requested. The reasons for the initial increase in budget request for FFY2024 include:

- Employee salary increases (expected county-wide cost of living adjustments and performance-based step increase), including fringe benefits and worker's compensation, are the biggest reason for this increase.
- An additional RD to support growing caseload. As stated in the initial request, in August 2020 we adjusted staffing from 5 RDs to 4RDs. Riley County WIC caseload has grown 23% since that time which justified the need for the additional position. This position was approved by the State WIC office. Since this position was not filled until June 1, 2024, FY 2025 has a higher percent increase request to account for a full year of that position.

Additionally, other increases this year include 30% increase to professional liability insurance which is required by the county and a $5,000 pending permit for the WIC office to remain open at the Irwin Army Community Hospital location.

We anticipate to need 6.5% more than our FFY2024 Reimbursement.

BFPC Budget

We are requesting a budget revision for FFY2025. Consistent with other counties this fiscal year, we did not receive the amount requested. The reasons for the initial increase in budget request for FFY2024 include:

- Employee salary increases (expected county-wide cost of living adjustments and performance-based step increase), including fringe benefits and worker's compensation, are the biggest reason for this increase.

Additionally, one of the BFPC elected to receive Riley County insurance which increased projected insurance reimbursements starting in January 2025. Last FY, the reimbursement for health insurance was very low due to staff elections.

We anticipate to need 24% more than our FFY2024 Reimbursement.

Attachment: FFY2025 Riley County WIC Budget Revision Justification (15740 : WIC FY2025 Budget Revision Request)

COMMUNITY CORRECTIONS
Staff Update

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

STAFF REPORT

FROM: **Megan Lewis - Community Correctons Director**

MEETING: **April 28, 2025**

SUBJECT: **Community Corrections Staff Update**

PRESENTER: **Megan Lewis - Community Corrections Director**

Please see attached PowerPoint

Enclosures:
- Monthly Staff Report April 2025 BOCC (PPTX)



Riley County Community Corrections

Monthly Update

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

Juvenile Intake & Assessment Services (JIAS)

- 15 Intakes in February
    - 6 returned to a parent/guardian
    - 4 placed with a relative/family friend
    - 2 placed in an Emergency Shelter
    - 2 released to DCF/Foster Care
    - 2 placed in Detention

FY25 Juvenile Intake & Assessment (Riley County)	Jan	Feb	Mar
Juvenile Offender	6	1	8
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	2
Child-In-Need-of-Care	11	1	4
Total	**17**	**2**	**14**

FY25 Juvenile Intake & Assessment (Clay County)	Jan	Feb	Mar
Juvenile Offender	0	0	1
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	0	2	0
Total	**0**	**2**	**1**

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	Jan	Feb	Mar
Participants	33	40	30
Required Jurors	0	13	0
Volunteer Jurors	0	3	0
MDT Referrals	0	0	0
Total	**33**	**56**	**30**
FY25 Youth Court IIP (Clay County)	**Jan**	**Feb**	**Mar**
Participants	1	1	1
Required Jurors	0	0	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	**1**	**1**	**0**

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	Jan	Feb	Mar
Juvenile Intensive Supervision	4	6	8
Juvenile Correctional Facility	2	2	1
Conditional Release	0	0	1
Courtesy Supervision Out	1	1	0
ICJ	1	1	0
Total	**8**	**10**	**10**

FY25 Juvenile Services (Clay County)	Jan	Feb	Mar
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	1	1	0
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	**1**	**1**	**0**

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

Adult Intensive Supervision

FY25 Adult Services	Jan	Feb	Mar
ISP	101	104	103
In Treatment	1	1	2
In Jail	8	12	11
Total	**110**	**117**	**116**
Absconder ADP	50	38	37

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

(Adult) Recovery Court

Recovery Court started – 2/23/22

- 17 current participants
  - 14 Riley County Clients
  - 3 Clay County Clients
- A total of 56 participants since the start of the program
- 15 Participants have graduated from Riley County
- 7 Participants have graduated from Clay County
- 17 clients have been removed or revoked from Recovery Court
- Next Riley County Recovery Court Graduation scheduled for May 28th

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

Kansas Fights Addiction Grant Final Report

- Grant Period: October 1st, 2023 – March 31st, 2025
- Original Grant Award Amount: $200,000
- Collaborative Grant including Riley County Community Corrections, Pawnee Mental Health, Riley County Health Department, New Chance, Inc., Valeo, Mirror Inc., Central Kansas Foundation and Preferred Family Health.

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

Kansas Fights Addiction Grant Final Report Continued

What were these funds used for?

- $146,546 was utilized for the following:
  - 2 Part-time Peer Support Specialists with Pawnee
  - Transportation to/from treatment/reintegration
  - Inpatient, Outpatient and Reintegration Services
  - Supplies for the Discovery House
  - Bed for the Social Detox program located at the CSU
  - ADA compliant restroom in order to implement the Social Detox Program at the CSU.

Attachment: Monthly Staff Report April 2025 BOCC (15735 : Staff Update)

COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

MEETING: **April 28, 2025**

SUBJECT: **FY26 Adult Services Comprehensive Plan Revision**

PRESENTER: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

BACKGROUND

The FY26 Adult Services Comprehensive Plan was previously presented and approved by the Joint Corrections Advisory Board on March 5, 2025, and by the BOCC on March 10, 2025. After submission, our application was reviewed by a panel at KDOC consisting of all program consultants, fiscal administration and the grant director. KDOC requested we reopen our grant to correct discrepancies found in the financial portion of the application. The biggest issue was the adult budget summary page did not deduct off the adult services appropriation from the total on one tab but deducted it from the total page at the very end. This caused a difference in the submitted budget which sparked KDOC sending it back to Riley County Community Corrections. We have worked through the correction. The appropriation request and total budgeted amount has not changed, it was a simple formula error between the multiple tabs and the new budget application.

DISCUSSION

On April 24th, 2025, the Joint Corrections Advisory Board met and reviewed the revisions to the Adult Services Comprehensive Plan. This group voted to support the funding request as presented here.

FISCAL IMPACT

The attached budget includes anticipated personnel and operational costs for Riley County Community Corrections for the calendar year 2026 and is broken down into fiscal year 2025-

2026 as required by state. The total dollar amount is unchanged from the previously approved FY26 Adult Services Comprehensive Plan.

RECOMMENDATION(S)
Approve the FY26 Adult Services Comprehensive Plan

POSSIBLE MOTION(S)
Move to approve the FY26 Adult Services Comprehensive Plan
Move to deny
Move to modify
Move to table
No action required.

The Board agreed by consensus to

Enclosures:
- FY26 Request for Revision for FY26 Adult Services Comp Plan (PDF)
- FY26 Adult Comprehensive Grant - CAR 4-28-2025 (PDF)

714 S.W. Jackson St., Suite 300
Topeka, KS 66603

Kansas
Department of Corrections

Phone: (785) 296-3317
Fax: (785) 296-0014
kdocpub@ks.gov
www.doc.ks.gov

Jeff Zmuda, Secretary

Laura Kelly, Governor

April 16, 2025

Megan Lewis
Riley County Community Corrections
115 N 4th Street
Manhattan, KS 66502

Dear Grant writer:

This letter is to inform you that your FY 2026 Adult Comprehensive Plan Grant has been received and reviewed. The review process was comprised of all program consultants, fiscal administration, and grant director. The goal of the review was to best understand the agency's needs for the upcoming fiscal year as well as create an opportunity for clarification if needed.

When reviewing the agency's grant applications, it was determined the grant application should be reopened for improvements in the following areas:

Fiscal and Budget Considerations

- In review of the submitted budget all the "Other Funds" in the ADULT - Personnel Narrative tab are negative amounts. This needs to be changed.
- The application identifies Riley and Clay county contributions to the agency. Thie budget does not match the amount indicated on the application and this too should be revised.

The improvements should be made to the application in AmpliFund. Please resubmit the application by April 30, 2025.

We anticipate funding to be made available by July, subject to legislative appropriations. If you have any questions, please contact Tara Newell at tara.newell@ks.gov or 785-221-3611 or the area specific program consultant for assistance.

Sincerely,

Megan Milner
Deputy Secretary of Juvenile and Adult Community-Based Services
Designee, Secretary of Corrections

cc: Greg McKinley, Board of County Commission Chairperson

Attachment: FY26 Request for Revision for FY26 Adult Services Comp Plan (15722 : FY26 Adult Services Comprehensive Plan Revision)

Linda Teener, Adult Advisory Board Chairperson
Tara Newell, Director of Grants and Quality Assurance, KDOC
Karen Gingrich, Grant Specialist, KDOC
File

Attachment: FY26 Request for Revision for FY26 Adult Services Comp Plan (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas
Department of Corrections

FY2026 Adult Comprehensive Grant

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY 2026 Adult Comprehensive Plan Grant

Primary Contact: Megan Lewis

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Opportunity Details

Opportunity Information

Title
FY 2026 Adult Comprehensive Plan Grant

Description
Pursuant to KSA 75-5291 and KSA 75-52,112, the Kansas Department of Corrections (KDOC) is seeking applications for funding the development, implementation, operation, and improvement of community correctional services that address the criminogenic and behavioral health needs of adult felony offenders. Funding obtained under this award will serve to support local community corrections agencies in increasing public safety, reducing the risk of probationers on community corrections supervision, and increasing the percentage of probationers successfully completing community corrections supervision.

Awarding Agency Name
Kansas Department of Corrections

Manager
Tara Newell

Opportunity Posted Date
12/1/2024

Public Link
https://www.gotomygrants.com/Public/Opportunities/Details/c05550f5-03e7-4735-b31a-6abb0e898b77

Funding Information

Funding Sources
State

Funding Source Description
Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions
These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines and Reporting Instructions for other funding restrictions.

Award Information

Award Period
07/01/2025 - 06/30/2026

Indirect Costs Allowed
Yes

Indirect Cost Description
Indirect costs include supplies, utilities, office equipment rental, desktop computers, and cell phones.

Restrictions on Indirect Costs
Yes

Citation Governing Indirect Cost Restriction
KDOC Financial Rules and Guidelines

Submission Information

Submission Window
12/01/2024 1:00 AM - 03/15/2025 11:59 PM

Submission Timeline Type
One Time

Submission Timeline Additional Information
No applications will be accepted after the Submission Close Date.

Other Submission Requirements
To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate, and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC.
Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information
For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact KDOC Director of Grants or their assigned KDOC Regional Contact.

Attachments

Technical Assistance Session

Technical Assistance Session
Yes

Session Date and Time
12/13/2024 3:35 PM

Conference Info / Registration Link
AC/Directors Meeting: https://kdoc.zoom.us/j/88035964503?pwd=hQl7oY7fCNKLotUODRsznEOwwz1zQO.1

Eligibility Information

Eligible Applicants

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

- County Governments

Additional Eligibility Information

Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-5296, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the Secretary of Corrections. Additionally, in order to remain eligible for Community Corrections Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the Secretary of Corrections.

Award Administration Information

State Award Notices

Award notifications will be made on or before July 1, 2025.

Awards will be based on the criteria specified in KSA 75-52,111 and 75-52,112 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties, then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-Local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports and signatures in accordance with the following timelines:
Q1 (Jul-Aug-Sep) Due on/before: 10/30/2025
Q2 (Oct-Nov-Dec) Due on/before: 01/30/2026
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2026
Q4 (Apr-May-Jun) Due on/before: 07/30/2026

New to the FY 2026 Adult Comprehensive Plan Grant, all quarterly financial and outcome reports and signatures will be submitted through SharePoint.

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Project Information

Application Information

Application Name
FY2026 Adult Comprehensive Grant

Award Requested
$575,088.29

Total Award Budget
$575,088.29

Primary Contact Information

Name
Megan Lewis

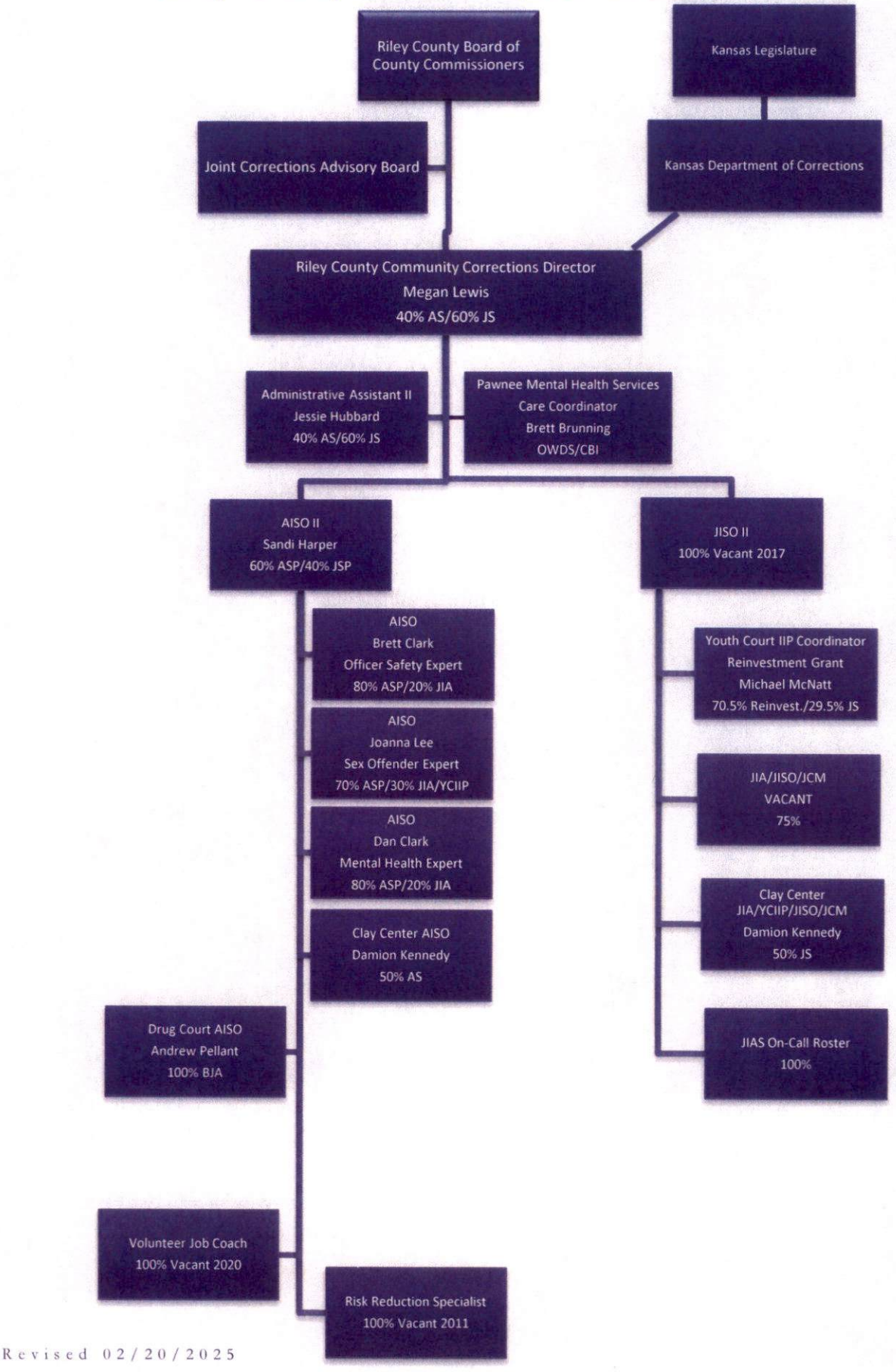
Email Address
mlewis@rileycountyks.gov

Address
115 N 4th Street
Manhattan, KS 66502

Phone Number
(785) 565-6810

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Riley County Community Corrections



Revised 02/20/2025

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Project Description

Agency Profile - Adult

Agency Leadership

Does agency leadership include an Executive/Administrative Director? This question is not intended to capture information regarding the County Administrator but rather a secondary level of leadership within the agency.

- (●) Yes
- ( ) No

Executive/Administrative Director Name
Megan Lewis

Executive/Administrative Director Address Line 1
115 N. 4th St.

Executive/Administrative Director Address Line 2
2nd Floor

Executive/Administrative Director City
Manhattan

Executive/Administrative Director State
Kansas

Executive/Administrative Director Zip Code
66502

Executive/Administrative Director Phone Number
785-565-6810

Executive/Administrative Director Email Address
mlewis@rileycountyks.gov

Which governing authority has direct oversight of the community corrections agency, to include hiring/firing of staff?

- (●) Board of County Commissioners (BOCC)
- ( ) Governing Board

BOCC Chairperson Name
Greg McKinley

BOCC Chairperson Address Line 1
110 Courthouse Plaza

BOCC Chairperson Address Line 2

BOCC Chairperson City
Manhattan

BOCC Chairperson State
Kansas

BOCC Chairperson Zip Code
66502

BOCC Chairperson Phone Number
785-565-6214

BOCC Chairperson Email Address
gmckinley@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1
115 N 4th Street

Main Office Address Line 2

Main Office City
Manhattan

Main Office State
Kansas

Main Office Zip Code
66502

Does your agency operate any satellite offices?

- (●) Yes
- ( ) No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Satellite Office Address Line 1	539 Lincoln Ave		
Satellite Office Address Line 2			
Satellite Office City/State/Zip	Clay Center, Kansas 67432		
Satellite Office Phone Number	785-632-3560		

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas Department of Corrections

FY2026 Adult Comprehensive Grant
Riley County Community Corrections

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Number of Staff Assigned to Office	1		

Does your agency operate a residential center?
- ○ Yes
- ◉ No

Organizational Chart

Attach a copy of your agency's organizational chart. The chart should contain staff names and titles.
Organization Chart.docx

Governing/Corrections Advisory Board

Is your agencies CAB Chairperson different from the Chairperson of you Governing Board? *
- ◉ Yes
- ○ No

Corrections Advisory Board Chairperson Name
Linda Teener

Corrections Advisory Board Chairperson Address Line 1
1900 Judson Street

Corrections Advisory Board Chairperson Address Line 2

Corrections Advisory Board Chairperson City
Manhattan

Corrections Advisory Board Chairperson State
Kansas

Corrections Advisory Board Chairperson Zip Code
66502

Corrections Advisory Board Chairperson Email Address
linda@tryufm.org

Corrections Advisory Board Chairperson Phone Number
785-320-1230

Corrections Advisory Board, FY26 Members - Instructions: Provide all of the requested information for each advisory/governing board member who will serve during the fiscal year(s). KSA 75-5297 governs advisory board membership, qualifications, and appointment provisions. Below, each representation entity has been established to include 4 Other options. Each member should be identified by completing their Name, Appointing Entity, Job Title, Gender, and Ethnic Minority. In the Ethnicity Minority column, enter the most accurate options listed for the member.

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Law Enforcement Representing Member:	Mark French	Riley County Police Department	Major, Jail Division	Male	White
Prosecution Representing Member:	David Lowden	Riley County Attorney's Office	Deputy County Attorney	Male	White
Judiciary Representing Member:	Jeremy Larchick	Riley County District Court	District Magistrate Judge	Male	White
Education Representing Member:	Jim Armendariz	Riley County BOCC	Retired Principal	Male	Hispanic
Court Services Representing Member:	Alexis Robinson	Riley County District Court	Court Services Officer	Female	Black
Community Mental Health Representing Member:	Eric Martin	Pawnee Mental Health Services	Recovery Services Manager	Male	White
Board of County Commissioners Representing Member:	Dana Martinez	Riley County BOCC	Discovery House Supervisor	Female	White
Board of County Commissioners Representing Member:	Matt Weller	Clay County BOCC	Communications Coordinator for USD #379	Male	White
Board of County Commissioners Representing Member:	Lisa Last	Clay County BOCC	School, Family & Community Counselor, USD #379	Female	White
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
City/County Representing Member:	Carrie Andrade	Manhattan City Commissioners	Teacher, USD #383	Female	Hispanic
City/County Representing Member:	Marcus Kidd	Manhattan City Commisionners	Assistant Dir. of Enrollment Mgt/Inst. Partnerships	Male	Black

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas Department of Corrections

FY2026 Adult Comprehensive Grant
Riley County Community Corrections

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
City/County Representing Member:	Linda Teener	Manhattan City Commissionners	Retired Director, UFM Community Learning Center	Female	White
Other Representing Member:	Seth Brackman	Riley County District Court	Associate Attorney	Male	White
Other Representing Member:	Mark Werbin	Clay County Sheriff's Department	Undersheriff	Male	White
Other Representing Member:					
Other Representing Member:					
Other Representing Member:					

Is this a joint board with the Juvenile Corrections Advisory Board?

- (●) Yes
- ( ) No

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas Department of Corrections

FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Fiscal Year 2024 Outcomes

Data and Definitions

The intent of this is section is to identify the completion rates represented in the last full fiscal year's data. Review the FY 2024 Adult CC Case Closure Chart along with the definitions. Use this information to answer the questions below regarding your agencies FY 2024 Outcomes.

The information entered below must reflect the KDOC data provided.

Review the attached FY 2024 Adult CC Case Closure Chart to answer the following information

FY24 Adult CC Case Closure Chart.png

Definitions

- **Overall successful completion rate includes those cases closed with a termination reason of Successful, Unsuccessful, Death, and Not Sentenced to Community Corrections.**
  - **This equals the Overall Success Rate column on the attached FY 2024 case closure document.**
- **Successful case closures includes only those cases closed with a Successful termination reason.**
  - **This equals the Success Rate column on the attached FY 2024 case closure document.**
- **Unsuccessful case closures includes only those cases closed with an Unsuccessful termination reason.**
  - **This equals the Unsuccessful Rate column on the attached FY 2024 case closure document.**
- **Overall Revocation Rate includes those cases closed with a termination reason of Revoked-New Felony, Revoked-New Misdemeanor and Revoked-Condition Violator.**
  - **This equals the Revocation Rate column on the attached FY 2024 case closure document.**

What was your agency's overall successful completion rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

63.20%

Select your overall successful completion rate for FY 2024.

- ○ Achieved 75% or higher
- ○ Did not meet 75% but achieved a 3% or higher increase from the previous year's overall success rate
- ◉ Did not meet 75% or achieve a 3% increase from the previous year's overall success rate

Briefly explain what factors contributed to the agency not meeting at least a 3% increase from the previous year's overall success rate.

Factors that contributed to a lower success rate include:
Clients received a downward dispositional departure at the time of sentencing and were placed on Community Corrections supervision.
Clients who absconded from supervision at various points in time during supervision, whether immediately, soon after sentencing or at any time during their supervision period.
Clients who absconded in the first 30-60 days do not access the resources we have available to them in order to assist in addressing addiction or to begin the process of guiding behavior change.
Clients picked up new charges and as a result the probation violations process was initiated. At the time of the probation violations hearing the County Attorney advocated to revoke and remand the client to KDOC, rather than sanction and reinstate supervision.
Some clients had multiple cases and when revoked and remanded all cases were closed as such, increasing the impact on the overall success rate of the agency.
Some clients had a number of opportunities to change behaviors after the court placed clients back on supervision after up to 4 probation violation hearings however clients still failed to comply with supervision or picked up new charges.
Clients who picked up new charges while on supervision, County Attorney was not willing to terminate the current probation case as part of the plea agreement for new conviction.
County Attorney and/or Judge does not follow the recommendations provided by the ISO at the time of a probation violations hearing.
Clients that self-revoke, meaning they refuse to comply with supervision and request a probation violation hearing at which time they demand to serve their underlying sentence as they do not want to comply with supervision.
Clients have indicated that on-line virtual treatment is not as effective as in person treatment. Providers of both mental health and substance abuse treatment have largely moved to virtual treatment meetings and groups. As a result, clients are not receiving the high quality/level of service that they are needing to be successful and assist in implementing change.

What was your agency's successful case closures rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

48.50%

What was your agency's unsuccessful case closures rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

13.20%

What were the most prominent drivers of unsuccessful case closures in FY 2024?

The most prominent drivers of the unsuccessful case closures for our agency in FY2024 were the following:
Cases were closed unsuccessfully by court when clients were sentenced to KDOC on other cases.
County Attorney failed to file paperwork to extend/modify the termination date of the case.
Clients served the maximum time allowed on the case while awaiting the court process in addition to serving jail sanctions, etc.
Clients were ordered to KDOC in other non-related matters, whether in county or out of county, making them unavailable for supervision.
Clients were completely successful on supervision except for owing a balance of court costs, attorney fees, etc., case was terminated unsuccessfully as a result.

What was your agency's revoked case closures rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

36.80%

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas Department of Corrections

FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Programmatic Changes

The intent of this is section is to discuss any significant changes that have occurred in the agency and/or community that positively or negatively impacted your successful implementation of the FY 2025 comprehensive plan.

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY25 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services)?

- (●) Yes
- ( ) No

Describe how the changes impacted your agency in FY25.

We have experienced a number of changes over the past year. In April 2024, our long time Director retired. An interim Director was appointed and then later hired as the Director of Community Corrections. This process left a full-time position vacant, leaving other staff to cover the roles and responsibilities of that position on a day-to-day basis. Additionally, the vacant position was housed in our satellite office, located 45 minutes away from the main office location.

In FY24 and now in FY25 our small agency of 10 full-time positions suffered a number of personnel challenges. During this time 5/10 or 50% of our full-time staff either established or utilized FMLA for long term leave due to long term personal medical emergencies that occurred within their nuclear family unit. In addition to staffing issues, we recently underwent a change in the County Attorney in Clay County.

Describe the steps taken to address the changes in FY25.

We are addressing these issues in the following manner: In September 2024, a new Director was hired and is currently serving in the position, however the learning curve is not a small one. In January 2025, a full-time ISO I was hired to be housed in the Clay County Satellite Office and is currently completing in-house training while waiting for KDOC required training opportunities to become available. We are actively working with the new Clay County Attorney to provide information and encourage open communication between offices. Our staff continue to support each other and operate as a team as we work through and overcome the personal challenges that we are faced with and have no control over that has led to staff shortages.

If changes were not addressed in FY25, are there plans do you plan to address them in FY26?

- (●) Yes
- ( ) No

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas Department of Corrections

FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Cognitive Behavioral Programming (CBI)

In this section agencies should report programming offered in a group setting in FY 2024. Remember to identify your CBI programming by the specific name of the curriculum rather than generally noting "CBI" or the like. If you are only administering certain components of a curriculum to your clients, rather than all clients receiving the full curriculum, please break this information out to provide for the specific components in the Agency Programming table.

Any new programs for FY 2026, needs to be approved by KDOC prior to implementation, if not on the approved curriculum list . If there is an intent to offer a new program, the agency must first contact Tara Newell.

KDOC Approved Curriculum List

KDOC Approved Client Curriculum 2.14.23.pdf

Did the agency offer in-house or contracted group cognitive behavioral programming in FY 2024? This question does not address individual CBI programming.

- (●) Yes
- ( ) No

Utilize the Agency Programming table below to identify programs information.

Indicate if this is an existing program offered by your agency or if it will be a new program for FY 2026. State Existing or New in FY 2026.	Program Name: list the name of the cognitive behavioral curriculum/program that was offered.	Provider: list your agency name if the program is facilitated by staff within your agency or the name of the provider if you have contracted with an outside source.	If existing, state the FY 2024 Total Admitted clients into the program.	If existing, state the FY 2024 Total Successful Completions.	Client Fee: Provide the cost of any fee assessed to the client for participation in the program. If no fee is assessed, enter 0.00.
Existing in FY2026	Courage to Change Curriculum	Brett Bruning	13	9	0.00
Existing in FY2026	Courage to Change Curriculum	Brett Bruning	5	3	0.00

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas Department of Corrections

FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Fiscal Year 2026 Plan

In this section agencies should use this form to identify critical needs that impact the entire agency. The needs may be considered gap for the agency. A plan should start to materialize for what the agency must do to address the needs or prepare for a shift. This information should be later found in the Agency Case Plan.

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services, or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that will be addressed.

- (●) Yes
- ( ) No

Explain why the organizational needs will or will not be addressed.

We are not clear on the timeline however our office space has been a consistent topic of conversation with Riley County. The Board of County Commissioners are developing a plan to update and improve our current space in order to make other departmental changes. This would result in our agency being required to move to a new space and having to address the expense of furnishing that space if the current office equipment is not conducive to the space. We may be forced to address this situation if the county determines that the space will be used for other purposes. This is out of our control, as Riley County provides the space as an in-kind contribution.

Behavioral Health Services

The state legislature has allocated funds to develop or enhance behavioral health services statewide again in FY 2026. This funding is not a standalone opportunity as in years past. Instead, the funding has been distributed throughout the state.

The below questions should be answered by all agencies to best understand how money is being spent to address your agencies behavior health needs.

Describe how your agency will prioritize behavioral health services for the supervised population.

All of our behavioral health funds are utilized for our Care Coordinator Position. This position has been in place since 2013 and has proven to be extremely effective within our Judicial District. Our Care Coordinator initially meets with clients who are assigned to Community Corrections to coordinate intervention and treatment services. In addition, the Care Coordinator provides weekly Offender Workforce Development Specialist (OWDS) services to our unemployed clients. This Care Coordinator position also serves as the facilitator for the Cognitive Behavioral Class, providing the Courage to Change curriculum to clients. Separate classes are held for our male and female clients. These services, along with coordinating the delivery of all behavioral health services, medication assistance, and short-term case management services, will continue to further our client's success by breaking down barriers to access services.

How does your budget support Behavioral Health Services.

We currently receive $96,493.00 in Behavioral Health Funds to support the position of Care Coordinator. This amount does not cover the position in full. In FY26 this position is budgeted to cost $112,686.17. In order to cover the difference, we are accessing core funds as we have done for the past 3 years. Additionally, Pawnee Mental Health Services will contribute the remaining balance.

Agency Case Plan

For FY 2026, the Agency Case Plan will be created outside of the Comprehensive Plan. It will still be important that the Agency Case Plan utilize the data identified from the Fiscal Year 2024 Outcomes, recent Agency Program Review feedback, as well as the closing status of the Agency FY 2025 goals to help identify gaps. Once identified, the gaps should be prioritized to help agencies determine the plan. When completing the required plan, a minimum of three principles will need to be identified for the upcoming fiscal year. Agencies may choose from any of the eight principles to develop their goals. Additional goals that are separate from the eight principles can be used if desired once the minimum requirement of three principles has been met.

Agencies will utilize the attached Agency Case Plan to state their goals and objectives. The plan is due August 15, 2025. No additional signatures are needed for this document. An accompanying signatory approval page is only required for the Year-End report.

Additionally, the submitting of Quarterly and Year-End Outcome Reports will be done through SharePoint. A link to your agency SharePoint folder will be provided after submission of the grant application.

Agency Case Plan

Agency Case Plan.docx

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Kansas Department of Corrections

FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Fiscal and Budget Considerations and Instructions

In this section the applicant must complete all needed information on this form. Below is the agencies allocation, it should be noted this is subject to the Governor's approved budget. Also, attached below a Budget Documentation with overall general budget information. Agencies should read and understand the KDOC Financial Rules and Guidelines, attached below. Failure to adhere to all budget instructions will result in applications being returned for corrective action. This may delay final award decisions, notifications, and payments. Budget and the management of fiscal records will not be completed in Amplifund for FY 2026. Below is an attached workbook for agencies to submit their budgets for approvals. The submitted budget must match the allocation.

Host/Administrative County

Does your agency operate as a single or multi-county entity?
- ○ Single
- ◉ Multi-County

Host/Administrative County Financial Officer Name
Brittany Phillips

Host/Administrative County Financial Officer Address Line 1
110 Courthouse Plaza, B118

Host/Administrative County Financial Officer Address Line 2

Host/Administrative County Financial Officer City
Manhattan

Host/Administrative County Financial Officer State
Kansas

Host/Administrative County Financial Officer Zip Code
66502

Host/Administrative County Financial Officer Phone Number
785-537-6359

Host/Administrative County Financial Officer Email Address
bphillips@rileycountyks.gov

Budget Information and Document

Budget Documentation, attached is general budget information.
Budget Instructions.pdf

Budget Workbook, attached is the master budget workbook. In this workbook, there are sheets for both Adult and Juvenile information, only use the sheets that are applicable. It is also important to note the budget amount must match the allocation.
FY26 ADULT & JUVENILE Budget Workbook.xlsx

Upload the complete Budget here.

Agency Fees Chart

Use the below chart to identify FY 2026 agency/client fees. If the Agency does not assess fees, indicate N/A.

	Fee Amount	Frequency (how often assesses)	Additional information if needed.
Supervision Fee	$100	Per client, per supervision episode	
Courtesy Transfer Fee	N/A		
Drug Screening	N/A		
Drug Screening Confirmation	$25.00	When drug test is positive	
Electronic Monitoring Devices	N/A		
Alcohol Monitoring Device	N/A		

Payout Funds

Payout Funds Line Item(s):

Costs should only be budgeted for these line items if local policy allows for existence of such a fund. If you wish to budget this as a line item in FY26, you must submit documentation of local policy, approval of the BOCC or Governing Authority, and rationale for determining the amount budgeted.

Is your agency budgeting for payout funds?
- ◉ Yes
- ○ No

Upload required documentation of payout fund policy, approval and rationale here.
Riley County Employee Policy Manual - Leave Payout.pdf

Non-KDOC Funding Information

Pursuant to KSA 75-52,103, does your agency receive assistance from the county or counties within your judicial district?
- ◉ Yes
- ○ No

Instructions for documenting county assistance.

Single county agencies: Include the following items when detailing what assistance is provided to the agency:

- **Type of Assistance (Allocation or In-Kind)**

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)



EMPLOYEE POLICY MANUAL

MISSION & PURPOSE OF RILEY COUNTY

"To provide quality public services that preserve the past, protect the present, and enhance the health, safety, and general well-being of the citizens of Riley County, KS."

Riley County, KS Human Resources
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6303
Fax: 785-537-6394

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

the 1st year of employment. At the discretion of the department head, any combination of approved leave may be used and combined with PTO to reach the 40 hours required.

Amounts of Leave: Only regular full-time and part-time employees are eligible for PTO and Critical Leave. The first day of work, eligible employees begin to accrue both. Regular full-time employees accrue at the rates in the charts below; regular part-time employees accrue prorated based on scheduled hours.

Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	Maximum Accrued	Accrued per Pay Period	Max Accrued Annually*
First Year	4 hours	104 hours (13 days)	1.85 hours	48 hours
2nd to 4th year	5.85 hours	152 hours (19 days)		
5th -10th years	6.77 hours	176 hours (22 days)		
11+ years	7.69 hours	200 hours (25 days)		

RCEMS LEAVE ACCRUALS				
Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	Maximum Accrued	Accrued per Pay Period	Max Accrued Annually*
First Year	5.54 hours	144 hours (6 days)	2.77 hours	72 hours
2nd to 4th year	7.38 hours	192 hours (8 days)		
5th -10th years	9.23 hours	240hours (10 days)		
11+ years	11.08 hours	288 hours (12 days)		

**The numbers on these charts reflect only what is accrued through the course of the calendar year. For information about accumulating additional Critical Leave time, see the "Unused PTO" description below.*

Leave will continue to accrue while on paid leave. During an unpaid leave of absence, accruals will be prorated to reflect the number of hours actually paid in the pay period.

The increase in PTO is effective the first day of the pay period after the employee's anniversary date.

Personal Day: Full-time, regular employees receive 1 personal day per year in addition to PTO. This personal day may be used for any approved day during which Riley County remains open. Personal days are available at the beginning of each calendar year for current employees. A new employee hired before June 30 will receive 1 personal day upon hire; a new employee hired after June 30 will **not** receive a personal day until the beginning of the next full year of employment. Employees must specify the day for which they are requesting to use a personal day. The request must be scheduled and approved no less than 2 weeks prior by the employee's immediate supervisor. Personal days may be used in conjunction with any other type of approved leave. Personal days will not be carried over to the next calendar year, nor will they be cashed out if not taken or paid at separation.

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

Service Awards: As recognition for valued service, after 15 consecutive years in a regular position, and on the anniversary of each 5th year thereafter, the employee's PTO account will be credited with 40 additional hours that must be used within one calendar year or is forfeited. If the additional hours cause the employee to exceed the maximum yearly limit of PTO, the hours will not be converted to Critical Leave hours. The anniversaries represent accrued time from the date of hire as a regular employee.

Unused PTO: Accrued PTO unused at the end of the calendar year, over the maximum allowed hours, will be converted to Critical leave on a one-to-one basis the first pay period of the new calendar year.

PTO at the End of Employment: Accrued PTO unused at the end of employment will be paid to employees who have been employed at least six (6) months and have resigned with proper notice (a minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads). Employees employed less than six (6) months and those terminated for disciplinary reasons forfeit payout of unused PTO. Payout will be limited to the maximum yearly limit in which employment ends.

CRITICAL LEAVE: Critical Leave shall be granted only for the following situations which last more than 24 consecutive working hours:

- Illness or disability of the employee, including temporary disability related to pregnancy and childbirth for either the employee or the spouse, in accordance with Federal and State statutes.
- Legal quarantine of the employee.
- Illness of or disability to an immediate family member (as defined in this handbook).
- Upon the placement of a child with the employee for adoption or foster care.

During the 24-hour period before Critical Leave is available, PTO/Personal Day must be used. If 24 hours of PTO and/or Personal Day is not available, leave without pay must be taken up to a total of 24 hours. No other leave, or time worked, may be used to satisfy the 24-hour period prior to Critical Leave. The 24-hour waiting period for using Critical Leave starts at the time leave for the illness or disability begins.

If an employee returns to work and needs additional time off for the same medical condition, an additional 24 hours of PTO must be used to access Critical Leave, unless FML has been approved. Equally so if a new, separate illness or disability begins, or any other additional qualifying event occurs.

Employees using Critical Leave for multiple conditions must document which illness leave is required for on the Request for Time-Off form.

Intermittent Critical Leave: Critical Leave may only be used intermittently for an FMLA covered reason.

When an employee is injured on the job, Workers' Compensation processes are followed. Critical Leave can be used immediately to supplement Workers' Compensation payments.

Accumulation of Critical Leave: There is no accumulation limit on Critical Leave. Upon separation from employment with proper notice (minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads), and for non-disciplinary termination, employees receive payout for prorated Critical Leave following the Critical Leave payout table below. To qualify for Critical Leave payout, an employee must have accrued at least 384 hours. These hours will not be prorated for part-time employees. The maximum number of paid hours is 376 regardless of total accumulation.

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Accumulation	Prorated hours paid	Accumulation (cont.)	Prorated hours paid (cont.)
384	120	600	264
396	128	612	272
408	136	624	280
420	144	636	288
444	160	648	296
456	168	660	304
480	184	672	312
492	192	684	320
504	200	696	328
516	208	708	336
528	216	720	344
540	224	732	352
552	232	744	360
564	240	756	368
576	248	768	376
588	256		

Contagious or Infectious Disease Exception: During a declared epidemic or pandemic involving a contagious or infectious disease, the following rules apply regarding Critical Leave. In the event of any conflict with previous paragraphs concerning Critical Leave, the rules outlined herein take precedence:

(1) Employees are granted immediate access to their accrued Critical Leave, bypassing the usual waiting period and without the prior use of other accrued leave, provided:
- The employee requests immediate access to their accrued Critical Leave, **and**
- The employee advises the Department Head that they (or their immediate family member) are displaying recognized medical symptoms of the contagious or infectious disease which has generated the epidemic or pandemic; or if the employee (or their immediate family member) has been diagnosed with the disease by a medical provider, or the employee has been lawfully ordered to be quarantined by the Local Health Officer.

(2) Employees are encouraged to stay home and use either Annual or Critical Leave when experiencing recognized symptoms of a contagious/infectious disease. It is recommended employees adhere to recognized medical guidelines to determine the appropriate duration of absence. Employees should make every effort to avoid returning to work prematurely, thereby minimizing the risk of exposing other County employees to potential infection.

(3) Abuse of this exception will result in disciplinary actions. Abuse includes, but is not limited to:
- False reporting of symptoms of contagious or infectious disease.
- Use of PTO or Critical Leave beyond the medically necessary recovery period from contagious or infectious disease.
- Violation of the terms of a lawful quarantine order issued by the Local Health Officer.

3.3 Flex Time

Non-exempt employees who arrive late or request to leave early may request permission from their Department Head to use "flex time" to make up a brief absence. Flex time may be approved when paid time off is not used

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

- Assistance amount, expressed in whole dollars
- Description/purpose of assistance
- If contribution has been confirmed by the county or it is a pending request.

Multi-county agencies: In addition to the four bullet points above, include the name of the county.

Example of documenting county assistance: Allocation - $20,000 - Rent - Confirmed

Document the county assistance your agency receives.*

In-Kind & Allocation Confirmed
In-Kind, 5% of an IT position: $2,464.16
In-kind, 5% of a Janitorial position: $1,539.59
In-kind, $21,408.00 rent per year
In-Kind, $9,496.00 internet per year
In-Kind, $2,574.00 electricity per year
In-Kind, $308.00 trash per year
In-kind, $1335.00 gas per year
Riley County Allocation, $149,884.00, for increase in personnel costs
Clay County Allocation, $37,791.85, for increase in personnel costs

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY26?

- (●) Yes
- ( ) No

Describe your agency's projected funding requests. This should include the services these funds will be used for. Response should include the source and amount of each request.

BJA = $128,604.12 - Recovery Court
Caroline Peine Foundation = $7500 - Direct Client services
City Alcohol = $22,780.00 Adult Services - Drug Testing, A&D tx and staff A/D Training
City Alcohol = $5,750 Juvenile Services - Drug Testing, A&D tx and staff A/D Training
Greater Manhattan Community Foundation = $3,750 Direct Client Mental Health Services and housing
Riley County Alcohol Funds = $5,000.00 - Staff training
Daniel Keating - $1,257.00 - Protective Homes and Juvenile Intake
ADSAP - $19,844.00 - Recovery Court client incentives

Sign Here

The individual responsible for creating the budget is the individual who should enter their name below.

By entering my name below, I declare that I have reviewed the budget instructions provided by KDOC and have adhered to these instructions as I developed my budget as part of the application process.

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

FY2026
PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

FTE totals are to be reported as a percent (i.e. 0.50 for 50%, 0.75 for 75%, 1.00 for 100%, etc.). For example, if 50% of an ISO's work time is spent on Adult Supervision duties and 50% is spent on Juvenile Supervision duties you would report .5 in the CC FTE column and .5 in the JUV FTE column. If you have **part-time employee(s)**, the FTE is calculated by taking the average hours worked per week divided by 40. So if an ISO averages 15 hours per work week, you would calculate the FTE by dividing 15 by 40 (15/40) which is .375 FTE.

Reminder: Review all percentages/$ amounts listed in the payroll benefits section for each employee and update as

ADULT PERSONNEL SECTION

PERSONNEL

Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
CY25 Riley County Payscale															$
Lewis, Megan	0.4			0.6		Director	$ 58,372.03	23,348.81				35,023.22	5,425.74	9,241.36	$ 58,37
Harper, Sandi	0.6			0.4		ISO II	$ 51,838.55	31,103.13				20,735.42	7,227.67	5,471.32	$ 51,83
Hubbard, Jessie	0.4			0.6		Adminstrative Assistant II	$ 31,678.19	12,671.28				19,006.91	2,944.52	5,015.23	$ 31,67
Clark, Brett		0.8		0.2		ISO	$ 42,041.15		33,632.92			8,408.23	7,815.54	2,218.63	$ 42,04
Clark, Dan		0.8		0.2		ISO	$ 40,818.06		32,654.44			8,163.62	7,588.16	2,154.08	$ 40,81
Lee, Joanna		0.7		0.3		ISO	$ 42,041.16		29,428.81			12,612.35	6,838.59	3,327.94	$ 42,04
Kennedy, Damion		0.5		0.5		ISO	$ 29,072.36		14,536.17			14,536.19	12,825.85	13,283.54	$ 29,07
McNatt, Michael				0.295	0.705	ISO	$ 31,600.36				22,278.25	9,322.11		2,459.77	$ 31,60
On-Call Juvenile Intake Officers				1		On-Call	$ 13,917.67					13,917.67			$ 13,91
															$
CY26 Riley County Payscale															$
Lewis, Megan	0.4			0.6		Director	$ 61,746.52	24,698.61				37,047.91	5,336.16	8,526.30	$ 61,74
Harper, Sandi	0.6			0.4		ISO II	$ 54,870.40	32,922.24				21,948.16	7,112.88	5,051.21	$ 54,87
Hubbard, Jessie	0.4			0.6		Adminstrative Assistant II	$ 33,496.42	13,398.57				20,097.85	2,894.77	4,625.37	$ 33,49
Clark, Brett		0.8		0.2		ISO	$ 44,433.38		35,546.70			8,886.68	7,679.90	2,045.20	$ 44,43
Clark, Dan		0.8		0.2		ISO	$ 43,137.22		34,509.78			8,627.44	7,455.87	1,985.54	$ 43,13
Lee, Joanna		0.7		0.3		ISO	$ 44,433.37		31,103.36			13,330.01	6,719.91	3,067.80	$ 44,43
Kennedy, Damion		0.5		0.5		ISO	$ 31,193.34		15,596.67			15,596.67	12,817.64	13,037.42	$ 31,19
McNatt, Michael				0.295	0.705	ISO	$ 33,732.08				23,781.12	9,950.96		2,290.14	$ 33,73
On-Call Juvenile Intake Officers				1		On-Call	$ 14,070.00					14,070.00			$ 14,07
															$
Payout Fund	0.6			0.4		ISO II	$ 17,145.00	10,287.00				6,858.00			$ 17,14
															$
															$
Total Salary							**$ 719,637.26**	**$ 148,429.64**	**$ 227,008.85**	**$ -**	**$ 46,059.37**	**$ 298,139.40**	**$ 100,683.20**	**$ 83,800.85**	**$ 719,63**

Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
CY25 Riley County Payscale	0	0	0	0	0	Salary	$ -	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0
Lewis, Megan	0.4	0	0	0.6	0	Salary	$ 58,372.03	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%	100
Director						FICA Social Security	6.20%	$ 1,447.63	$ -	$ -	$ -	$ 2,171.44	$ -	$ -	$ 3,61
						FICA Medicare	1.45%	$ 338.56	$ -	$ -	$ -	$ 507.84	$ -	$ -	$ 84
						KPERS (Retirement Benefits)	10.71%	$ 2,500.66	$ -	$ -	$ -	$ 3,750.99	$ -	$ -	$ 6,25
						State Unemployment	0.13%	$ 30.35	$ -	$ -	$ -	$ 45.53	$ -	$ -	$ 7
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Health Insurance	$ 12,263.97	$ 4,905.59	$ -	$ -	$ -	$ 7,358.38	$ -	$ -	$ 12,26
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Workman's Comp	2.75%	$ 642.09	$ -	$ -	$ -	$ 963.14	$ -	$ -	$ 1,60
						Total Benefits		$ 9,864.88	$ -	$ -	$ -	$ 14,797.31	$ -	$ -	$ 24,66
Harper, Sandi	0.6	0	0	0.4	0	Salary	$ 51,838.55	60.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	100
ISO II						FICA Social Security	6.20%	$ 1,928.39	$ -	$ -	$ -	$ 1,285.60	$ -	$ -	$ 3,21
						FICA Medicare	1.45%	$ 451.00	$ -	$ -	$ -	$ 300.66	$ -	$ -	$ 75
						KPERS (Retirement Benefits)	10.71%	$ 3,331.15	$ -	$ -	$ -	$ 2,220.76	$ -	$ -	$ 5,55
						State Unemployment	0.13%	$ 40.43	$ -	$ -	$ -	$ 26.96	$ -	$ -	$ 6
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Health Insurance	$ 10,891.28	$ 6,534.77	$ -	$ -	$ -	$ 4,356.51	$ -	$ -	$ 10,89
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	2.75%	$ 855.34	$ -	$ -	$ -	$ 570.22	$ -	$ -	$ 1,425.56
						Total Benefits		$ 13,141.07	$ -	$ -	$ -	$ 8,760.72	$ -	$ -	

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

Hubbard, Jessie	0.4	0	0	0.6	0	Salary	$	31,678.19		40.00%		0.00%		0.00%		0.00%		60.00%		0.00%		0.00%		100.00%
Adminstrative Assistant II						FICA Social Security		6.20%	$	785.62	$	-	$	-	$	-	$	1,178.43	$	-	$	-	$	1,964.05
						FICA Medicare		1.45%	$	183.73	$	-	$	-	$	-	$	275.60	$	-	$	-	$	459
						KPERS (Retirement Benefits)		10.71%	$	1,357.09	$	-	$	-	$	-	$	2,035.64	$	-	$	-	$	3,392
						State Unemployment		0.13%	$	16.47	$	-	$	-	$	-	$	24.71	$	-	$	-	$	41
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Health Insurance	$	6,655.59	$	2,662.24	$	-	$	-	$	-	$	3,993.35	$	-	$	-	$	6,655
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp			$	-	$	-	$	-	$	-			$	-	$	-	$	-
						Total Benefits			$	5,005.15	$	-	$	-	$	-	$	7,507.73	$	-	$	-	$	12,512
Clark, Brett	0	0.8	0	0.2	0	Salary	$	42,041.15		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100.0
ISO						FICA Social Security		6.20%	$	-	$	2,085.24	$	-	$	-	$	521.31	$	-	$	-	$	2,606
						FICA Medicare		1.45%	$	-	$	487.68	$	-	$	-	$	121.92	$	-	$	-	$	609
						KPERS (Retirement Benefits)		10.71%	$	-	$	3,602.09	$	-	$	-	$	900.52	$	-	$	-	$	4,502
						State Unemployment		0.13%	$	-	$	43.72	$	-	$	-	$	10.93	$	-	$	-	$	54
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Health Insurance	$	8,832.85	$	-	$	7,066.28	$	-	$	-	$	1,766.57	$	-	$	-	$	8,832
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp		2.75%	$	-	$	924.91	$	-	$	-	$	231.23	$	-	$	-	$	1,156
						Total Benefits			$	-	$	14,209.91	$	-	$	-	$	3,552.48	$	-	$	-	$	17,762
Clark, Dan	0	0.8	0	0.2	0	Salary	$	40,818.06		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100.0
ISO						FICA Social Security		6.20%	$	-	$	2,024.58	$	-	$	-	$	506.14	$	-	$	-	$	2,530
						FICA Medicare		1.45%	$	-	$	473.49	$	-	$	-	$	118.37	$	-	$	-	$	591
						KPERS (Retirement Benefits)		10.71%	$	-	$	3,497.29	$	-	$	-	$	874.32	$	-	$	-	$	4,371
						State Unemployment		0.13%	$	-	$	42.45	$	-	$	-	$	10.61	$	-	$	-	$	53
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Health Insurance	$	8,575.87	$	-	$	6,860.70	$	-	$	-	$	1,715.17	$	-	$	-	$	8,575
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp		2.75%	$	-	$	898.00	$	-	$	-	$	224.50	$	-	$	-	$	1,122
						Total Benefits			$	-	$	13,796.50	$	-	$	-	$	3,449.13	$	-	$	-	$	17,245
Lee, Joanna	0	0.7	0	0.3	0	Salary	$	42,041.16		0.00%		70.00%		0.00%		0.00%		30.00%		0.00%		0.00%		100.
ISO						FICA Social Security		6.20%	$	-	$	1,824.59	$	-	$	-	$	781.97	$	-	$	-	$	2,606
						FICA Medicare		1.45%	$	-	$	426.72	$	-	$	-	$	182.88	$	-	$	-	$	609
						KPERS (Retirement Benefits)		10.71%	$	-	$	3,151.83	$	-	$	-	$	1,350.78	$	-	$	-	$	4,502
						State Unemployment		0.13%	$	-	$	38.26	$	-	$	-	$	16.40	$	-	$	-	$	54
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	8,832.84	$	-	$	6,182.99	$	-	$	-	$	2,649.85	$	-	$	-	$	8,832
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	809.29	$	-	$	-	$	346.84	$	-	$	-	$	1,156
						Total Benefits			$	-	$	12,433.67	$	-	$	-	$	5,328.71	$	-	$	-	$	17,762
Kennedy, Damion	0	0.5	0	0.5	0	Salary	$	29,072.36		0.00%		50.00%		0.00%		0.00%		50.00%		0.00%		0.00%		100.
ISO						FICA Social Security		6.20%	$	-	$	901.24	$	-	$	-	$	901.24	$	-	$	-	$	1,802
						FICA Medicare		1.45%	$	-	$	210.77	$	-	$	-	$	210.77	$	-	$	-	$	421
						KPERS (Retirement Benefits)		10.71%	$	-	$	1,556.82	$	-	$	-	$	1,556.82	$	-	$	-	$	3,113
						State Unemployment		0.13%	$	-	$	18.90	$	-	$	-	$	18.90	$	-	$	-	$	37
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	6,108.10	$	-	$	3,054.05	$	-	$	-	$	3,054.05	$	-	$	-	$	6,108
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	399.74	$	-	$	-	$	399.74	$	-	$	-	$	799
						Total Benefits			$	-	$	6,141.53	$	-	$	-	$	6,141.53	$	-	$	-	$	12,283
McNatt, Michael	0	0	0	0.295	0.705	Salary	$	31,600.36		0.00%		0.00%		0.00%		70.50%		29.50%		0.00%		0.00%		100.
ISO						FICA Social Security		6.20%	$	-	$	-	$	-	$	1,381.25	$	577.97	$	-	$	-	$	1,959
						FICA Medicare		1.45%	$	-	$	-	$	-	$	323.03	$	135.17	$	-	$	-	$	458
						KPERS (Retirement Benefits)		10.71%	$	-	$	-	$	-	$	2,386.00	$	998.40	$	-	$	-	$	3,384
						State Unemployment		0.13%	$	-	$	-	$	-	$	28.96	$	12.12	$	-	$	-	$	41
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	6,639.23	$	-	$	-	$	-	$	4,680.66	$	1,958.57	$	-	$	-	$	6,639
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp		2.75%	$	-	$	-	$	-	$	612.65	$	256.36	$	-	$	-	$	869.01
						Total Benefits			$	-	$	-	$	-	$	9,412.56	$	3,938.59	$	-	$	-	$	13,351.14

On-Call Juvenile Intake Officers	0	0	0	1	0	Salary	$	13,917.67		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		
On-Call						FICA Social Security		6.20%	$	-	$	-	$	-	$	-	$	862.90	$	-	$	-	$	862.90
						FICA Medicare		1.45%	$	-	$	-	$	-	$	-	$	201.81	$	-	$	-	$	201.81
						KPERS (Retirement Benefits)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						State Unemployment		0.13%	$	-	$	-	$	-	$	-	$	18.09	$	-	$	-	$	1
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Life Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	-	$	-	$	-	$	382.74	$	-	$	-	$	38
						Total Benefits			$	-	$	-	$	-	$	-	$	1,465.53	$	-	$	-	$	1,46
CY26 Riley County Payscale	0	0	0	0	0	Salary	$	-		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0
Lewis, Megan	0.4	0	0	0.6	0	Salary	$	61,746.52		40.00%		0.00%		0.00%		0.00%		60.00%		0.00%		0.00%		100
Director						FICA Social Security		6.20%	$	1,531.31	$	-	$	-	$	-	$	2,296.97	$	-	$	-	$	3,82
						FICA Medicare		1.45%	$	358.13	$	-	$	-	$	-	$	537.19	$	-	$	-	$	89
						KPERS (Retirement Benefits)		10.59%	$	2,615.58	$	-	$	-	$	-	$	3,923.37	$	-	$	-	$	6,53
						State Unemployment		0.13%	$	32.11	$	-	$	-	$	-	$	48.16	$	-	$	-	$	8
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	13,047.04	$	5,218.82	$	-	$	-	$	-	$	7,828.22	$	-	$	-	$	13,04
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	679.21	$	-	$	-	$	-	$	1,018.82	$	-	$	-	$	1,69
						Total Benefits			$	10,435.16	$	-	$	-	$	-	$	15,652.74	$	-	$	-	$	26,08
Harper, Sandi	0.6	0	0	0.4	0	Salary	$	54,870.40		60.00%		0.00%		0.00%		0.00%		40.00%		0.00%		0.00%		100
ISO II						FICA Social Security		6.20%	$	2,041.18	$	-	$	-	$	-	$	1,360.79	$	-	$	-	$	3,40
						FICA Medicare		1.45%	$	477.37	$	-	$	-	$	-	$	318.25	$	-	$	-	$	79
						KPERS (Retirement Benefits)		10.59%	$	3,486.47	$	-	$	-	$	-	$	2,324.31	$	-	$	-	$	5,81
						State Unemployment		0.13%	$	42.80	$	-	$	-	$	-	$	28.53	$	-	$	-	$	7
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	11,594.12	$	6,956.47	$	-	$	-	$	-	$	4,637.65	$	-	$	-	$	11,59
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	905.36	$	-	$	-	$	-	$	603.57	$	-	$	-	$	1,50
						Total Benefits			$	13,909.65	$	-	$	-	$	-	$	9,273.10	$	-	$	-	$	23,18
Hubbard, Jessie	0.4	0	0	0.6	0	Salary	$	33,496.42		40.00%		0.00%		0.00%		0.00%		60.00%		0.00%		0.00%		100
Adminstrative Assistant II						FICA Social Security		6.20%	$	830.71	$	-	$	-	$	-	$	1,246.07	$	-	$	-	$	2,07
						FICA Medicare		1.45%	$	194.28	$	-	$	-	$	-	$	291.42	$	-	$	-	$	48
						KPERS (Retirement Benefits)		10.59%	$	1,418.91	$	-	$	-	$	-	$	2,128.36	$	-	$	-	$	3,54
						State Unemployment		0.13%	$	17.42	$	-	$	-	$	-	$	26.13	$	-	$	-	$	4
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	7,077.80	$	2,831.12	$	-	$	-	$	-	$	4,246.68	$	-	$	-	$	7,07
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Total Benefits			$	5,292.44	$	-	$	-	$	-	$	7,938.66	$	-	$	-	$	13,23
Clark, Brett	0	0.8	0	0.2	0	Salary	$	44,433.38		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100
ISO						FICA Social Security		6.20%	$	-	$	2,203.90	$	-	$	-	$	550.97	$	-	$	-	$	2,75
						FICA Medicare		1.45%	$	-	$	515.43	$	-	$	-	$	128.86	$	-	$	-	$	64
						KPERS (Retirement Benefits)		10.59%	$	-	$	3,764.40	$	-	$	-	$	941.10	$	-	$	-	$	4,70
						State Unemployment		0.13%	$	-	$	46.21	$	-	$	-	$	11.55	$	-	$	-	$	5
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	9,388.77	$	-	$	7,511.02	$	-	$	-	$	1,877.75	$	-	$	-	$	9,38
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	977.53	$	-	$	-	$	244.38	$	-	$	-	$	1,22
						Total Benefits			$	-	$	15,018.48	$	-	$	-	$	3,754.62	$	-	$	-	$	18,77
Clark, Dan	0	0.8	0	0.2	0	Salary	$	43,137.22		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100
ISO						FICA Social Security		6.20%	$	-	$	2,139.61	$	-	$	-	$	534.90	$	-	$	-	$	2,67
						FICA Medicare		1.45%	$	-	$	500.39	$	-	$	-	$	125.10	$	-	$	-	$	62
						KPERS (Retirement Benefits)		10.59%	$	-	$	3,654.59	$	-	$	-	$	913.65	$	-	$	-	$	4,56
						State Unemployment		0.13%	$	-	$	44.86	$	-	$	-	$	11.22	$	-	$	-	$	5
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	9,114.90	$	-	$	7,291.92	$	-	$	-	$	1,822.98	$	-	$	-	$	9,11
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp		2.75%	$	-	$	949.02	$	-	$	-	$	237.25	$	-	$	-	$	
						Total Benefits			$	-	$	14,580.39	$	-	$	-	$	3,645.10	$	-	$	-	$	

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

Lee, Joanna	0	0.7	0	0.3	0	Salary	$	44,433.37		0.00%		70.00%		0.00%		0.00%		30.00%		0.00%		0.00%		
ISO						FICA Social Security		6.20%	$	-	$	1,928.41	$	-	$	-	$	826.46	$	-	$	-	$	2,754.87
						FICA Medicare		1.45%	$	-	$	451.00	$	-	$	-	$	193.29	$	-	$	-	$	644.28
						KPERS (Retirement Benefits)		10.59%	$	-	$	3,293.85	$	-	$	-	$	1,411.65	$	-	$	-	$	4,705.49
						State Unemployment		0.13%	$	-	$	40.43	$	-	$	-	$	17.33	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	9,388.77	$	-	$	6,572.14	$	-	$	-	$	2,816.63	$	-	$	-	$	9,
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	855.34	$	-	$	-	$	366.58	$	-	$	-	$	1,
						Total Benefits			$	-	$	13,141.17	$	-	$	-	$	5,631.93	$	-	$	-	$	18,
Kennedy, Damion	0	0.5	0	0.5	0	Salary	$	31,193.34		0.00%		50.00%		0.00%		0.00%		50.00%		0.00%		0.00%		1
ISO						FICA Social Security		6.20%	$	-	$	966.99	$	-	$	-	$	966.99	$	-	$	-	$	1,
						FICA Medicare		1.45%	$	-	$	226.15	$	-	$	-	$	226.15	$	-	$	-	$	
						KPERS (Retirement Benefits)		10.59%	$	-	$	1,651.69	$	-	$	-	$	1,651.69	$	-	$	-	$	3,
						State Unemployment		0.13%	$	-	$	20.28	$	-	$	-	$	20.28	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	6,591.16	$	-	$	3,295.58	$	-	$	-	$	3,295.58	$	-	$	-	$	6,
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	428.91	$	-	$	-	$	428.91	$	-	$	-	$	
						Total Benefits			$	-	$	6,589.60	$	-	$	-	$	6,589.60	$	-	$	-	$	13,
McNatt, Michael	0	0	0	0.295	0.705	Salary	$	33,732.08		0.00%		0.00%		0.00%		70.50%		29.50%		0.00%		0.00%		1
ISO						FICA Social Security		6.20%	$	-	$	-	$	-	$	1,474.43	$	616.96	$	-	$	-	$	2,
						FICA Medicare		1.45%	$	-	$	-	$	-	$	344.83	$	144.29	$	-	$	-	$	
						KPERS (Retirement Benefits)		10.59%	$	-	$	-	$	-	$	2,518.42	$	1,053.81	$	-	$	-	$	3,
						State Unemployment		0.13%	$	-	$	-	$	-	$	30.92	$	12.94	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	7,127.59	$	-	$	-	$	-	$	5,024.95	$	2,102.64	$	-	$	-	$	7,
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	-	$	-	$	653.98	$	273.65	$	-	$	-	$	
						Total Benefits			$	-	$	-	$	-	$	10,047.52	$	4,204.28	$	-	$	-	$	14,
On-Call Juvenile Intake Officers	0	0	0	1	0	Salary	$	14,070.00		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		10
On-Call						FICA Social Security		6.20%	$	-	$	-	$	-	$	-	$	872.34	$	-	$	-	$	8
						FICA Medicare		1.45%	$	-	$	-	$	-	$	-	$	204.02	$	-	$	-	$	2
						KPERS (Retirement Benefits)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						State Unemployment		0.13%	$	-	$	-	$	-	$	-	$	18.29	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	-	$	-	$	-	$	386.93	$	-	$	-	$	3
						Total Benefits			$	-	$	-	$	-	$	-	$	1,481.57	$	-	$	-	$	1,4
Payout Fund	0.6	0	0	0.4	0	Salary	$	17,145.00		60.00%		0.00%		0.00%		0.00%		40.00%		0.00%		0.00%		10
ISO II						FICA Social Security		6.20%	$	637.79	$	-	$	-	$	-	$	425.20	$	-	$	-	$	1,0
						FICA Medicare		1.45%	$	149.16	$	-	$	-	$	-	$	99.44	$	-	$	-	$	2
						KPERS (Retirement Benefits)		10.59%	$	1,089.39	$	-	$	-	$	-	$	726.26	$	-	$	-	$	1,8
						State Unemployment		0.13%	$	13.37	$	-	$	-	$	-	$	8.92	$	-	$	-	$	
						State Workman's Comp			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Life Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						(Other: Please Specify)			$	-	$	-	$	-	$	-			$	-	$	-	$	
						Total Benefits			$	1,889.72	$	-	$	-	$	-	$	1,259.81	$	-	$	-	$	3,1

Riley County and Clay County are contributing funds towards employees salaries, as salaries alone comprise 112% of our Adult and Juvenile Services allocations. Their contributions are going towards salary only, NOT benefits. In order for our fringe benefits to be calculated accurately, each employees total salary is input under 'Total Salary', 'CC Admin Funds', 'CC Non-Admin Funds', 'Reinvestment Funds' and 'Juvenile Funds'. Two separate columns were created to reflect the portion of each employees salary that is being paid county funds (Adult Services portion paid with county funds' and 'Juvenile Services portion paid with ocounty funds'). These two columns are NOT added into the Subtotal.

Total Adult Personnel Section	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	TOTAL
Total Salaries	$ 148,429.64	$ 227,008.85	$ -	$ 46,059.37	$ 298,139.40	$ 100,683.20	$ 83,800.85	$ 719,63
Total Benefits	$ 59,538.07	$ 95,911.25	$ -	$ 19,460.08	$ 114,373.14	$ -	$ -	$ 289,262.54
TOTAL ADULT PERSONNEL	$ 207,967.71	$ 322,920.10	$ -	$ 65,519.45	$ 412,512.54	$ 100,683.20	$	

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

FY2026
NON-PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

ADULT OPERATIONS SECTION

2A TRAVEL CATEGORY

TRAVEL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-Tot
Fuel or Mileage	Est. monthly exp. = $40.00/mo. for AS & $30.00/mo. for JS	$ 840.00	$ 480.00			$ 360.00			$
Per Diem (includes Lodging)	Est. lunch meal = $18.00/mo. x 12 mos. (each) for AS & JS	$ 432.00	$ 216.00			$ 216.00			$
Vehicle Maintenance/Registration/Tags	Est. monthly exp. = $60.00/mo. x 12 mos. (each) for AS & JS	$ 1,440.00	$ 720.00			$ 720.00			$ 1,
Vehicle Insurance	Est. yearly exp. = $1800.00/year, split 50/50	$ 1,800.00	$ 900.00			$ 900.00			$ 1,
K-Tag/Tolls/Parking	Est. monthly exp. = $.50/mo. X 12 mos. (each) for AS & JS	$ 12.00	$ 6.00			$ 6.00			$
Other #1									$

TRAVEL CATEGORY %	Details	CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total
Fuel or Mileage		57.00%			43.00%			1
Per Diem (includes Lodging)		50.00%			50.00%			1
Vehicle Maintenance/Registration/Tags		50.00%			50.00%			1
Vehicle Insurance		50.00%			50.00%			1
K-Tag/Tolls/Parking		50.00%			50.00%			1
Other #1								

TOTAL TRAVEL CATEGORY	$ 4,524.00	$ 2,322.00	$ -	$ -	$ 2,202.00	$ -	$ -	$ 4,

Travel Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Fuel or Mileage: Adult: $32.26 x 12 = $387.16, increased to $40/mo. for inflation. Juvenile: $25.98 x 12 =$311.76. Increased to $30/mo. for inflation * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal/mo. = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal/mo. = $216 * Vehicle Maintenance/Registration/Tags: Adult: $57.77 x 12 = $693.24, Juvenile: $57.77 x 12 = $693.24 * Vehicle Insurance: FY24 policy = $1700.00; increased $100.00 for inflation and split 50/50 between AS and JS * K-Tag/Tolls/Parking: Estimate $.50 mo., split 50/50 between AS and JS

2B TRAINING CATEGORY

TRAINING CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-Total
Fuel or Mileage	Est. monthly exp. = $9.00/mo. for AS & $12.00/mo for JS	$ 252.00	$ 108.00			$ 144.00			$ 25
Per Diem (includes Lodging)	Est. lunc meal = $18.00/mo. X 12 mos. (each) for AS & JS	$ 432.00	$ 216.00			$ 216.00			$ 43
Registration	Est. $50.00/mo. x 6 mos. (each) for AS & JS; see comments	$ 700.00	$ 150.00		$ 400.00	$ 150.00			$ 70
K-Tag/Tolls/Parking	Est. monthly exp. = $1.00/mo. X 12 mos. (each) for AS & JS	$ 24.00	$ 12.00			$ 12.00			$ 2
Other #1									$

TRAINING CATEGORY %	Details	CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Fuel or Mileage		43.00%			57.00%			100
Per Diem (includes Lodging)		50.00%			50.00%			100
Registration		21.00%		57.00%	21.00%			99
K-Tag/Tolls/Parking		50.00%			50.00%			100
Other #1								0

TOTAL TRAINING CATEGORY	$ 1,408.00	$ 486.00	$ -	$ 400.00	$ 522.00	$ -	$ -	$ 1,40

Training Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Fuel or Mileage: Adult $7.33 x 12 = $87.94, increased for inflation. Juvenile $10.43 x 12 = $125.16, increased for inflation. * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal per month = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal per month = $216.00 * Registration: Adult: Estimate $50.00/training registration x 6/year = $150.00. Juvenile: Estimate $50.00/training registration x 6/year = $150.00. Reinvestment: Estimate $50.00training registration x 8/year = $400.00 * K-Tag/Tolls/Parking: Estimate $1.00/month x 12 = $24.00, split 50/50 between AS and JS

2C COMMUNICATION CATEGORY

COMMUNICATION CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-Total
Cell Phone	ML/BC stipend = $105.00/mo., Cell phones $45.00 x 3	$ 2,880.00	$ 696.00			$ 2,184.00			$ 2,88
Internet Services									$
Land Line	Landline = $247.00/mo x 12 mos., split 50/50 AS/JS	$ 2,964.00	$ 1,482.00			$ 1,482.00			$ 2,96
Advertising	$1,000.00/per open position, x 3	$ 3,000.00	$ 990.00			$ 2,010.00			$ 3,00
Other #2									$

COMMUNICATION CATEGORY %	Details	CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Cell Phone		24.00%			76.00%			100
Internet Services								0
Land Line		50.00%			50.00%			100
Advertising		33.00%			67.00%			100
Other #2								0

TOTAL COMMUNICATION CATEGORY	$ 8,844.00	$ 3,168.00	$ -	$ -	$ 5,676.00	$ -	$ -	$ 8,84

Communication Category Comments:

ML cell phone allowance = $65.00, split 40/60 $26.00 AS / $39.00 JS; BC cell phone allowance = $40.00, split 80/20 $32.00 AS / $8.00 JS
On-call cell phones = $41.51 each x 3 (day, night, JISP), 100% JS, increased for inflation
Riley County Landline = $157.00/mo. x 12mo., split 50/50 $78.50 AS / $78.50 JS * Clay County Landline = $90.00/mo. x 12mo., split 50/50 $45.00 AS / $45.00 JS
Advertising on Indeed.com for new hires = $166.67/wk x 6 wks, x 3 hiring processes, split 33% AS / 67% JS

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

2D	EQUIPMENT CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-Tota
	Computer									$ -
	Printer									$ -
	Scanners	Fujitsu Scanner x 2	$ 1,320.00	$ 1,320.00						$ 1
	Furniture	Misc. furniture upgrades	$ 16,688.08	$ 10,170.48			$ 6,517.60			$ 16
	Other #3									$
	Vehicle Purchase									$
	EQUIPMENT CATEGORY %	Details		CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Tota
	Computer									%
	Printer									%
	Scanners			100.00%						%
	Furniture			61.00%			39.00%			%
	Other #3									%
	Vehicle Purchase									%
	TOTAL EQUIPMENT CATEGORY		$ 18,008.08	$ 11,490.48	$ -	$ -	$ 6,517.60	$ -	$ -	$ 1

Equipment Category Comments:

New desktop scanner = $1,320.00, estimate provided by IT Department.
Desk, filing cabinet and office chair for potential new office space x 10

2E	SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-To
	Office Supplies	Est. $115.00/mo. AS, $145.00/mo. JS, $50.00 mo. Reinv.	$ 4,320.00	$ 1,380.00		$ 1,200.00	$ 1,740.00			$
	Postage	Est. monthly exp. = $70.00/mo for AS & $5.00/mo for JS	$ 900.00	$ 840.00			$ 60.00			$
	Printing	Est. $3,500.00/yr., split 50/50 AS/JS	$ 3,500.00	$ 1,750.00			$ 1,750.00			$
	Software / Anti-Virus	Est. $550.00/yr., split 50/50 AS/JS	$ 550.00	$ 275.00			$ 275.00			$
	Subscriptions	Est. $600.00/yr., split 50/50 AS/JS	$ 600.00	$ 300.00			$ 300.00			$
	Membership Dues	Est. $700.00/yr., split 50/50 AS/JS	$ 700.00	$ 350.00			$ 350.00			$
	SUPPLES CATEGORY %	Details		CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Tota
	Office Supplies			32.00%		28.00%	40.00%			%
	Postage			93.00%			7.00%			%
	Printing			50.00%			50.00%			%
	Software / Anti-Virus			50.00%			50.00%			%
	Subscriptions			50.00%			50.00%			%
	Membership Dues			50.00%			50.00%			%
	TOTAL SUPPLIES/COMMODITIES CATEGORY		$ 10,570.00	$ 4,895.00	$ -	$ 1,200.00	$ 4,475.00	$ -	$ -	$ 1

Supplies/Commodities Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multipied by 12:
Office Supplies: Adult $96.89/mo. x 12 = $1,162.00, increased for inflation. Juvenile $128.43/mo. x 12 = $1,541.18, increased for inflation. Reinvestment $50.00/mo. x 12 = $1,200.00 * Postage: Adult: $70.00/mo. x 12 = $840.00. Juvenile: $3.67/mo. x 12 = $44.04, increased for inflation. * Printing: Est. $2,000.00 for ink, $1,500.00 for paper = $3,500.00, split 50/50 AS $1,750.00 / JS $1,750.00 * Notary renewal x1, 2nd Notary start-up fee/application = $100.00, split 50/50 AS/JS * Adobe Acrobat Pro x 2 users = $400 average/year split 50/50 $200 AS / $200.00 JS * Zoom annual subscription = $150.00/year, split 50/50 $75.00 AS / $75.00 JS * Amazon Prime business subscription = $250.00/year, split 50/50 $250.00 AS / $250.00 JS * KCCA Annual Membership = $700.00/year, split 50/50 $350 AS / $350.00 JS

2F	FACILITY CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-To
	Rent									$
	Utilities									$
	Insurance									$
	Trash Service									$
	Building Maintenance									$
	Other #1									$
	FACILITY CATEGORY %	Details		CC Funds %		Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Tot
	Rent									%
	Utilities									%
	Insurance									%
	Trash Service									%
	Building Maintenance									%
	Other #1									%
	TOTAL FACILITY CATEGORY		$ -	$ -		$ -	$ -	$ -	$ -	$

Facility Category Comments:

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CONTRACTUAL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	
Copier Maintenance	Est. $5,160.00, split between 50/50 AS/JS	$ 5,160.00	$ 2,580.00			$ 2,580.00			$ 5,160.00
Computer Maintenance									$ -
Shredding	$10.00/mo. x 12	$ 120.00	$ 120.00						$ 120
Postage Meter Rental									$ -
Other #1									$ -
Other #2									$ -
Other #3									$ -
Other #4									$ -
Other #5									$ -
Other #6									$ -
BH - Care Coordinator	BH Care Coordinator - Salary	$ 100,902.19	$ 4,409.19	$ 96,493.00					$ 100,902
BH - Peer Support Specialist									$ -
BH - Recovery Coach/Peer Mentor									$ -
BH - Recovery Specialist									$ -
Other #1									$ -
Other #2									$ -

CONTRACTUAL CATEGORY %	Details	CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Copier Maintenance		50.00%			50.00%			100.0
Computer Maintenance								0.0
Shredding		100.00%						100.0
Postage Meter Rental								0.0
Other #1								0.0
Other #2								0.0
Other #3								0.0
Other #4								0.0
Other #5								0.0
Other #6								0.0
BH - Care Coordinator		4.00%	96.00%					100.0
BH - Peer Support Specialist								0.0
BH - Recovery Coach/Peer Mentor								0.0
BH - Recovery Specialist								0.0
Other #1								0.0
Other #2								0.0

TOTAL CONTRACTUAL CATEGORY	$ 106,182.19	$ 7,109.19	$ 96,493.00	$ -	$ 2,580.00	$ -	$ -	$ 106,182

Contractual Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multipied by 12:
Copier Maintenance:Xerox averages $346/mo. x 12 = $4,152.00/yr, split 50/50 AS/JS; imageQuest averages $84.00/mo. x 12 = $1,008.00, split 50/50 AS/JS.
Shredding: $10.00/mo. x 12 = 120.00
BH - Care Coordinator: 32% of the $13,537.00 gap between Care Coordinator Salary and FY26 BH allocation

TOTAL OPERATIONS SECTION	$ 149,536.27	$ 29,470.67	$ 96,493.00	$ 1,600.00	$ 21,972.60	$ -	$ -	$ 149,536.

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

CONTRACTS/CLIENT SERVICES SECTION

3A CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-To
Drug Testing Supplies	Est. $90/mo. x 12mo. = $1,080. AS = $1,020 / JS = $60	$ 1,080.00	$ 1,020.00			$ 60.00			$ 0
Drug Testing Services	Est. $810/mo. x 12mo. = $9,720. AS = $9,600 / JS = $120	$ 9,720.00	$ 9,600.00			$ 120.00			$ 0
Academic Education Services	Est. $176.00 per GED x 3 = $528.00	$ 528.00				$ 528.00			$ 0
Vocational Education Services									$
Transportation Assistance	Est. $112.50/mo. x 12mo. = $1,350. AS = $750 / JS = $600	$ 1,350.00	$ 750.00			$ 600.00			$ 0
Subsistence	Est. $100/mo. x 12mo. = $1,200.00. AS = $600 / JS = $600	$ 1,200.00	$ 600.00			$ 600.00			$ 0
Cognitive Skills	Est. $40/class x 50 = $2,000. AS = $400 / JS = $1,600	$ 2,000.00	$ 400.00			$ 1,600.00			$ 0
Client Incentives	Est. $175/mo. AS, $1,200/mo. JS, $5.52/mo Reinv	$ 2,210.55	$ 1,200.00		$ 110.55	$ 900.00			$ 5
Electronic Monitoring Services									$
Surveillance Services									$
Housing Assistance									$
MH - Evaluations									$
MH - Medication									$
MH - Medication Check/Follow-Up									$
MH - Treatment/Groups (includes Co-Pays)									$
SB - Evaluations									$
SB - Medications									$
SB - Medication Check/Follow-Up									$
SB - Treatment/Groups/Detox (includes Co-Pays)									$
SO - Evaluations	Est. $800 each x 4 = $3,200. AS = $1,600 / JS = $1,600	$ 3,200.00	$ 1,600.00			$ 1,600.00			$ 0
SO - Treatment/Groups (includes Co-Pays)									$
BIP Evaluations	Est. $150.00 each x 10 = $1,500.00	$ 1,500.00	$ 1,500.00						$ 0
BIP Treatment/Groups (includes Co-Pays)									$
DV & Anger Mgmt Treatment/Groups (includes Co-Pays)	Est. $25.00 each x 10 = $250.00	$ 250.00	$ 250.00						$ 0
DV & Anger Mgmt Evaluations	Est. $150.00 each x 10 = $1,500.00	$ 1,500.00	$ 1,500.00						$ 0
Translator	Est. $50/hr x 20 = $1,000. AS = $500 / JS = $500	$ 1,000.00	$ 500.00			$ 500.00			$ 0
Client Incentives: Court Services		$ 500.00				$ 500.00			$ 0

CONTRACTS/CLIENT SERVICES %	Details	CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-To
Drug Testing Supplies		94.00%			6.00%			0%
Drug Testing Services		99.00%			1.00%			0%
Academic Education Services					100.00%			0%
Vocational Education Services								0%
Transportation Assistance		56.00%			44.00%			0%
Subsistence		50.00%			50.00%			0%
Cognitive Skills		20.00%			80.00%			0%
Client Incentives		54.00%		5.00%	41.00%			0%
Electronic Monitoring Services								0%
Surveillance Services								0%
Housing Assistance								0%
MH - Evaluations								0%
MH - Medication								0%
MH - Medication Check/Follow-Up								0%
MH - Treatment/Groups (includes Co-Pays)								0%
SB - Evaluations								0%
SB - Medications								0%
SB - Medication Check/Follow-Up								0%
SB - Treatment/Groups/Detox (includes Co-Pays)								0%
SO - Evaluations		50.00%			50.00%			0%
SO - Treatment/Groups (includes Co-Pays)								0%
BIP Evaluations		100.00%						0%
BIP Treatment/Groups (includes Co-Pays)								0%
DV & Anger Mgmt Treatment/Groups (includes Co-Pays)		100.00%						0%
DV & Anger Mgmt Evaluations		100.00%						0%
Translator		50.00%			50.00%			0%
Client Incentives: Court Services					100.00%			0%
TOTAL CONTRACTS/CLIENT SERVICES		$ 18,920.00	$ -	$ 110.55	$ 7,008.00	$ -	$ -	$ 55

Contracts/Client Services Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Drug Testing Supplies: Estimate $90.00/mo. x 12mo. = $1,080.00/yr. * Drug Testing Services: Estimate $810.00/mo. x 12 = $9,720.00/yr. * Academic Education Services: Estimate $176.00/per GED x 3 = $528.00/yr. * Transportation: (ATA Bus tickets/Uber's/bicycles, etc.) Estimate $112.50/mo x 12 = $1,35
Subsistence: (Clothes, food, DL's, etc.) Estimate $100.00/mo. x 12 = $1,200.00/yr. * Cognitive Skills: (online classes) Estimate $40.00/ea. x 50 = $2,000.00/yr. * Client Incentives: Estimate $175.00/mo. x 12 = $2,110.00/yr. * Sex Offender Evaluations: Estimate $800.00/ea. x 4 = $3,200.00/yr. * BIP Evalua
Estimate $150.00/ea. x 10 = $1,500.00/yr. * DV & Anger Mgmt Treatment: Estimate $25.00/ea. x 10 = $250.00/yr. * Anger Management Evaluations: Estimate $150.00/ea. x 10 = $1,500.00/yr. * Translator = Estimate $100.00/hr. x 10hrs = $1,000.00/yr.

TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ 26,038.55	$ 18,920.00	$ -	$ 110.55	$ 7,008.00	$ -	$ -	$ 26
TOTAL CC OPERATIONS & CONTRACTS/CLIENT SERVICES		$ 48,390.67	$ 96,493.00	$ 1,710.55	$ 28,980.60	$ -	$ -	$ 175,574.82

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

FY2026

BUDGET SUMMARY

Riley County Community Corrections

All cells on this tab auto-fill. Verify amounts against Narrative tabs.

ADULT - TOTAL BUDGET SUMMARY

ADULT PERSONNEL BUDGET

	PERSONNEL CATEGORY	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services porition paid with county funds	Juvenile Servic portion paid wi county funds
1A	Salary	$ 148,429.64	$ 227,008.85	$ -	$ 46,059.37	$ 298,139.40	$ 100,683.20	$ 83,800.
1B	Benefits	$ 59,538.07	$ 95,911.25	$ -	$ 19,460.08	$ 114,373.14		$ -
	TOTAL PERSONNEL SECTION	$ 207,967.71	$ 322,920.10	$ -	$ 65,519.45	$ 412,512.54	$ 100,683.20	$ 83,800.

	ADULT OPERATIONS SECTION	CC Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services porition paid with county funds	Juvenile Servic portion paid wi county funds
2A	TRAVEL CATEGORY	$ 2,322.00		$ -	$ -	$ 2,202.00	$ -	$ -
2B	TRAINING CATEGORY	$ 486.00		$ -	$ 400.00	$ 522.00	$ -	$ -
2C	COMMUNICATIONS CATEGORY	$ 3,168.00		$ -	$ -	$ 5,676.00	$ -	$ -
2D	EQUIPMENT CATEGORY	$ 11,490.48		$ -	$ -	$ 6,517.60	$ -	$ -
2E	SUPPLIES/COMMODITIES CATEGORY	$ 4,895.00		$ -	$ 1,200.00	$ 4,475.00	$ -	$ -
2F	FACILITY CATEGORY	$ -		$ -	$ -	$ -	$ -	$ -
2G	CONTRACTUAL CATEGORY	$ 7,109.19		$ 96,493.00	$ -	$ 2,580.00	$ -	$ -
	TOTAL OPERATIONS SECTION	$ 29,470.67		$ 96,493.00	$ 1,600.00	$ 21,972.60	$ -	$ -
3A	TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ 18,920.00		$ -	$ 110.55	$ 7,008.00	$ -	$ -
	TOTAL ADULT BUDGET SUMMARY	$ 256,358.38	$ 322,920.10	$ 96,493.00	$ 67,230.00	$ 441,493.14	$ 100,683.20	$ 83,800.8

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

ADULT RESIDENTIAL BUDGET

	PERSONNEL CATEGORY	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Ser portion paid county fun
4A	Salary	$ -	$ -		$ -	$ -	$ -	$
4B	Benefits	$ -	$ -		$ -	$ -	$ -	$
	TOTAL PERSONNEL SECTION	$ -	$ -		$ -	$ -	$ -	$

	RESIDENTIAL OPERATIONS SECTION	CC Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Ser portion paid county fun
5A	TRAVEL CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5B	TRAINING CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5C	COMMUNICATIONS CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5D	EQUIPMENT CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5E	SUPPLIES/COMMODITIES CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5F	FACILITY CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5G	CONTRACTUAL CATEGORY	$ -	$ -		$ -	$ -	$ -	$
	TOTAL OPERATIONS SECTION	$ -	$ -		$ -	$ -	$ -	$

6A	TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ -	$ -		$ -	$ -	$ -	$

	TOTAL RESIDENTIAL BUDGET SUMMARY	$ -	$ -		$ -	$ -	$ -	$

	All CC Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Ser portion paid county fun
TOTAL FY2026 ADULT BUDGET SUMMARY	$ 478,595.28	$ 96,493.00	$ 67,230.00	$ 357,692.29	$ 100,683.20	$ 83,80

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

FY2026

PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

						CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	Juvenile Services Evidence Based Practice - Reinvestment	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	TOTAL PERSONN 478,031.98 Current Juvenile Alloc
1A ADMIN PERSONNEL															
	Name	**CC FTE**	**JUV FTE**	**New Staff**	**Position Description**	**Total Annual Salary**	**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IIP**	**Juvenile Services Evidence Based Practice - Reinvestment**	**Adult Services portion paid with county funds**	**Juvenile Services portion paid with county funds**	**Subtotal**
1	CY25 Riley County Payscale															$
2	Lewis, Megan	0.4000	0.6000		Director	$ 58,372.03	$ 23,348.81		$ 12,258.13	$ 12,258.13		$ 10,506.97		5,425.74	9,241.36	$ 58
3	Harper, Sandi	0.6000	0.4000		ISO II	$ 51,838.55	$ 31,103.13		$ 10,367.71	$ 4,147.08		$ 6,220.63		7,227.67	5,471.32	$ 51
4	Hubbard, Jessie	0.4000	0.6000		Adminstrative Assistant II	$ 31,678.19	$ 12,671.28		$ 5,702.07	$ 7,602.77		$ 5,702.07		2,944.52	5,015.23	$ 31
5																$
6	CY26 Riley County Payscale															$
7	Lewis, Megan	0.4000	0.6000		Director	$ 61,746.52	$ 24,698.61		$ 12,966.77	$ 12,966.77		$ 11,114.37		5,336.16	8,526.30	$ 61
8	Harper, Sandi	0.6000	0.4000		ISO II	$ 54,870.40	$ 32,922.24		$ 10,974.08	$ 4,389.63		$ 6,584.45		7,112.88	5,051.21	$ 54
9	Hubbard, Jessie	0.4000	0.6000		Adminstrative Assistant II	$ 33,496.42	$ 13,398.57		$ 6,029.36	$ 8,039.14		$ 6,029.36		2,894.77	4,825.37	$ 33
																$
	Total Admin Salary			**0**		**292,002.11**	**138,142.63**	**0.00**	**58,298.12**	**49,403.52**	**0.00**	**46,157.84**	**0.00**	**30,941.74**	**37,930.79**	**292,**

	Name	**CC FTE**	**JUV FTE**	**New Staff**			**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IIP**	**0.00%**	**Adult Services portion paid with county funds**	**Juvenile Services portion paid with county funds**	**Subtotal**
1	CY25 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
					FICA Social Security	6.20%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					FICA Medicare	1.45%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					KPERS (Retirement Benefits)	10.71%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					State Unemployment	0.13%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					(Please Specify)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					TOTAL BENEFITS		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
2	Lewis, Megan	0.4000	0.6000	0	Salary	58,372.03	40.00%	0.00%	21.00%	21.00%	0.00%	18.00%	0.00%	0.00%	0.00%	1
					FICA Social Security	6.20%	$ 1,447.63	$ -	$ 760.00	$ 760.00	$ -	$ 651.43	$ -	$ -	$ -	$ 3,
					FICA Medicare	1.45%	$ 338.56	$ -	$ 177.74	$ 177.74	$ -	$ 152.35	$ -	$ -	$ -	$
					KPERS (Retirement Benefits)	10.71%	$ 2,500.66	$ -	$ 1,312.85	$ 1,312.85	$ -	$ 1,125.30	$ -	$ -	$ -	$ 6,
					State Unemployment	0.13%	$ 30.35	$ -	$ 15.94	$ 15.94	$ -	$ 13.66	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	12,263.97	$ 4,905.59	$ -	$ 2,575.43	$ 2,575.43	$ -	$ 2,207.51	$ -	$ -	$ -	$ 12,
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 642.09	$ -	$ 337.10	$ 337.10	$ -	$ 288.94	$ -	$ -	$ -	$ 1,
					TOTAL BENEFITS		**$ 9,864.88**	**$ -**	**$ 5,179.06**	**$ 5,179.06**	**$ -**	**$ 4,439.19**	**$ -**	**$ -**	**$ -**	**$ 24,**
3	Harper, Sandi	0.6000	0.4000	0	Salary	51,838.55	60.00%	0.00%	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%	1
					FICA Social Security	6.20%	$ 1,928.39	$ -	$ 642.80	$ 257.12	$ -	$ 385.68	$ -	$ -	$ -	$ 3,
					FICA Medicare	1.45%	$ 451.00	$ -	$ 150.33	$ 60.13	$ -	$ 90.20	$ -	$ -	$ -	$
					KPERS (Retirement Benefits)	10.71%	$ 3,331.15	$ -	$ 1,110.38	$ 444.15	$ -	$ 666.23	$ -	$ -	$ -	$ 5,
					State Unemployment	0.13%	$ 40.43	$ -	$ 13.48	$ 5.39	$ -	$ 8.09	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	10,891.28	$ 6,534.77	$ -	$ 2,178.26	$ 871.30	$ -	$ 1,306.95	$ -	$ -	$ -	$ 10,
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 855.34	$ -	$ 285.11	$ 114.04	$ -	$ 171.07	$ -	$ -	$ -	$ 1,
					TOTAL BENEFITS		**$ 13,141.07**	**$ -**	**$ 4,380.36**	**$ 1,752.14**	**$ -**	**$ 2,628.21**	**$ -**	**$ -**	**$ -**	**$ 21,**
4	Hubbard, Jessie	0.4000	0.6000	0	Salary	31,678.19	40.00%	0.00%	18.00%	24.00%	0.00%	18.00%	0.00%	0.00%	0.00%	1
					FICA Social Security	6.20%	$ 785.62	$ -	$ 353.53	$ 471.37	$ -	$ 353.53	$ -	$ -	$ -	$ 1,
					FICA Medicare	1.45%	$ 183.73	$ -	$ 82.68	$ 110.24	$ -	$ 82.68	$ -	$ -	$ -	$
					KPERS (Retirement Benefits)	10.71%	$ 1,357.09	$ -	$ 610.69	$ 814.26	$ -	$ 610.69	$ -	$ -	$ -	$ 3,
					State Unemployment	0.13%	$ 16.47	$ -	$ 7.41	$ 9.88	$ -	$ 7.41	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	6,655.59	$ 2,662.24	$ -	$ 1,198.01	$ 1,597.34	$ -	$ 1,198.01	$ -	$ -	$ -	$ 6,
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					TOTAL BENEFITS		**$ 5,005.15**	**$ -**	**$ 2,252.32**	**$ 3,003.09**	**$ -**	**$ 2,252.32**	**$ -**	**$ -**	**$ -**	**$ 12,**

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7	Lewis, Megan	0.4000	0.6000	0	Salary	61,746.52	40.00%	$ -	0.00%	21.00%	21.00%	$ -	18.00%	$ -	0.00%	0.00%	$ -	100.00%			
					FICA Social Security	6.20%	$ 1,531.31	$ -		$ 803.94	$ 803.94	$ -	$ 689.09	$ -	$ -	$ -	$ -	$			
					FICA Medicare	1.45%	358.13	$ -		$ 188.02	$ 188.02	$ -	$ 161.16	$ -	$ -	$ -	$ -	$			
					KPERS (Retirement Benefits)	10.59%	$ 2,615.58	$ -		$ 1,373.18	$ 1,373.18	$ -	$ 1,177.01	$ -	$ -	$ -	$ -	$			
					State Unemployment	0.13%	$ 32.11	$ -		$ 16.86	$ 16.86	$ -	$ 14.45	$ -	$ -	$ -	$ -	$			
					State Workman's Comp		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Health Insurance	13,047.04	$ 5,218.82	$ -		$ 2,739.88	$ 2,739.88	$ -	$ 2,348.47	$ -	$ -	$ -	$ -	$			
					Life Insurance		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Longevity		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Workman's Comp	2.75%	$ 679.21	$ -		356.59	$ 356.59	$ -	305.65	$ -	$ -	$ -	$ -	$			
					TOTAL BENEFITS		**$ 10,435.16**	$ -		**$ 5,478.46**	**$ 5,478.46**	$ -	**$ 4,695.82**	$ -	$ -	$ -	$ -	$			
8	Harper, Sandi	0.6000	0.4000	0	Salary	54,870.40	60.00%	$ -	0.00%	20.00%	8.00%	$ -	12.00%	$ -	0.00%	0.00%	$ -	%			
					FICA Social Security	6.20%	$ 2,041.18	$ -		$ 680.39	$ 272.16	$ -	$ 408.24	$ -	$ -	$ -	$ -	$			
					FICA Medicare	1.45%	477.37	$ -		$ 159.12	63.65	$ -	95.47	$ -	$ -	$ -	$ -	$			
					KPERS (Retirement Benefits)	10.59%	$ 3,486.47	$ -		$ 1,162.16	464.86	$ -	697.29	$ -	$ -	$ -	$ -	$			
					State Unemployment	0.13%	$ 42.80	$ -		$ 14.27	$ 5.71	$ -	8.56	$ -	$ -	$ -	$ -	$			
					State Workman's Comp		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Health Insurance	11,594.12	$ 6,956.47	$ -		$ 2,318.82	$ 927.53	$ -	$ 1,391.29	$ -	$ -	$ -	$ -	$			
					Life Insurance		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Longevity		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Workman's Comp	2.75%	$ 905.36	$ -		$ 301.79	$ 120.71	$ -	181.07	$ -	$ -	$ -	$ -	$			
					TOTAL BENEFITS		**$ 13,909.65**	$ -		**$ 4,636.55**	**$ 1,854.62**	$ -	**$ 2,781.93**	$ -	$ -	$ -	$ -	$			
9	Hubbard, Jessie	0.4000	0.6000	0	Salary	33,496.42	40.00%	$ -	0.00%	18.00%	24.00%	$ -	18.00%	$ -	0.00%	0.00%	$ -	%			
					FICA Social Security	6.20%	$ 830.71	$ -		$ 373.82	$ 498.43	$ -	$ 373.82	$ -	$ -	$ -	$ -	$			
					FICA Medicare	1.45%	194.28	$ -		$ 87.43	116.57	$ -	87.43	$ -	$ -	$ -	$ -	$			
					KPERS (Retirement Benefits)	10.59%	$ 1,418.91	$ -		$ 638.51	$ 851.35	$ -	$ 638.51	$ -	$ -	$ -	$ -	$			
					State Unemployment	0.13%	$ 17.42	$ -		$ 7.84	$ 10.45	$ -	$ 7.84	$ -	$ -	$ -	$ -	$			
					State Workman's Comp		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Health Insurance	7,077.80	$ 2,831.12	$ -		$ 1,274.00	$ 1,698.67	$ -	$ 1,274.00	$ -	$ -	$ -	$ -	$			
					Life Insurance		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Longevity		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Workman's Comp		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					TOTAL BENEFITS		**$ 5,292.44**	$ -		**$ 2,381.60**	**$ 3,175.46**	$ -	**$ 2,381.60**	$ -	$ -	$ -	$ -	$			
	TOTAL ADMIN SALARIES						**$ 138,142.63**	**$ -**		**$ 58,298.12**	**$ 49,403.52**	**$ -**	**$ 46,157.84**	**$ -**	**$ 30,941.74**	**$ 37,930.79**	**$ 29**				
	TOTAL ADMIN BENEFITS						**$ 57,648.35**	**$ -**		**$ 24,308.34**	**$ 20,442.84**	**$ -**	**$ 19,179.08**	**$ -**	**$ -**	**$ -**	**$ 12**				
1A	**TOTAL ADMIN PERSONNEL**						**$ 195,790.99**	**$ -**		**$ 82,606.46**	**$ 69,846.36**	**$ -**	**$ 65,336.92**	**$ -**	**$ 30,941.74**	**$ 37,930.79**	**$ 413**				

1A Admin Personnel Comments:

Riley County and Clay County are contributing funds towards employees salaries, as salaries alone comprise 112% of our Adult and Juvenile Services allocations. Their contributions are going towards salary only, NOT benefits. In order for our fringe benefits to be calculated accurately, each employees total salary is input under 'Total Salary', 'CC Admin Funds', 'CC No Funds', 'Reinvestment Funds' and 'Juvenile Funds'. Two separate columns were created to reflect the portion of each employees salary that is being paid with county funds (Adult Services portion paid with county funds' and 'Juvenile Services portion paid with ocounty funds'). These two columns are NOT added into the Subtotal.

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1B NON-ADMIN PERSONNEL

Name	CC FTE	JUV FTE	New Staff	Position Description	Total Annual Salary	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	Evidence Based Practice – Reinvestment	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
CY25 Riley County Payscale															$
Clark, Brett	0.8000	0.2000		ISO	$ 42,041.15	$ 33,632.92		$ 8,408.23					7,815.54	2,218.63	$ 42,0
Clark, Dan	0.8000	0.2000		ISO	$ 40,818.06	$ 32,654.45		$ 8,163.61					7,588.16	2,154.08	$ 40,8
Lee, Joanna	0.7000	0.3000		ISO	$ 42,041.16	$ 29,428.81		$ 8,828.64			$ 3,783.70		6,838.59	3,327.94	$ 42,0
Kennedy, Damion	0.5000	0.5000	X	ISO	$ 29,072.36	$ 14,536.18		$ 5,087.66	$ 2,180.43		$ 7,268.09		12,825.85	13,283.54	$ 29,0
McNatt, Michael	-	0.2950		ISO	$ 31,600.36	$ -		$ 1,864.42	$ 3,728.84		$ 3,728.84	$ 22,278.25		2,459.77	$ 31,6
On-Call Juvenile Intake Officers	-	1.0000		On-Call Juvenile Intake Officers	$ 13,917.67	$ -		$ 13,917.67							$ 13,9
															$
CY26 Riley County Payscale															$
Clark, Brett	0.8000	0.2000		ISO	$ 44,433.38	$ 35,546.70		$ 8,886.68					7,679.90	2,045.20	$ 44,4
Clark, Dan	0.8000	0.2000		ISO	$ 43,137.22	$ 34,509.78		$ 8,627.44					7,455.87	1,985.54	$ 43,1
Lee, Joanna	0.7000	0.3000		ISO	$ 44,433.37	$ 31,103.36		$ 9,331.01			$ 3,999.00		6,719.91	3,067.80	$ 44,4
Kennedy, Damion	0.5000	0.5000	X	ISO	$ 31,193.34	$ 15,596.68		$ 5,458.83	$ 2,339.50		$ 7,798.34		12,817.64	13,037.42	$ 31,1
McNatt, Michael	-	0.2950		ISO	$ 33,732.06	$ -		$ 1,990.19	$ 3,980.39		$ 3,980.39	$ 23,781.12		2,290.14	$ 33,7
On-Call Juvenile Intake Officers	-	1.0000		On-Call Juvenile Intake Officers	$ 14,070.00	$ -		$ 14,070.00							$ 14,0
Payout Fund	0.6000	0.4000		ISO II	$ 17,145.00	$ 10,287.00		$ 3,429.00	$ 1,371.60		$ 2,057.40				$ 17,1
															$
Total Non-Admin Salary			**2**		**427,635.15**	**237,295.88**	**0.00**	**98,063.39**	**13,600.76**	**0.00**	**32,615.76**	**46,059.37**	**69,741.46**	**45,870.06**	**427,6**

Name	CC FTE	JUV FTE	New Staff			CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	Evidence Based Practice – Reinvestment	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
0 CY25 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
0 Clark, Brett	0.8000	0.2000	0	Salary	42,041.15	80.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	$ 2,085.24	$ -	$ 521.31	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,6
				FICA Medicare	1.45%	$ 487.68	$ -	$ 121.92	$ -	$ -	$ -	$ -	$ -	$ -	$ 6
				KPERS (Retirement Benefits)	10.71%	$ 3,602.09	$ -	$ 900.52	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,5
				State Unemployment	0.13%	$ 43.72	$ -	$ 10.93	$ -	$ -	$ -	$ -	$ -	$ -	$
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Health Insurance	8,832.85	$ 7,066.28	$ -	$ 1,766.57	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,8
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Workman's Comp	2.75%	$ 924.91	$ -	$ 231.23	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,1
0 Clark, Dan	0.8000	0.2000	0	Salary	40,818.06	80.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	$ 2,024.58	$ -	$ 506.14	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,5
				FICA Medicare	1.45%	$ 473.49	$ -	$ 118.37	$ -	$ -	$ -	$ -	$ -	$ -	$
				KPERS (Retirement Benefits)	10.71%	$ 3,497.29	$ -	$ 874.32	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,3
				State Unemployment	0.13%	$ 42.45	$ -	$ 10.61	$ -	$ -	$ -	$ -	$ -	$ -	$
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Health Insurance	8,575.87	$ 6,860.70	$ -	$ 1,715.17	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,5
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Workman's Comp	2.75%	$ 898.00	$ -	$ 224.50	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,1
0 Lee, Joanna	0.7000	0.3000	0	Salary	42,041.16	70.00%	0.00%	21.00%	0.00%	0.00%	9.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	$ 1,824.59	$ -	$ 547.38	$ -	$ -	$ 234.59	$ -	$ -	$ -	$ 2,6
				FICA Medicare	1.45%	$ 426.72	$ -	$ 128.02	$ -	$ -	$ 54.86	$ -	$ -	$ -	$ 6
				KPERS (Retirement Benefits)	10.71%	$ 3,151.83	$ -	$ 945.55	$ -	$ -	$ 405.23	$ -	$ -	$ -	$ 4,5
				State Unemployment	0.13%	$ 38.26	$ -	$ 11.48	$ -	$ -	$ 4.92	$ -	$ -	$ -	$
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Health Insurance	8,832.84	$ 6,182.99	$ -	$ 1,854.90	$ -	$ -	$ 794.96	$ -	$ -	$ -	$ 8,8
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Workman's Comp	2.75%	$ 809.29	$ -	$ 242.79	$ -	$ -	$ 104.05	$ -	$ -	$ -	$ 1,1
0 Kennedy, Damion	0.5000	0.5000	X	Salary	29,072.36	50.00%	0.00%	17.00%	8.00%	0.00%	25.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	$ 901.24	$ -	$ 306.42	$ 144.20	$ -	$ 450.62	$ -	$ -	$ -	$ 1,8
				FICA Medicare	1.45%	$ 210.77	$ -	$ 71.66	$ 33.72	$ -	$ 105.39	$ -	$ -	$ -	$ 4
				KPERS (Retirement Benefits)	10.71%	$ 1,556.82	$ -	$ 529.32	$ 249.09	$ -	$ 778.41	$ -	$ -	$ -	$ 3,1
				State Unemployment	0.13%	$ 18.90	$ -	$ 6.42	$ 3.02	$ -	$ 9.45	$ -	$ -	$ -	$
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Health Insurance	6,108.10	$ 3,054.05	$ -	$ 1,038.38	$ 488.65	$ -	$ 1,527.03	$ -	$ -	$ -	$ 6,1
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
				Workman's Comp	2.75%	$ 399.74	$ -	$ 135.91	$ 63.96	$ -	$ 199.87	$ -	$ -	$ -	$ 7

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

| | | |

0	Kennedy, Damion	0.5000	0.5000	X	Salary	31,193.34	50.00%	0.00%	17.00%	8.00%	0.00%	25.00%	0.00%	0.00%	0.00%	100.00%		
					FICA Social Security	6.20%	$ 966.99	$ -	$ 328.78	$ 154.72	$ -	$ 483.50	$ -	$ -	$ -	$		
					FICA Medicare	1.45%	$ 226.15	$ -	$ 76.89	$ 36.18	$ -	$ 113.08	$ -	$ -	$ -	$		
					KPERS (Retirement Benefits)	10.59%	$ 1,651.69	$ -	$ 561.57	$ 264.27	$ -	$ 825.84	$ -	$ -	$ -	$		
					State Unemployment	0.13%	$ 20.28	$ -	$ 6.89	$ 3.24	$ -	$ 10.14	$ -	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance	6,591.16	$ 3,295.58	$ -	$ 1,120.50	$ 527.29	$ -	$ 1,647.79	$ -	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Workman's Comp	2.75%	$ 428.91	$ -	$ 145.83	$ 68.63	$ -	$ 214.45	$ -	$ -	$ -	$		
0	McNatt, Michael	-	0.2950	0	Salary	33,732.08	0.00%	0.00%	6.00%	11.50%	0.00%	12.00%	70.50%	0.00%	0.00%			
					FICA Social Security	6.20%	$ -	$ -	$ 125.48	$ 240.51	$ -	$ 250.97	$ 1,474.43	$ -	$ -	$		
					FICA Medicare	1.45%	$ -	$ -	$ 29.35	$ 56.25	$ -	$ 58.69	$ 344.83	$ -	$ -	$		
					KPERS (Retirement Benefits)	10.59%	$ -	$ -	$ 214.33	$ 410.81	$ -	$ 428.67	$ 2,518.42	$ -	$ -	$		
					State Unemployment	0.13%	$ -	$ -	$ 2.63	$ 5.04	$ -	$ 5.26	$ 30.92	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance	7,127.59	$ -	$ -	$ 427.66	$ 819.67	$ -	$ 855.31	$ 5,024.95	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Workman's Comp	2.75%	$ -	$ -	$ 55.66	$ 106.68	$ -	$ 111.32	$ 653.98	$ -	$ -	$		
0	On-Call Juvenile Intake Officers	-	1.0000	0	Salary	14,070.00	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
					FICA Social Security	6.20%	$ -	$ -	$ 872.34	$ -	$ -	$ -	$ -	$ -	$ -	$		
					FICA Medicare	1.45%	$ -	$ -	$ 204.02	$ -	$ -	$ -	$ -	$ -	$ -	$		
					KPERS (Retirement Benefits)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					State Unemployment	0.13%	$ -	$ -	$ 18.29	$ -	$ -	$ -	$ -	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Workman's Comp	2.75%	$ -	$ -	$ 386.93	$ -	$ -	$ -	$ -	$ -	$ -	$		
0	Payout Fund	0.6000	0.4000	0	Salary	17,145.00	60.00%	0.00%	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%			
					FICA Social Security	6.20%	$ 637.79	$ -	$ 212.60	$ 85.04	$ -	$ 127.56	$ -	$ -	$ -	$		
					FICA Medicare	1.45%	$ 149.16	$ -	$ 49.72	$ 19.89	$ -	$ 29.83	$ -	$ -	$ -	$		
					KPERS (Retirement Benefits)	10.59%	$ 1,089.39	$ -	$ 363.13	$ 145.25	$ -	$ 217.88	$ -	$ -	$ -	$		
					State Unemployment	0.13%	$ 13.37	$ -	$ 4.46	$ 1.78	$ -	$ 2.67	$ -	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					(Please Specify)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
	TOTAL NON-ADMIN SALARIES						$ 237,295.88	$ -	$ 98,063.39	$ 13,600.76	$ -	$ 32,615.76	$ 46,059.37	$ 69,741.46	$ 45,870.06	$ 427.6		
	TOTAL NON-ADMIN BENEFITS						$ 97,800.97	$ -	$ 31,635.54	$ 5,463.28	$ -	$ 13,344.06	$ 19,460.08	$ -	$ -	$ 167.7		
IB	TOTAL NON-ADMIN PERSONNEL						$ 335,096.85	$ -	$ 129,698.94	$ 19,064.04	$ -	$ 45,959.82	$ 65,519.45	$ 69,741.46	$ 45,870.06	$ 595,33		

IB Non-Admin Personnel Comments:

Riley County and Clay County are contributing funds towards employees salaries, as salaries alone comprise 112% of our Adult and Juvenile Services allocations. Their contributions are going towards salary only, NOT benefits. In order for our fringe benefits to be calculated accurately, each employees total salary is input under 'Total Salary', 'CC Admin Funds', 'CC Non-A 'unds', 'Reinvestment Funds' and 'Juvenile Funds'. Two separate columns were created to reflect the portion of each employees salary that is being paid with county funds (Adult Services portion paid with county funds' and 'Juvenile Services portion paid with ocounty funds'). These two columns are NOT added into the Subtotal.

	TOTAL PERSONNEL SECTION						$ 530,887.83	$ -	$ 212,305.39	$ 88,910.39	$ -	$ 111,296.74	$ 65,519.45	$ 100,683.20	$ 83,800.85	$ 1,008,91		

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

FY2026
NON-PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

				CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	PREV PROGR enter progra	PREV PROGR enter progra	PREV PROGR enter progra	PREV PROGR enter progra	Reinvestment	Other Funds	TOTAL NON- 28,98 Curr Grant All
2	**AGENCY OPERATIONS SECTION**																
2A	**TRAVEL CATEGORY**	**Details**	**Total Amount**	**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**
	Fuel or Mileage	Est.= $40.00/mo. for AS & $30.00/mo. for JS	840.00	480.00		118.80	122.40		118.80								00
	Per Diem (includes Lodging)	Est.= $18.00/mo. x 12 mos. (each) for AS & JS	432.00	216.00		71.28	73.44		71.28								00
	Vehicle Maintenance/Registration/Tags	Est.= $60.00/mo. x 12 mos. (each) for AS & JS	1,440.00	720.00		237.60	244.80		237.60								00
	Vehicle Insurance	Est.= $1800.00/year, split 50/50	1,800.00	900.00		297.00	306.00		297.00								00
	K-Tag/Tolls/Parking	Est.= $.50/mo. x 12 mos. (each) for AS & JS	12.00	6.00		1.98	2.04		1.98								00
	Other #1																
2A	**TRAVEL CATEGORY**	**Details**		**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**
	Fuel or Mileage			57.1400%		14.1400%	14.5700%		14.1400%								0%
	Per Diem (includes Lodging)			50.0000%		16.5000%	17.0000%		16.5000%								0%
	Vehicle Maintenance/Registration/Tags			50.0000%		16.5000%	17.0000%		16.5000%								0%
	Vehicle Insurance			50.0000%		16.5000%	17.0000%		16.5000%								0%
	K-Tag/Tolls/Parking			50.0000%		16.5000%	17.0000%		16.5000%								0%
	Other #1																0%
2A	**TOTAL TRAVEL CATEGORY**		$ 4,524.00	$ 2,322.00	$ -	$ 726.66	$ 748.68	$ -	$ 726.66	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 00

2A Travel Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
Fuel or Mileage: Adult: $32.26 x 12 = $387.16, increased to $40/month for inflation. Juvenile: $25.98 x 12 =$311.76. Increased to $30/month for inflation * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal per month = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal per month = $216 * Vehicle Maintenance/Registration/Tags: Adult: $57.77 x 12 = $
Juvenile: $57.77 x 12 = $693.24 * Vehicle Insurance: FY24 policy = $1700.00; increased $100.00 for inflation and split 50/50 between AS and JS * K-Tag/Tolls/Parking: Estimate $.50 month, split 50/50 between AS and JS

2B	**TRAINING**	**Details**	**Total Amount**	**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**
	Fuel or Mileage	Est.= $9.00/mo. for AS & $12.00/mo for JS	252.00	108.00		47.52	48.96		47.52								00
	Per Diem (includes Lodging)	Est.= $18.00/mo. x 12 mos. (each) for AS & JS	432.00	216.00		71.28	73.44		71.28								00
	Registration	Est.= $50.00/mo. x 6 mos. (each) for AS & JS	700.00	150.00		49.50	51.00		49.50						400.00		00
	K-Tag/Tolls/Parking	Est.= $1.00/mo. x 12 mos. (each) for AS & JS	24.00	12.00		3.96	4.08		3.96								00
	Other #1																
2B	**TRAINING**	**Details**		**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**
	Fuel or Mileage			42.86%		18.86%	19.43%		18.86%								1%
	Per Diem (includes Lodging)			50.00%		16.50%	17.00%		16.50%								0%
	Registration			21.43%		7.07%	7.29%		7.07%						57.14%		0%
	K-Tag/Tolls/Parking			50.00%		16.50%	17.00%		16.50%								0%
	Other #1																0%
2B	**TOTAL TRAINING CATEGORY**		$ 1,408.00	$ 486.00	$ -	$ 172.26	$ 177.48	$ -	$ 172.26	$ -	$ -	$ -	$ -	$ -	$ 400.00	$ -	$ 00

2B Training Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
Fuel or Mileage: Adult $7.33 x 12 = $87.94, increased for inflation. Juvenile $10.43 x 12 = $125.16, increased for inflation. * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal per month = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal per month = $216.00 * Registration: Adult: Estimate $50.00/training registration x 6/year = $150.00. Juvenile: I
$50.00/training registration x 6/year = $150.00. Reinvestment: Estimate $50.00training registration x 8/year = $400.00 * K-Tag/Tolls/Parking: Estimate $1.00/month x 12 = $24.00, split 50/50 between AS and JS

2C	**COMMUNICATION**	**Details**	**Total Amount**	**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOTAL**
	Cell Phone	ML/BC stipend = $105/mo., Cell =$135/mo.	2,880.00	696.00		1,644.00	540.00										
	Internet Services																
	Land Line	Landline = $247/mo x 12 mos., split 50/50 AS/JS	2,964.00	1,482.00		489.06	503.88		489.06								
	Advertising	$1,000.00/per open position, x 3	3,000.00	990.00		663.30	683.40		663.30								
	Other #2																
2C	**COMMUNICATION**	**Details**		**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOTAL**
	Cell Phone			24.17%		57.08%	18.75%										
	Internet Services																
	Land Line			50.00%		16.50%	17.00%		16.50%								
	Advertising			33.00%		22.11%	22.78%		22.11%								
	Other #2																
2C	**TOTAL COMMUNICATION CATEGORY**		$ 8,844.00	$ 3,168.00	$ -	$ 2,796.36	$ 1,727.28	$ -	$ 1,152.36	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8

2C Communication Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
ML cell phone allowance = $65.00, split 40/60 $26.00 AS / $39.00 JS; BC cell phone allowance = $40.00, split 80/20 $32.00 AS / $8.00 JS
On-call cell phones = $41.51 each x 3 (day, night, JISP), 100% JS, increased for inflation
Riley County Landline = $157.00/mo. x 12mo., split 50/50 $78.50 AS / $78.50 JS * Clay County Landline = $90.00/mo. x 12mo., split 50/50 $45.00 AS / $45.00 JS
Advertising on indeed.com for new hires = $166.67/wk x 6 wks, x 3 hiring processel, split 33% AS / 67% JS

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2D	EQUIPMENT	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Computer																
	Printer																
	Scanners	Fujitsu Scanner x 2	2,640.00	2,640.00													2,6
	Furniture	Misc. furniture upgrades	12,497.89	5,980.29		2,150.81	2,215.98		2,150.81								12,4
	Other #3																
	Vehicle Purchase																

2D	EQUIPMENT	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Computer																
	Printer																
	Scanners			100.00%													10
	Furniture			47.85%		17.21%	17.73%		17.21%								10
	Other #3																
	Vehicle Purchase																
2D	TOTAL EQUIPMENT CATEGORY		$ 15,137.89	$ 8,620.29	$ -	$ 2,150.81	$ 2,215.98	$ -	$ 2,150.81	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,1

2D Equipment Category Comments:

Two new desktop scanners = $1,320.00 each x 2. Estimate provided by IT Department.
Desk, filing cabinet and office chair for potential new office space x 10

2E	SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Office Supplies	Est.= $115/mo. AS, $145/mo. JS, $50/mo. Reinv.	4,320.00	1,380.00		574.20	591.60		574.20						1,200.00		4,3
	Postage	Est.= $70.00/mo for AS & $5.00/mo for JS	900.00	840.00		19.80	20.40		19.80								9
	Printing	Est. $3,500.00/yr., split 50/50 AS/JS	3,500.00	1,750.00		577.50	595.00		577.50								3,5
	Software / Anti-Virus	Est. $550.00/yr., split 50/50 AS/JS	550.00	275.00		90.75	93.50		90.75								5
	Subscriptions	Est. $600.00/yr., split 50/50 AS/JS	600.00	300.00		99.00	102.00		99.00								6
	Membership Dues	Est. $700.00/yr., split 50/50 AS/JS	700.00	350.00		115.50	119.00		115.50								7

2E	SUPPLIES/COMMODITIES	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Office Supplies			31.94%		13.29%	13.69%		13.29%						27.78%		9
	Postage			93.33%		2.20%	2.27%		2.20%								10
	Printing			50.00%		16.50%	17.00%		16.50%								10
	Software / Anti-Virus			50.00%		16.50%	17.00%		16.50%								10
	Subscriptions			50.00%		16.50%	17.00%		16.50%								10
	Membership Dues			50.00%		16.50%	17.00%		16.50%								10
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY		$ 10,570.00	$ 4,895.00	$ -	$ 1,476.75	$ 1,521.50	$ -	$ 1,476.75	$ -	$ -	$ -	$ -	$ -	$ 1,200.00	$ -	$ 10,57

2E Supplies/Commodities Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
Office Supplies: Adult $96.89/mo. x 12 = $1,162.00, increased for inflation. Juvenile $128.43/mo. x 12 = $1,541.18, increased for inflation. Reinvestment $50.00/mo. x 12 = $1,200.00 * Postage: Adult: $70.00/mo. x 12 = $840.00, increased for inflation. Juvenile: $3.67/mo. x 12 = $44.04, increased for inflation. * Printing: Est. $2,000.00 for ink, $1,500.00 for paper = $3,5
split 50/50 AS $1,750.00 / JS $1,750.00 * Notary renewal x1, 2nd Notary start-up fee/application = $100.00, split 50/50 AS/JS * Adobe Acrobat Pro x 2 users = $400 average/year split 50/50 $200 AS / $200.00 JS * Zoom annual subscription = $150.00/year, split 50/50 $75.00 AS / $75.00 JS * Amazon Prime business suscription = $499.00/year, split 50/50 $250
AS / $250.00 JS * KCCA Annual Membership = $700.00/year, split 50/50 $350 AS / $350.00 JS

2F	FACILITY	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Rent																
	Utilities																
	Insurance																
	Trash Service																
	Building Maintenance																
	Other #1																

2F	FACILITY	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Rent																
	Utilities																
	Insurance																
	Trash Service																
	Building Maintenance																
	Other #1																
2F	TOTAL FACILITY CATEGORY		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$

2F Facility Category Comments:

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

2G	CONTRACTUAL	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Copier Maintenance	Est. $5,160.00, split between 50/50 AS/JS	5,160.00	2,580.00		851.40	877.20		851.40								
	Computer Maintenance																
	Shredding	$10.00/mo. x 12	120.00	120.00													
	BH Care Coordinator	BH Care Coordinator - Salary	100,902.19	4,409.19	96,493.00												10
	Other #1																
	Other #2																
	Other #3																
	Other #4																
	Other #5																
	Other #6																
2G	CONTRACTUAL	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Copier Maintenance			50.00%		16.50%	17.00%		16.50%								
	Computer Maintenance																
	Shredding			100.00%													
	BH Care Coordinator			4.37%	95.63%												
	Other #1																
	Other #2																
	Other #3																
	Other #4																
	Other #5																
	Other #6																
2G	TOTAL CONTRACTUAL CATEGORY		$ 106,182.19	$ 7,109.19	$ 96,493.00	$ 851.40	$ 877.20	$ -	$ 851.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 106,

2G Contractual Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:

Copier Maintenance:Xerox averages $346/mo. x 12 = $4,152.00/yr, split 50/50 AS/JS; ImageQuest averages $84.00/mo. x 12 = $1,008.00, split 50/50 AS/JS.

Shredding: $10.00/mo. x 12 = 120.00

BH - Care Coordinator: 32% of the $13,537.00 gap between Care Coordinator Salary and FY26 BH allocation

TOTAL AGENCY OPERATIONS SECTION	$ 146,666.08	$ 26,600.48	$ 96,493.00	$ 8,174.24	$ 7,268.12	$ -	$ 6,530.24	$ -	##	##	##	##	$ 1,600.00	$ -	$ 146,6

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

CONTRACTS/CLIENT SERVICES SECTION

3A	CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Drug Testing Supplies	Est. $90/mo. x 12mo. = $1,080. AS = $1,020 / JS = $	1,080.00	1,020.00			60.00										1,
	Drug Testing Services	Est. $810/mo.x12=$9,720. AS=$9,600 / JS=$120	9,720.00	9,600.00			120.00										9,
	Substance Abuse Evaluations																
	Substance Abuse Treatment																
	Mental Health Evaluations																
	Mental Health Treatment																
	Sex Offender Evaluations	Est. $800 ea x4=$3,200.AS=$1,600/JS=$1,600	3,200.00	1,600.00			800.00		800.00								3,
	Sex Offender Treatment																
	Academic Education Services	Est. $176.00 per GED x 3 = $528.00	528.00				176.00		352.00								
	Vocational Education Services																
	Transportation Assistance	Est. $112.50/mo x12=$1,350. AS=$750/JS=$600	1,350.00	750.00		100.00	250.00		250.00								1,
	Housing Assistance																
	Subsistence	Est. $100/mo.x 12=$1,200. AS=$600 / JS=$600	1,200.00	600.00		50.00	550.00										1,
	Cognitive Skills	Est. $40/class x 50=$2,000.AS=$400/JS=$1,600	2,000.00	400.00		160.00	160.00		1,280.00								2,
	Client Incentives	Est. $175/mo x 12=$2,100. AS=$1,200/JS=$5.22	2,210.55	1,200.00		100.00	400.00		400.00						110.55		2,
	Electronic Monitoring Services																
	Surveillance Services																
	Other #1	Translator: Est. $50/hr x 20, AS=$500 / JS=$500	1,000.00	500.00		100.00	200.00		200.00								1,
	Other #2	BIP Evaluations: Est. $150.00 ea x 10	1,500.00	1,500.00													1,
	Other #3	DV/Anger Mgmt Txt: Est. $25.00 ea. X 10	250.00	250.00													
	Other #4	Anger Mgmt Evals:Est. $150.00 ea x 10	1,500.00	1,500.00													1,
	Other #5	Client Incentives: Court Services	500.00						500.00								
	Other #6																
	Other #7																
	Other #8																

3A	CONTRACTS/CLIENT SERVICES	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Drug Testing Supplies			94.44%			5.56%										1
	Drug Testing Services			98.77%			1.23%										1
	Substance Abuse Evaluations																
	Substance Abuse Treatment																
	Mental Health Evaluations																
	Mental Health Treatment																
	Sex Offender Evaluations			50.00%			25.00%		25.00%								1
	Sex Offender Treatment																
	Academic Education Services						33.33%		66.67%								1
	Vocational Education Services																
	Transportation Assistance			55.56%		7.41%	18.52%		18.52%								1
	Housing Assistance																
	Subsistence			50.00%		4.17%	45.83%										1
	Cognitive Skills			20.00%		8.00%	8.00%		64.00%								1
	Client Incentives			54.29%		4.52%	18.10%		18.10%						5.00%		1
	Electronic Monitoring Services																
	Surveillance Services																
	Other #1			50.00%		10.00%	20.00%		20.00%								1
	Other #2			100.00%													1
	Other #3			100.00%													1
	Other #4			100.00%													1
	Other #5								100.00%								1
	Other #7																
	Other #8																
3A	TOTAL CONTRACTS/CLIENT SERVICES		$ 26,038.55	$ 18,920.00	$ -	$ 510.00	$ 2,716.00	$ -	$ 3,782.00	$ -	$ -	$ -	$ -	$ -	$ 110.55	$ -	$ 26,0

3A Contracts/Client Services Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:

Drug Testing Supplies: Estimate $5.00/mo. x 12mo. = $60.00/yr. * Drug Testing Services: Estimate $10.00/mo. x 12 = $120.00/yr. * Sex Offender Evaluations: Estimate $800.00/ea. x 4 = $3,200.00/yr. * Academic Education Services: Estimate $176.00/per GED x 3 = $528.00/yr. * Transportation: (ATA Bus tickets/Uber's/bicycles, etc.) Estimate $112.50/mo x 12 = $1,350.00/y Subsistence: (Clothes, food, DL's, etc.) Estimate $100.00/mo. x 12 = $1,200.00/yr. * Cognitive Skills: (online classes) Estimate $40.00/ea. x 50 = $2,000.00/yr. * Client Incentives: Estimate $175.00/mo. x 12 = $2,110.00/yr. * Translator = Estimate $100.00/hr. x 10hrs = $1,000.00/yr. * BIP Evaluations: Estimate $150.00/ea. x 10 = $1,500.00/yr. * DV & Anger Mgmt Treatment: Estima $25.00/ea. x 10 = $250.00/yr. * Anger Management Evaluations: Estimate $150.00/ea. x 10 = $1,500.00/yr. * Per SB367, $500.00 is being allocated the Court Services for the implementation of client incentives; this is reflected in the IP column.

TOTAL CONTRACTS/CLIENT SERVICES SECTION	18,920.00	-	510.00	2,716.00	-	3,782.00	-	-	-	-	-	110.55	-	26,03
TOTAL AGENCY OPERATIONS & CONTRACTS/CLIENT SERVICES SECTIONS	$ 45,520.48	$ 96,493.00	$ 8,684.24	$ 9,984.12	$ -	$ 10,312.24	$ -	##	##	##	##	$ 1,710.55	$ -	$ 172,70

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

FY2026
BUDGET SUMMARY
Riley County Community Corrections

FY2026 JUVENILE BUDGET SUMMARY												
	JIAS	JISP	CM	IIP	CS	enter program # here	enter program # here	enter program # here	Reinvestment	Adult Services portion paid with county funds	Juvenile Serv portion paid county fun
PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative										
ADMIN PERSONNEL CATEGORY											
Salary	58,298.12	49,403.52	-	46,157.84	-	-	-	-	-	30,941.74	37,93
Benefits	24,308.34	20,442.84	-	19,179.08	-	-	-	-	-	-	
NON-ADMIN PERSONNEL CATEGORY											
Salary	98,063.39	13,600.76	-	32,615.76	-	-	-	-	46,059.37	69,741.46	45,87
Benefits	31,635.54	5,463.28	-	13,344.06	-	-	-	-	19,460.08	-	
TOTAL PERSONNEL SECTION	$ 212,305.39	$ 88,910.39	$ -	$ 111,296.74	$ -	$ -	$ -	$ -	$ 65,519.45	$ 100,683.20	$ 83,80
AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative										
TRAVEL CATEGORY	726.66	748.68	-	726.66	-	-	-	-	-	-	
TRAINING CATEGORY	172.26	177.48	-	172.26	-	-	-	-	400.00	-	
COMMUNICATIONS CATEGORY	2,796.36	1,727.28	-	1,152.36	-	-	-	-	-	-	
EQUIPMENT CATEGORY	2,150.81	2,215.98	-	2,150.81	-	-	-	-	-	-	
SUPPLIES/COMMODITIES CATEGORY	1,476.75	1,521.50	-	1,476.75	-	-	-	-	1,200.00	-	
FACILITY CATEGORY	-	-	-	-	-	-	-	-	-	-	
CONTRACTUAL CATEGORY	851.40	877.20	-	851.40	-	-	-	-	-	-	
TOTAL AGENCY OPERATIONS SECTION	$ 8,174.24	$ 7,268.12	$ -	$ 6,530.24	$ -	$ -	$ -	$ -	$ 1,600.00	$ -	$
CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative										
CONTRACTS/CLIENT SERVICES CATEGORY	510.00	2,716.00	0.00	3,782.00	0.00	0.00	0.00	0.00	110.55	0.00	
TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ 510.00	$ 2,716.00	$ -	$ 3,782.00	$ -	$ -	$ -	$ -	$ 110.55	$ -	$
TOTAL FY26 BUDGET SUMMARY	$ 220,989.63	$ 98,894.52	$ -	$ 121,608.98	$ -	$ -	$ -	$ -	$ 67,230.00	$ 100,683.20	$ 83,800

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

ADULT CC BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
ADULT - Admin Personnel	$ 177,025.97									$ 177,025.97
ADULT - Non-Admin Personnel	$ 253,178.64									$ 253,17
ADULT - CC Funds		$ 2,322.00	$ 486.00	$ 3,168.00	$ 11,490.48	$ 4,895.00	$ -	$ 7,109.19	$ 18,920.00	$ 48,39
ADULT - Behavioral Health	$ -	$ -	$ -	$ -	$ -	$ -		$ 96,493.00	$ -	$ 96,49
ADULT - Reinvestment	$ 65,519.45	$ -	$ 400.00	$ -	$ -	$ 1,200.00	$ -	$ -	$ 110.55	$ 67,23
ADULT - Adult Services portion paid with county funds	$ 100,683.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,68
JUVENILE - Juvenile Services portion paid with county fund	$ 83,800.85	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 83,80
TOTAL	$ 430,204.61	$ 2,322.00	$ 886.00	$ 3,168.00	$ 11,490.48	$ 6,095.00	$ -	$ 103,602.19	$ 19,030.55	$ 575,08

ADULT RESIDENTIAL BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
RESIDENTIAL - Admin Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - Non-Admin Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - Reimbursement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - County	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$

JUVENILE BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
JUVENILE - JIAS	$ 174,767.48	$ 726.66	$ 172.26	$ 2,796.36	$ 2,150.81	$ 1,476.75	$ -	$ 851.40	$ 510.00	$ 183,45
JUVENILE - JISP	$ 70,636.89	$ 748.68	$ 177.48	$ 1,727.28	$ 2,215.98	$ 1,521.50	$ -	$ 877.20	$ 2,716.00	$ 80,62
JUVENILE - CM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
JUVENILE - IIP	$ 83,307.31	$ 726.66	$ 172.26	$ 1,152.36	$ 2,150.81	$ 1,476.75	$ -	$ 851.40	$ 3,782.00	$ 93,61
JUVENILE - CS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PREVENTION 1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PREVENTION 2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PREVENTION 3	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Reinvestment	$ 65,519.45	$ -	$ 400.00	$ -	$ -	$ 1,200.00	$ -	$ -	$ 110.55	$ 67,23
ADULT - Adult Services portion paid with county funds	$ 100,683.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,68
JUVENILE - Juvenile Services portion paid with county fund	$ 83,800.85	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 83,80
TOTAL	$ 328,711.69	$ 2,202.00	$ 922.00	$ 5,676.00	$ 6,517.60	$ 5,675.00	$ -	$ 2,580.00	$ 7,118.55	$ 357,69

TOTAL AGENCY	$ 758,916.30	$ 4,524.00	$ 1,808.00	$ 8,844.00	$ 18,008.08	$ 11,770.00	$ -	$ 106,182.19	$ 26,149.10	$ 932,78

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services

FY 2026 Adult Comprehensive Plan
Grant Signatory Approval Form

Community Corrections Agency: Choose an item.

My signature below certifies that I did assist in the development, completion, and review of the agency's Comprehensive Plan grant application (Plan). I further certify that:

1. The Plan, including all forms and attachments, complies with the written directions provided by the Kansas Department of Corrections (KDOC).
2. The Plan, including all forms and attachments, complies with applicable Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Adult Intensive Supervision Program (AISP) and Residential Center Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on adult community corrections supervision.
4. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Adult Intensive Supervision Program (AISP) and Residential Center Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.
5. The Agency will submit the required completed quarterly financial and quarterly outcome reports for review in accordance with KDOC requirements.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2025, through June 30, 2026 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, implementation, operation, and improvement of community correctional services pursuant to K.S.A. 75-5291, et. al and amendments thereto, as submitted in the Plan and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Adult Intensive Supervision Program (AISP) and Residential Center Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.)**
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. **All costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.)**
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated by the Kansas Legislature to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

FY 2026 Adult Comprehensive Plan
Grant Signatory Approval Form

6. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as employees or agents of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, worker's compensation, and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees or agents in work authorized by the comprehensive plan.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.
10. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.

Agency Director

Printed Name:	
Title:	
Signature:	
Date:	

Governing Board or Corrections Advisory Board Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County) *

Printed Name:	
Title:	
Signature:	
Date:	

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

FY 2026 Adult Comprehensive Plan
Grant Signatory Approval Form

Host/Administrative County Financial Officer

Printed Name:	
Title:	
Signature:	
Date:	

*__Multi-county agencies__ shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an Inter-Local Agreement that specifically states that the host/administrative County Commission Chairperson can sign for all counties. If so, only the signature of the host County Commission Chairperson is necessary.
- ✓ The counties have entered into an Inter-Local Agreement that bestows the counties' governing authority onto the Community Corrections Advisory Board. If so, no County Commission Chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

FY 2026 Adult Comprehensive Plan
Grant Signatory Approval Form

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Attachment: FY26 Adult Comprehensive Grant - CAR 4-28-2025 (15722 : FY26 Adult Services Comprehensive Plan Revision)

COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

MEETING: **April 28, 2025**

SUBJECT: **FY26 Juvenile Services Comprehensive Plan Revision**

PRESENTER: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

BACKGROUND

The FY26 Juvenile Services Comprehensive Plan was previously presented and approved by the Joint Corrections Advisory Board on March 5, 2025, and by the BOCC on March 10, 2025. After submission, our application was reviewed by a panel at KDOC consisting of all program consultants, fiscal administration and the grant director. KDOC requested we reopen our grant to correct discrepancies found in the application.

The biggest issue was the adult budget summary page did not deduct off the adult services appropriation from the total on one tab but deducted it from the total page at the very end. This caused a difference in the submitted budget which sparked KDOC sending it back to Riley County Community Corrections. We have worked through the correction. The appropriation request and total budgeted amount has not changed, it was a simple formula error between the multiple tabs and the new budget application.

Additionally, KDOC combined the Juvenile Case Management (JCM) and Juvenile Intensive Supervision (JISP) programs, therefore all budgeted expenses under JCM were moved to JISP. Lastly, the Agency Programming table for any Group and Individual Programming was inadvertently left off the initial application. It has been included in the updated, attached application.

DISCUSSION

On April 24th, 2025, the Joint Corrections Advisory Board met and reviewed the revisions to the Juvenile Services Comprehensive Plan. This group voted to support the funding request as presented here.

FISCAL IMPACT

The attached budget includes anticipated personnel and operational costs for Riley County Community Corrections for the calendar year 2026 and is broken down into fiscal year 2025-2026 as required by state. The total dollar amount is unchanged from the previously approved FY26 Juvenile Services Comprehensive Plan.

RECOMMENDATION(S)

Approve the FY26 Juvenile Services Comprehensive Plan

POSSIBLE MOTION(S)

Move to approve the FY26 Juvenile Services Comprehensive Plan
Move to deny
Move to modify
Move to table
No action required.

The Board agreed by consensus to

Enclosures:

- FY26 Request for Revision Juvenile Services Comp Plan Grant (PDF)
- FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (PDF)

714 S.W. Jackson St., Suite 300
Topeka, KS 66603

Kansas
Department of Corrections

Phone: (785) 296-3317
Fax: (785) 296-0014
kdocpub@ks.gov
www.doc.ks.gov

Jeff Zmuda, Secretary

Laura Kelly, Governor

April 16, 2025

Megan Lewis
Riley County Community Corrections
115 N 4th Street
Manhattan, KS 66502

Dear Grant writer:

This letter is to inform you that your FY 2026 Juvenile Comprehensive Plan Grant has been received and reviewed. The review process was comprised of all program consults, fiscal administration, and grant director. The goal of the review was to best understand the agencies needs for the upcoming fiscal year as well as create an opportunity for clarification if needed.

When reviewing the agencies grant applications, it is was determined the grant application should be reopened for improvements in the following areas:

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

- The agency did not utilize the Agency Programming table for any Group and Individual Programming. It is believed the agency participates in Family Engagement, EPICS, Therapistaid.com, and Carey Guides. The agency also stated 7 of the successful youth completed the required program hours. Please make revision to the table to describe any groups pr programs offered.

Fiscal and Budget Considerations

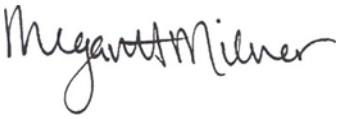
- The CM and JISP budget should be combined.
- Required Minimum Budget Allocation, an amount of at least $500.00 is required of each agency to assist Court Services in the implementation of client incentives. This agency needs to adjust the budget to include this amount in the IIP column. This item should be budgeted under Category: Client Incentives using the Line-Item Descriptor: Client Incentives - Court Services. If Court Services has chosen to waive the exchange the written agreement must be provided using the Application and Attachments link in SharePoint.
- In review of the submitted budget all the “Other Funds” in the Juvenile - Personnel Narrative tab are negative amounts. This needs to be change

The improvements should be made to the application in AmpliFund. Please resubmit the application by April 30, 2025.

We anticipate funding to be made available by July, subject to legislative appropriations. If you have any questions, please contact Tara Newell at tara.newell@ks.gov or 785-221-3611 or the area specific program consultant for assistance.

Attachment: FY26 Request for Revision Juvenile Services Comp Plan Grant (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Sincerely,



Megan Milner
Deputy Secretary of Juvenile and Adult Community-Based Services
Designee, Secretary of Corrections

cc: Greg McKinley, Board of County Commission Chairperson
Linda Teener, Juvenile Advisory Board Chairperson
Tara Newell, Director of Grants and Quality Assurance, KDOC
Karen Gingrich, Grant Specialist, KDOC
File

Attachment: FY26 Request for Revision Juvenile Services Comp Plan Grant (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Kansas
Department of Corrections

FY2026 Juvenile Comprehensive Grant

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY 2026 Juvenile Comprehensive Plan Grant

Primary Contact: Megan Lewis

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Opportunity Details

Opportunity Information

Title
FY 2026 Juvenile Comprehensive Plan Grant

Description
Pursuant to KSA 75-7038, the Kansas Department of Corrections (KDOC) is seeking applications for funding the development, implementation, operation, and improvement of juvenile community correctional services. Funding under this award will serve to support local community corrections agencies and service providers in promoting public safety, holding juveniles accountable for their behavior, and improving their ability to live more productively and responsibly in their community.

Awarding Agency Name
Kansas Department of Corrections

Agency Contact Name
Tara Newell

Agency Contact Phone
(785) 211-3611

Agency Contact Email
tara.newell@ks.gov

Manager
Tara Newell

Opportunity Posted Date
12/1/2024

Funding Opportunity Number
J-FY2026-CP

Public Link
https://www.gotomygrants.com/Public/Opportunities/Details/2669d520-20d8-45fe-8e6e-440eb41478d0

Is Published
Yes

Funding Information

Funding Sources
State

Funding Source Description
Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Planning Allocations can be found below in the the Additional Information section.

Funding Restrictions
These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines, and Reporting Instructions for other funding restrictions.

Award Information

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Award Period
07/01/2025 - 06/30/2026

Indirect Cost Description
Indirect costs include supplies, utilities, office equipment rental, desktop computers, and cell phones.

Restrictions on Indirect Costs
Yes

Citation Governing Indirect Cost Restriction
KDOC Financial Rules and Guidelines

Submission Information

Submission Window
12/01/2024 1:00 AM - 03/15/2025 5:00 PM

Submission Timeline Additional Information
No applications will be accepted after the Submission Close Date.

Other Submission Requirements
To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate, and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC. Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information
For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact their KDOC Regional Contact.

Technical Assistance Session

Technical Assistance Session
Yes

Session Date and Time
12/13/2024 3:35 PM

Conference Info / Registration Link
AC/Directors Meeting: https://kdoc.zoom.us/j/88035964503?pwd=hQl7oY7fCNKLotUODRsznEOwwz1zQO.1

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information
Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-7043, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the Secretary of Corrections. Additionally, in order to remain eligible for Juvenile Justice Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the Secretary of Corrections.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Additional Information

Additional Information URL

https://sokansas.sharepoint.com/:b:/s/KDOC-CommunityCorrections/Ed2kX0ldpAVKmedYtyQ0vokB9fKoBgi3FsMJm7D7e8SOOQ?e=fSHFms

Additional Information URL Description

FY 2026 Planning Allocations-Juvenile. Agency's should prepare a budget based on their anticipated expenditures.

Award Administration Information

State Award Notices

Award notifications will be made to the Board of County Commissioners of the applicant/administrative county or the Governing Authority Chairperson on or before July 1, 2025.

Awards will be based on the criteria specified in KSA 75-7053 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties, then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-Local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:
Q1 (Jul-Aug-Sep) Due on/before: 10/31/2025
Q2 (Oct-Nov-Dec) Due on/before: 01/31/2026
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2026
Q4 (Apr-May-Jun) Due on/before: 07/31/2026

New to the FY 2026 Juvenile Comprehensive Plan Grant, all quarterly financial and outcome reports and signatures will be submitted through SharePoint.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Project Information

Application Information

Application Name
FY2026 Juvenile Comprehensive Grant

Award Requested
$357,692.29

Total Award Budget
$357,692.29

Primary Contact Information

Name
Megan Lewis

Email Address
mlewis@rileycountyks.gov

Address
115 N 4th Street
Manhattan, KS 66502

Phone Number
(785) 565-6810

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Project Description

Agency Profile - Juvenile

Agency Leadership

Does agency leadership include an Executive/Administrative Director? This question is not intended to capture information regarding the County Administrator but rather a secondary level of leadership within the agency.

- (●) Yes
- ( ) No

Executive/Administrative Director Name
Megan Lewis

Executive/Administrative Director Address Line 1
115 N. 4th St.

Executive/Administrative Director Address Line 2
2nd Floor

Executive/Administrative Director City
Manhattan

Executive/Administrative Director State
Kansas

Executive/Administrative Director Zip Code
66502

Executive/Administrative Director Phone Number
785-565-6810

Executive/Administrative Director Email Address
mlewis@rileycountyks.gov

Which governing authority has direct oversight of the community corrections agency, to include hiring/firing of staff?

- (●) Board of County Commissioners (BOCC)
- ( ) Governing Board

For multi-county agencies, please provide contact information for the host/administrative county BOCC Chairperson.

BOCC Chairperson Name
Greg McKinley

BOCC Chairperson Address Line 1
110 Courthouse Plaza

BOCC Chairperson Address Line 2

BOCC Chairperson City
Manhattan

BOCC Chairperson State
Kasnas

BOCC Chairperson Zip Code
66502

BOCC Chairperson Phone Number

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

785-565-6214

BOCC Chairperson Email Address
gmckinley@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1
115 N 4th St

Main Office Address Line 2
Second Floor

Main Office City
Manhattan

Main Office State
Kansas

Main Office Zip Code
66502

Does your agency operate any satellite offices?
- (●) Yes
- ( ) No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Address Line 1	539 Lincoln Ave		
Address Line 2			
City/State/Zip	Clay Center, KS 67432		
Phone Number	785-632-3560		
Number of Staff Assigned to the Office	1		

Organizational Chart

Attach a copy of your agency's organizational chart. The chart should contain staff names and titles.
Organization Chart.docx

Governing/Corrections Advisory Board

Is this a joint board with the Adult Corrections Advisory Board?
- (●) Yes
- ( ) No

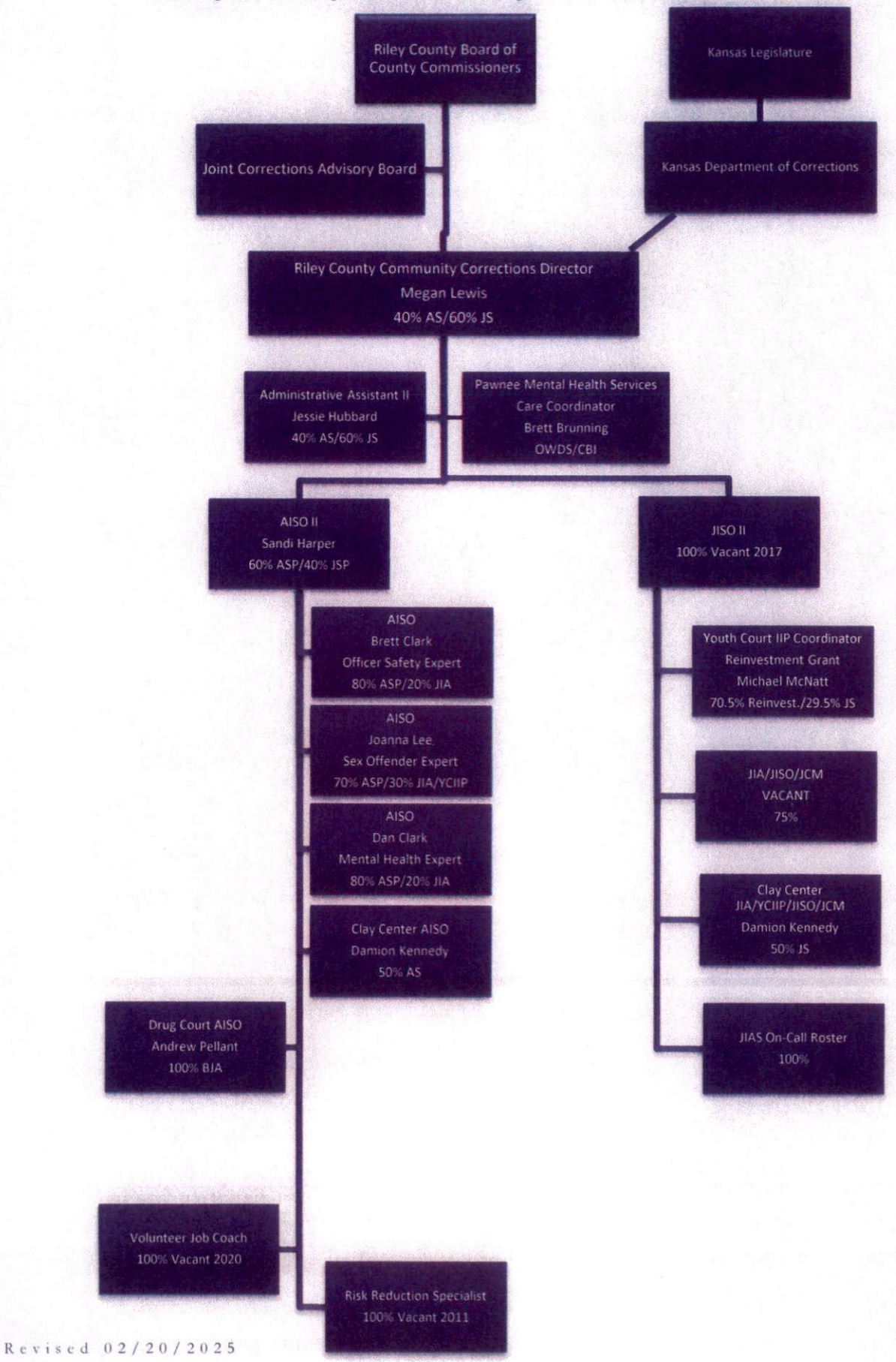
Governing/Corrections Advisory Board Chairperson Name
Linda Teener

Governing/Corrections Advisory Board Chairperson Address Line 1
1900 Judson St.

Governing/Corrections Advisory Board Chairperson Address Line 2

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Riley County Community Corrections



Revised 02/20/2025

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Governing/Corrections Advisory Board Chairperson City
Manhattan

Governing/Corrections Advisory Board Chairperson State
Kansas

Governing/Corrections Advisory Board Chairperson Zip Code
66502

Governing/Corrections Advisory Board Chairperson Email Address
linda@tryufm.org

Governing/Corrections Advisory Board Chairperson Phone Number
785-320-1230

Governing/Corrections Advisory Board, FY 2026 Members - Instructions: Provide all the requested information for each advisory/governing board member who will serve during the current fiscal year. KSA 75-7044 governs advisory board membership, qualifications, and appointment provisions. Below, each representation entity has been established to include the four other options. Each member should be identified by completing their Name, Appointing Entity, Job Title, Gender, and Ethnic Minority. In the Ethnicity Minority column, enter the most accurate options listed for the member.

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Law Enforcement Representing Member:	Mark French	Riley County Police Department	Major, Jail Division	Male	White
Prosecution Representing Member:	David Lowden	Riley County Attorney's Office	Deputy County Attorney	Male	White
Judiciary Representing Member:	Jeremy Larchick	Riley County District Court	District Magistrate Judge	Male	White
Education Representing Member:	Jim Armendariz	Riley County BOCC	Retired Principal	Male	Hispanic
Court Services Representing Member:	Alexis Robinson	Riley County District Court	Court Services Officer	Female	Black
Community Mental Health Representing Member:	Eric Martin	Pawnee Mental Health Services	Recovery Services Manager	Male	White
Board of County Commissioners Representing Member:	Dana Martinez	Riley County BOCC	Discovery House Supervisor	Female	White

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Board of County Commissioners Representing Member:	Matt Weller	Clay County BOCC	Communications Director, USD #379	Male	White
Board of County Commissioners Representing Member:	Lisa Last	Clay County BOCC	School Family and Community Counselor, USD #379	Femle	White
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
City/County Representing Member:	Carrie Andrade	Manhattan City Commissioners	Teacher, USD #383	Female	Hispanic
City/County Representing Member:	Marcus Kidd	Manhattan City Commission	Assistant Director of Enrollment, Kansas State University	Male	Black
City/County Representing Member:	Linda Teener	Manhattan City Commision	Retired Director, UFM Community Learning Center	Female	White
Juvenile Defense Representing Member:	Seth Brackman	Riley County District Court	Associate Attorney	Male	White
Other Representing Member:	Mark Werbin	Clay County Sheriff's Department	Undersheriff	Male	White
Other Representing Member:					
Other Representing Member:					

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Other Representing Member:					

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Delinquency Prevention Programs

This section focuses on Delinquency Prevention services. Agencies that utilize prevention funding should state the need and goal of the program(s) in FY 2026.

Did your agency receive a Delinquency Prevention allocation?

- ○ Yes
- ◉ No

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Juvenile Intake and Assessment System (JIAS)

The intent of this section is to identify if the agency operates an intake and assessment program and describe community partners. The last full fiscal year's data should be used to identify the program participation rate.

FY 2024 Outcomes

What entity is responsible for operating JIAS in the applicant's judicial district? For this question, Sub-Contracted Agency is defined as a private entity that is paid, through a contractual agreement, to provide Intake Services.

- ◉ Community Supervision Agency
- ○ Sub-Contracted Agency
- ○ Both

How many intakes were conducted in FY 2024?

162

How many youth who completed an intake in FY 2024 were referred for services?

77

JIAS Current Practice and Programming

Do you have law enforcement agencies in your judicial district that do not utilize JIAS? (i.e., municipal police departments or county sheriffs)

- ○ Yes
- ◉ No

JIAS Notice to Appear (NTA) Process

Is law enforcement in the agency's judicial district utilizing the Notice to Appear (NTA) process pursuant to KSA 38-2330?

- ◉ Yes
- ○ No

Does your agency serve a multi-county district?

- ◉ Yes
- ○ No

Are all counties utilizing the NTA process?

- ◉ Yes
- ○ No

List the names of counties not utilizing the NTA process?

N/A

Are all the law enforcement agencies utilizing the NTA process?

- ◉ Yes
- ○ No

List the names of law enforcement agencies not utilizing the NTA process.

N/A

What barriers or challenges are preventing law enforcement from utilizing the NTA process?

All law enforcement agencies in our Judicial District are utilizing the NTA process. We recognize that there is a learning curve for new officers when joining any of the Law Enforcement Agencies in our District. Officers have reported that they do not have a clear understanding of Juvenile Intake and Assessment overall, upon completion of KLETC training. This could be something that could be improved upon while completing the initial training as well as a

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

required booster training every 2 years.

JIAS Programming

Does your juvenile intake provide an expanded operation or service?

- ○ Yes
- ◉ No

Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Describe any efforts made to identify and reduce racial, ethnic, geographic, and other biases that may exist within the following programs.

In the past year, three additional JIAS On-Call Officers were trained in the KDAI risk assessment instrument, in addition to one new full-time Intensive Supervision Officer. This is a DMC system reduction intervention (objective decision-making instrument). In addition, the 21st Judicial District rarely makes over-ride determinations/decisions.

Describe how the agency will measure reduction in racial and ethnic disparities particularly for this population.

Our agency continues to improve our in-house data tracking measures to track race, ethnicity, NTA's and referrals for services.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

The intent of this section is to identify the completion rates represented in the last full fiscal year's data. Review the FY 2024 Juveniles ISP Case Closure along with the definitions. Use this information to answer the questions below regarding your agencies FY 2024 Outcomes.

FY 2024 Outcomes

Juveniles ISP Case Closure

Closure definitions used to determine successful versus unsuccessful discharges from probation.

Successful – at the time of discharge, the youth has no pending offenses, or no pending revocation, and is engaging with programming, treatment, and requirements set forth in the supervision plan.
Unsuccessful – at the time of discharge, the youth have pending offenses, or pending revocation, or has not engaged with programming, treatment, and requirements set forth in the supervision plan.

Utilize the FY 2024 Juveniles ISP Case Closure Chart to answer the following information.

Juvenile-Number of CC Flles Closed by Agency and Termination Reason (FY2024).pdf

What was your agency's rate for successful probation completions in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

90.90%

What is your agency's target rate for successful probation completions in FY 2026? The rate must be entered in decimal format (e.g., 75% is entered as .75)

91.00%

What factors attributed to the percent of success?

We have a high rate of success among our JISP clients as a result of family engagement efforts and consistent collaboration with community partners, including frequent communication with area schools and community providers, such as mental health and substance abuse services. In addition, we continue to utilize a variety of cognitive behavioral tools including EPICS and the resource TherapistAid.com.

What was a common driver causing the unsuccessful percentage?

Not all families engage in assisting youth in being successful on supervision. We have had youth that are on supervision at the same time as parents. Situations where parents abscond or pick up new charges. These situations have an overall negative impact on the youth and send the message that complying with terms and conditions of supervision are not important or a priority. Parents or family members with active warrants do not want to risk getting picked up on their warrant and as a result do not accompany youth clients to their appointments or assist in holding them accountable for the terms and conditions of their supervision. In addition, some juvenile clients have parents that do not hold their child accountable or enforce the rules of supervision at home, allowing the youth to continue to engage in illegal or risky behaviors.

Of the successful probation completions in FY 2024, how many discharged early due to earned discharge credit?

8

How many youth completing probation during FY 2024 met program hours in accordance with their YLS risk level per Standard CSS-04-103?

7

Group and Individual Programming

Utilize the Agency Programming table below to identify programs information for both existing and new groups. Only programs offered through the JISP budgeted fund should be listed below.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Existing or New Program: Indicate if this is an existing program offered by your agency or if it is proposed as a new program for FY 2026.	Program Name: List the name of the cognitive behavioral curriculum/program that was offered.	Provider: List your agency name if the program is facilitated by staff within your agency or the name of the provider if you have contracted with an outside source. If not outside, list "in-house".	Group/Individual	If existing, state the FY 2024 Total Completions	Identify the projected total of completions for FY 2026
N/A	N/A	N/A	N/A	N/A	N/A

Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Describe any efforts made to identify and reduce racial, ethnic, geographic, and other biases that may exist within the following programs.

We administer the YLS risk needs assessment on all JISP clients and make referrals to appropriate services. Juvenile Services staff recently attended the Gender Responsivity training and Family Engagement Training.

Describe how you will measure reduction in racial and ethnic disparities particularly for this population.

We will continue to track racial and ethnic disparities of the JISP population on our agency excel tracking spreadsheet.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Group and Individual Programming

Utilize the Agency Programming table below to identify programs information for both existing and new groups. Only programs offered through the JISP budgeted fund should be listed below.

Existing or New Program: Indicate if this is an existing program offered by your agency or if it is proposed as a new program for FY 2026.	Program Name: List the name of the cognitive behavioral curriculum/program that was offered.	Provider: List your agency name if the program is facilitated by staff within your agency or the name of the provider if you have contracted with an outside source. If not outside, list "in-house".	Group/Individual	If existing, state the FY 2024 Total Completions	Identify the projected total of completions for FY 2026
Existing	Family Engagement	Riley County Community	Individual	7	10
Existing	EPICS	Riley County Community	Individual	7	10
Existing	Therapistaid.com	Riley County Community	Individual	7	10
New	Carey Guides	Riley County Community	Individual	0	10

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

Intermediate Intervention Program (IIP)

The intent of this section is to identify the entity responsible for operating IIP. Then, using the last full fiscal year's data, identify the program participation rate.

FY 2024 Outcomes

Pursuant to KSA 38-2346, what entity is responsible for operating IIP in the agency's judicial district?

- ○ Juvenile Intake and Assessment (JIAS)
- ◉ Community Supervision Agency
- ○ Court Services
- ○ Judicial District does not meet the statutory requirements of KSA 38-2346

If your agency serves a multi-county district, are all counties participating in the IIP program?

- ◉ Yes
- ○ No

Review the attached FY 2024 Completion Data for Districts Accepting Grad. Sanctions Funds for IIP to answer the following information.

FY24 IIP Completion Rates.pdf

What does the FY 2024 Completion Data state the agency's rate for successful IIP completions is in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

100.00%

Describe the successes/accomplishments of the IIP program to date.

The immediate intervention program in Riley County has maintained a 90% or higher success rate for several years now. The program has been a successful intervention in the lives of youth who are at risk by targeting criminogenic areas. For example, recently a youth was using cocaine, opioids, and marijuana. Through IIP, this youth was referred to obtain a D/A Eval, attended services, and was able to submit a negative UA within approx. 45 days after engaging in Outpatient Alcohol and Drug Treatment and starting random drug and alcohol testing. Additionally, this youth was able to get back on track with school through the use of incentives such as verbal praise and early termination from the program. This program also accepts volunteers for Youth Court Jury Duty. It provides youth an opportunity to earn hours towards community service work and some insight on the juvenile justice system. We found that our overall numbers of successful completions did not match that of the FY24 IIP Completion Rates that were reported from the KDOC IIP Database. Our in-house Database tracker indicates that we had a total of 72/72 successful completions in FY24. With a total of 104 active cases from July 1, 2023 - June 30th, 2024.

Did the rate for successful IIP completions meet the agency's target goal for FY 2024 by increasing sucess by 2%?

- ◉ Yes
- ○ No

Identify the number of youth whose IIP was extended.

1

Of those youth whose IIP was extended, how many were extended for evidence-based program completion?

1

Of those youth whose IIP was extended, how many were extended due to non-substantial compliance?

0

Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Utilize FY 2024 Juvenile IIP Completion Rates to provide a breakdown of IIP cases by gender, race, and ethnicity, if data is available.

FY24 Juvenile IIP Data.xlsx

Upload the completed FY 24 Juvenile IIP Data

FY24 Juvenile IIP Data Completed.xlsx

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Considering the data provided and other IIP collected locally, does your data support the statement, "Diversions are offered to minority youth at the same rate as non-minority youth". If so, describe.

Yes, Riley County follows all KDOC and local policies and procedures in regard to eligibility for the program for all youth referred. Riley County ensures that employees attend trainings such as family engagement, diversity, and gender responsivity.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Instructions:
Please complete the PRE-file and/or POST-file data fields below based upon which types of cases are supervised by your IIP program. The Total Number of Cases fields will auto-populate.

Number of PRE-File Cases	Number of PRE-File Cases by Gender		Number of PRE-File Cases by Ethnicity		Number of PRE-File Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
20	12	8	3	17	0	1	3	16

Number of POST-File Cases	Number of POST-File Cases by Gender		Number of POST-File Cases by Ethnicity		Number of POST-File Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
52	31	21	5	47	0	0	19	33

Total Number of ALL Cases	Total Number of ALL Cases by Gender		Total Number of ALL Cases by Ethnicity		Total Number of ALL Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
72	43	29	8	64	0	1	22	49

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

Programmatic Changes

The intent of this is to discuss any significant changes that have occurred in the agency and/or community that positively or negatively impacted your successful implementation of the FY 2025 comprehensive plan.

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY 2025 (e.g., new, or discontinued program services, staff turnover, policy or procedure changes, new or discontinued community services)?*

- (●) Yes
- ( ) No

Describe the needs and the agency's plan to address these in FY 2025.

We have experienced a number of changes over the past year. In April 2024, our long time Director retired. An interim Director was appointed and then later hired as the Director of Community Corrections. This process left a full-time position vacant, leaving other staff to cover the roles and responsibilities of that position on a day-to-day basis. Additionally, the vacant position was housed in our satellite office, located 45 minutes away from the main office location.

In FY24 and now in FY25 our small agency of 10 full-time positions suffered a number of personnel challenges. During this time 5/10 or 50% of our full-time staff either established or utilized FMLA for long term leave due to long term personal medical emergencies that occurred within their nuclear family unit.

In addition to staffing issues, we recently underwent a change in the County Attorney in Clay County. In addition, we have experienced inconsistency from the Riley County Attorney's office in regard to the referral process. As a result of a staff shortage in their office we have received large numbers of referrals in a short period of time, with some offenses occurring over a year ago. After several months we have finally obtained the approval and signature from the Riley County Attorney and Chief Judge on an updated MOU for the IIP program. We have identified additional necessary changes and will continue to address these on a yearly basis when we update the MOU.

Describe the steps taken to address the changes in FY 2025.

We are addressing these issues in the following manner: In September 2024, a new Director was hired and is currently serving in the position, however the learning curve is not a small one. In January 2025, a full-time ISO I was hired to be housed in the Clay County Satellite Office and is currently completing in-house training while waiting for KDOC required training opportunities to become available. We are actively working with the new Clay County Attorney to provide information and encourage open communication between offices. Our staff continue to support each other and operate as a team as we work through and overcome the personal challenges that we are faced with and have no control over that has led to staff shortages. After several months we have finally obtained the approval and signature from the Riley County Attorney and Chief Judge on an updated MOU for the IIP program. We have identified additional necessary changes and will continue to address these on a yearly basis when we update the MOU.

If changes were not addressed in FY 2025, will the agency address them in FY 2026?

- (●) Yes
- ( ) No

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Fiscal Year 2026 Plan

In this section agencies should use this form to identify critical needs that impact the entire agency as well understand what information will need to be collected and reported during the year.

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that will be addressed.

- (●) Yes
- ( ) No

Explain why the organizational needs will or will not be addressed.

We are not clear on the timeline however our office space has been a consistent topic of conversation with Riley County. The Board of County Commissioners are developing a plan to update and improve our current space in order to make other departmental changes. This would result in our agency being required to move a new space and having to address the expense of furnishing that space if the current office equipment is not conducive to the space. We may be forced to address this situation if the county determines that the space will be used for other purposes. This is out of our control, as Riley County provides the space as an in-kind contribution.

Data Monitoring- Delinquency Prevention Programs

On a quarterly basis agency's offering Delinquency Prevention programing will be responsible for monitoring the following information during the year.

For each funded population (Primary, Secondary, Tertiary) the agencies will identify the following information:

- **Percentage of new referrals vs. new youth accepted into the program.**
- **Percentage of new youth accepted into the program vs. new referrals that match the target population.**
- **Percentage of youth that successfully completed the program vs. all youth that exited the program.**
- **Percentage of youth that successfully completed the program vs. the total number of youths who participated in the program.**
- **Percentage of youth/families that are satisfied with the program vs. those that filled out surveys.**

Regarding all populations the agencies will need to identify:

- **Number of program participants who have exited the program, both successfully and unsuccessfully.**
- **Number of program participants who have successfully exited the program completing the program requirements.**
- **Percentage of youth that successfully completed the program vs. all youth that exited the program in FY24.**
- **Percentage of youth, from FY26, who maintained the behavioral change 6 months after successful completion vs. youth that successfully completed the program.**
- **Percentage of youth, from FY25, who maintained the behavioral change 12 months after successful completion vs. all youth that exited the program.**
- **Percentage of youth, from FY25, who maintained the behavioral change 12 months after successful completion vs. youth that successfully completed the program:**
- **Describe progress made per quarter toward meeting the projected number of youths to be served for the year.**
- **Describe progress made on this projection for this period attributed to.**
- **Identify if the program is on target to successfully meet the projected number of youths to be served for the year.**
- **Note any modifications made to the program during this quarter that may impact the projected number of youths to be served for the year.**
- **Explain any significant changes the program has experienced in referrals or referral agencies.**

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

- How many participants were served this quarter that reside outside the program geographic area.
- Note any challenges and successes the program experienced during the quarter.
- Identify the age, race, and ethnicity of each youth.

A document to collect this information will be provided in the agency SharePoint folder. A link to your agency SharePoint folder will be provided after submission of the grant application.

Data Monitoring- Juvenile Intake and Assessment System

On a quarterly basis agency's offering an JIAS will be responsible for monitoring the following information during the year.

- Total number of NTA's served by law enforcement to youth that were not complied with.
- Total number of intake events entered in Athena this past quarter.
- Total number of intake events entered in Athena that included criminal offense.
- Total number of intake events entered in Athena that included either JO criteria or CINC criteria.
- Total number of intake events entered in Athena that included referrals for services?
- Total number of intake events with youth ages 12 to 17 during the last quarter.
- Total number of youth ages 12 to 17 that had a MAYSI-2 completed during the last quarter.
- Total number of intake events entered in Athena that included a completed KDAI.
- Total number of KDAI's completed where the placement decision was not followed as recommended (i.e., resulting in an Override).
- Total number of intake events entered in Athena involving a Juvenile Individual (i.e., where youth had criminal charges, but could also include both CINC and Juvenile Individual category)
- Total number of intake events entered in Athena involving a Status Offender (i.e., where youth had a Status Offence but could also include CINC criteria)?
- Total number of intake events entered in Athena involving a Child in Need of Care (CINC)? (i.e., would not include criminal charges or status offences)?

A document to collect this information will be provided in the agency SharePoint folder. A link to your agency SharePoint folder will be provided after submission of the grant application.

Agency Case Plan-Juvenile Intensive Supervised Probation and Case Management

For FY 2026, the Agency Case Plan will be created outside of the Comprehensive Plan. It will still be important that the Agency Case Plan utilize the data identified from the FY 2024 Outcomes, recent Agency Program Review feedback, as well as the closing status of the Agency FY 2025 goals to help identify gaps. Once identified, the gaps should be prioritized to help agencies determine the plan. When completing the required plan, a minimum of three principles will need to be identified for the JISP population in the upcoming fiscal year. Agencies may choose from any of the eight principles to develop their goals. Additional goals that are separate from the eight principles can be used for the JISP or other population programming if desired, once the minimum requirement of three principles has been met.

Agencies will utilize the attached Agency Case Plan to state their goals and objectives. The plan is due August 15, 2025. No additional signatures are needed for this document. An accompanying signatory approval page is only required for the Year-End report.

Additionally, the submitting of Quarterly and Year-End Outcome Reports will be done through SharePoint. A link to your agency SharePoint folder will be provided after submission of the grant application.

Agency Case Plan

Agency Case Plan for JISP.docx

Data Monitoring- Intermediate Intervention Program

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

On a quarterly basis agency's offering an IIP will be responsible for monitoring the following information during the year.

- Number of new participants referrals
- Number of new participants accepted
- Number of participants carrying over from prior quarter
- Total number of participants for quarter
- Number of participants who exited successfully
- Number of participants of exited unsuccessfully
- Number of MDT referrals
- Number of participants who had any LEO contact, new charges, etc. 6 months after completion
- Number of participants who had any LEO contact, new charges, etc. 12 months after completion
- Number of participants referred to cognitive behavioral programming
- Number of participants receiving cognitive behavioral programming carried over from prior quarter
- Total number of participants receiving cognitive behavioral programming
- For those judicial districts not in compliance with K.S.A. 38-2346 a plan of action will be required, identifying the plan to come into compliance with during FY2026.

A document to collect this information will be provided in the agency SharePoint folder. A link to your agency SharePoint folder will be provided after submission of the grant application.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Fiscal and Budget Considerations and Instructions

In this section the applicant must complete all needed information on this form. Below is the agencies allocation, it should be noted this is subject to the Governor's approved budget. Also, attached below a Budget Documentation with overall general budget information. Agencies should read and understand the KDOC Financial Rules and Guidelines, attached below. Failure to adhere to all budget instructions will result in applications being returned for corrective action. This may delay final award decisions, notifications, and payments. Budget and the management of fiscal records will not be completed in Amplifund for FY 2026. Below is an attached workbook for agencies to submit their budgets for approvals. The submitted budget must match the allocation.

Host/Administrative County

Does your agency operate as a single or multi-county entity?

- ○ Single
- ◉ Multi-County

Host/Administrative County Financial Officer Name
Brittany Phillips

Host/Administrative County Financial Officer Address Line 1
110 Courthouse Plaza, B118

Host/Administrative County Financial Officer Address Line 2
Kansas

Host/Administrative County Financial Officer City
Manhattan

Host/Administrative County Financial Officer State
Kansas

Host/Administrative County Financial Officer Zip Code
66502

Host/Administrative County Financial Officer Phone Number
785-537-6359

Host/Administrative County Financial Officer Email Address
bphillips@rileycountyks.gov

Planning Allocation

FY 2026 Planning Allocations-Juvenile Spreadsheet
FY26 Juvenile Planning Allocation.pdf

Using the above allocation, agency's should prepare a budget based on their anticipated expenditures. Use the below attached file titled: FY26 ADULT & JUVENILE Budget Workbook.

Budget Information and Document

Budget Documentation, attached is the general budget information.
Budget Instructions.pdf

Budget Workbook, attached is the master budget workbook. In this workbook, there are sheets for both Adult and

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Juvenile Information. Only use the sheets that are applicable. It is also important to note the budget amount must match the allocation.

FY26 ADULT & JUVENILE Budget Workbook.xlsx

Upload the completed budget here.

Agency Fees Chart

Use the below chart to identify FY 2026 agency/client fees. If the agency does not assess fees, indicate N/A.

	Fee Amount	Frequency (how often assesses)	Additional information if needed.
Supervision Fee	50.00	1x	
Courtesy Transfer Fee	N/A		
Drug Screenings Fee	N/A		
Drug Screening Confirmation	N/A		
Electronic Monitoring Device Fee	N/A		
Alcohol Monitoring Device	N/A		
Other			
Other			
Other			

Required Minimum Budget Allocation

A minimum budget amount of $500.00 is required of each Administrative County to assist Court Services in the implementation of client incentives, which is one element of Graduated Responses enacted by Senate Bill 367. This is current practice in some JISP and CM programs and is encouraged of all programs.

This item should be budgeted under Category: Client Incentives using the Line-Item Descriptor: Client Incentives - Court Services

Payout Funds

Payout Funds Line Item(s):

Costs should only be budgeted for these line items if local policy allows for existence of such a fund. If the agency wishes to budget this as a line item in FY 2026, documentation of local policy must be submitted, approval of the BOCC or Governing Authority, and rationale for determining the amount budgeted.

Is your agency budgeting for payout funds?

- ◉ Yes
- ○ No

Upload required documentation of payout fund policy, approval, and rationale here.

Riley County Employee Policy Manual - Leave Payout.pdf

Non-KDOC Funding Information

Does your agency receive assistance from the county or counties within your judicial district?

- ◉ Yes
- ○ No

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)



EMPLOYEE POLICY MANUAL

MISSION & PURPOSE OF RILEY COUNTY

"To provide quality public services that preserve the past, protect the present, and enhance the health, safety, and general well-being of the citizens of Riley County, KS."

Riley County, KS Human Resources
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6303
Fax: 785-537-6394

Effective 04/25/2024 This handbook supersedes all previous employee handbooks and memos.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

the 1st year of employment. At the discretion of the department head, any combination of approved leave may be used and combined with PTO to reach the 40 hours required.

Amounts of Leave: Only regular full-time and part-time employees are eligible for PTO and Critical Leave. The first day of work, eligible employees begin to accrue both. Regular full-time employees accrue at the rates in the charts below; regular part-time employees accrue prorated based on scheduled hours.

Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	*Maximum Accrued*	*Accrued per Pay Period*	*Max Accrued Annually**
First Year	4 hours	104 hours (13 days)	1.85 hours	48 hours
2nd to 4th year	5.85 hours	152 hours (19 days)		
5th -10th years	6.77 hours	176 hours (22 days)		
11+ years	7.69 hours	200 hours (25 days)		

RCEMS LEAVE ACCRUALS				
Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	*Maximum Accrued*	*Accrued per Pay Period*	*Max Accrued Annually**
First Year	5.54 hours	144 hours (6 days)	2.77 hours	72 hours
2nd to 4th year	7.38 hours	192 hours (8 days)		
5th -10th years	9.23 hours	240hours (10 days)		
11+ years	11.08 hours	288 hours (12 days)		

**The numbers on these charts reflect only what is accrued through the course of the calendar year. For information about accumulating additional Critical Leave time, see the "Unused PTO" description below.*

Leave will continue to accrue while on paid leave. During an unpaid leave of absence, accruals will be prorated to reflect the number of hours actually paid in the pay period.

The increase in PTO is effective the first day of the pay period after the employee's anniversary date.

Personal Day: Full-time, regular employees receive 1 personal day per year in addition to PTO. This personal day may be used for any approved day during which Riley County remains open. Personal days are available at the beginning of each calendar year for current employees. A new employee hired before June 30 will receive 1 personal day upon hire; a new employee hired after June 30 will **not** receive a personal day until the beginning of the next full year of employment. Employees must specify the day for which they are requesting to use a personal day. The request must be scheduled and approved no less than 2 weeks prior by the employee's immediate supervisor. Personal days may be used in conjunction with any other type of approved leave. Personal days will not be carried over to the next calendar year, nor will they be cashed out if not taken or paid at separation.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Service Awards: As recognition for valued service, after 15 consecutive years in a regular position, and on the anniversary of each 5th year thereafter, the employee's PTO account will be credited with 40 additional hours that must be used within one calendar year or is forfeited. If the additional hours cause the employee to exceed the maximum yearly limit of PTO, the hours will not be converted to Critical Leave hours. The anniversaries represent accrued time from the date of hire as a regular employee.

Unused PTO: Accrued PTO unused at the end of the calendar year, over the maximum allowed hours, will be converted to Critical leave on a one-to-one basis the first pay period of the new calendar year.

PTO at the End of Employment: Accrued PTO unused at the end of employment will be paid to employees who have been employed at least six (6) months and have resigned with proper notice (a minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads). Employees employed less than six (6) months and those terminated for disciplinary reasons forfeit payout of unused PTO. Payout will be limited to the maximum yearly limit in which employment ends.

CRITICAL LEAVE: Critical Leave shall be granted only for the following situations which last more than 24 consecutive working hours:

- Illness or disability of the employee, including temporary disability related to pregnancy and childbirth for either the employee or the spouse, in accordance with Federal and State statutes.
- Legal quarantine of the employee.
- Illness of or disability to an immediate family member (as defined in this handbook).
- Upon the placement of a child with the employee for adoption or foster care.

During the 24-hour period before Critical Leave is available, PTO/Personal Day must be used. If 24 hours of PTO and/or Personal Day is not available, leave without pay must be taken up to a total of 24 hours. No other leave, or time worked, may be used to satisfy the 24-hour period prior to Critical Leave. The 24-hour waiting period for using Critical Leave starts at the time leave for the illness or disability begins.

If an employee returns to work and needs additional time off for the same medical condition, an additional 24 hours of PTO must be used to access Critical Leave, unless FML has been approved. Equally so if a new, separate illness or disability begins, or any other additional qualifying event occurs.

Employees using Critical Leave for multiple conditions must document which illness leave is required for on the Request for Time-Off form.

Intermittent Critical Leave: Critical Leave may only be used intermittently for an FMLA covered reason.

When an employee is injured on the job, Workers' Compensation processes are followed. Critical Leave can be used immediately to supplement Workers' Compensation payments.

Accumulation of Critical Leave: There is no accumulation limit on Critical Leave. Upon separation from employment with proper notice (minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads), and for non-disciplinary termination, employees receive payout for prorated Critical Leave following the Critical Leave payout table below. To qualify for Critical Leave payout, an employee must have accrued at least 384 hours. These hours will not be prorated for part-time employees. The maximum number of paid hours is 376 regardless of total accumulation.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Accumulation	Prorated hours paid		Accumulation (cont.)	Prorated hours paid (cont.)
384	120		600	264
396	128		612	272
408	136		624	280
420	144		636	288
444	160		648	296
456	168		660	304
480	184		672	312
492	192		684	320
504	200		696	328
516	208		708	336
528	216		720	344
540	224		732	352
552	232		744	360
564	240		756	368
576	248		768	376
588	256			

Contagious or Infectious Disease Exception: During a declared epidemic or pandemic involving a contagious or infectious disease, the following rules apply regarding Critical Leave. In the event of any conflict with previous paragraphs concerning Critical Leave, the rules outlined herein take precedence:

(1) Employees are granted immediate access to their accrued Critical Leave, bypassing the usual waiting period and without the prior use of other accrued leave, provided:
- The employee requests immediate access to their accrued Critical Leave, **and**
- The employee advises the Department Head that they (or their immediate family member) are displaying recognized medical symptoms of the contagious or infectious disease which has generated the epidemic or pandemic; or if the employee (or their immediate family member) has been diagnosed with the disease by a medical provider, or the employee has been lawfully ordered to be quarantined by the Local Health Officer.

(2) Employees are encouraged to stay home and use either Annual or Critical Leave when experiencing recognized symptoms of a contagious/infectious disease. It is recommended employees adhere to recognized medical guidelines to determine the appropriate duration of absence. Employees should make every effort to avoid returning to work prematurely, thereby minimizing the risk of exposing other County employees to potential infection.

(3) Abuse of this exception will result in disciplinary actions. Abuse includes, but is not limited to:
- False reporting of symptoms of contagious or infectious disease.
- Use of PTO or Critical Leave beyond the medically necessary recovery period from contagious or infectious disease.
- Violation of the terms of a lawful quarantine order issued by the Local Health Officer.

3.3 Flex Time

Non-exempt employees who arrive late or request to leave early may request permission from their Department Head to use "flex time" to make up a brief absence. Flex time may be approved when paid time off is not used

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

Instructions for documenting county assistance.

Single county agencies: Include the following items when detailing what assistance is provided to the agency.

- **Type of Assistance (Allocation or In-Kind)**
- **Assistance amount, expressed in whole dollars**
- **Description/purpose of assistance**
- **If contribution has been confirmed by the county or it is a pending request.**

Multi-county agencies: In addition to the four bullet points above, include the name of the county.

Example of documenting county assistance: Allocation - $20,000 - Rent - Confirmed

Document the county assistance your agency receives.

In-Kind & Allocation Confirmed
In-Kind, 5% of an IT position: $2,464.16.00
In-kind, 5% of a Janitorial position: $1,539.59
In-kind, $21,408.00 rent per year
In-Kind, $9,496.00 internet per year
In-Kind, $2,574.00 electricity per year
In-Kind, $308.00 trash per year
In-kind, $1,335.00 gas per year
Riley County Allocation, $149,884.00, for increase in personnel costs
Clay County Allocation, $37,791.85, for increase in personnel costs

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY 2026?

◉ Yes
○ No

Describe your agency's projected funding requests. This should include the services the requested funding will be used for. Response should also include the source and amount of request.

BJA = $128,604.12 - Recovery Court
Caroline Peine Foundation = $7,500.00 - Direct Client services
City Alcohol = $22,780 Adult Services - Drug Testing, A&D tx and staff A/D Training
City Alcohol = $5,750 Juvenile Services - Drug Testing, A&D tx and staff A/D Training
Greater Manhattan Community Foundation = $3,750.00 Direct Client Mental Health Services and housing
Riley County Alcohol Funds = $5,000.00 - Staff training
Daniel Keating - $1,257.00 - Protective Homes and Juvenile Intake
ADSAP - $19,844.00 - Recovery Court client incentives

Sign Here

The individual responsible for creating the budget is the individual who should enter their name below.

By entering my name below, I declare that I have reviewed the budget instructions provided by KDOC and have adhered to these instructions as I developed my budget as part of the application process.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

FY2026
PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

FTE totals are to be reported as a percent (i.e. 0.50 for 50%, 0.75 for 75%, 1.00 for 100%, etc.). For example, if 50% of an ISO's work time is spent on Adult Supervision duties and 50% is spent on Juvenile Supervision duties you would report .5 in the CC FTE column and .5 in the JUV FTE column. If you have **part-time employee(s)**, the FTE is calculated by taking the average hours worked per week divided by 40. So if an ISO averages 15 hours per work week, you would calculate the FTE by dividing 15 by 40 (15/40) which is .375 FTE.

Reminder: Review all percentages/$ amounts listed in the payroll benefits section for each employee and update as

ADULT PERSONNEL SECTION

PERSONNEL

Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
CY25 Riley County Payscale															$
Lewis, Megan	0.4			0.6		Director	$ 58,372.03	23,348.81				35,023.22	5,425.74	9,241.36	$ 58,3
Harper, Sandi	0.6			0.4		ISO II	$ 51,838.55	31,103.13				20,735.42	7,227.67	5,471.32	$ 51,8
Hubbard, Jessie	0.4			0.6		Adminstrative Assistant II	$ 31,678.19	12,671.28				19,006.91	2,944.52	5,015.23	$ 31,6
Clark, Brett		0.8		0.2		ISO	$ 42,041.15		33,632.92			8,408.23	7,815.54	2,218.63	$ 42,0
Clark, Dan		0.8		0.2		ISO	$ 40,818.06		32,654.44			8,163.62	7,588.16	2,154.08	$ 40,8
Lee, Joanna		0.7		0.3		ISO	$ 42,041.16		29,428.81			12,612.35	6,838.59	3,327.94	$ 42,0
Kennedy, Damion		0.5		0.5		ISO	$ 29,072.36		14,536.17			14,536.19	12,825.85	13,283.54	$ 29,0
McNatt, Michael				0.295	0.705	ISO	$ 31,600.36				22,278.25	9,322.11		2,459.77	$ 31,6
On-Call Juvenile Intake Officers				1		On-Call	$ 13,917.67					13,917.67			$ 13,9
															$
CY26 Riley County Payscale															$
Lewis, Megan	0.4			0.6		Director	$ 61,746.52	24,698.61				37,047.91	5,336.16	8,526.30	$ 61,7
Harper, Sandi	0.6			0.4		ISO II	$ 54,870.40	32,922.24				21,948.16	7,112.88	5,051.21	$ 54,8
Hubbard, Jessie	0.4			0.6		Adminstrative Assistant II	$ 33,496.42	13,398.57				20,097.85	2,894.77	4,625.37	$ 33,4
Clark, Brett		0.8		0.2		ISO	$ 44,433.38		35,546.70			8,886.68	7,679.90	2,045.20	$ 44,4
Clark, Dan		0.8		0.2		ISO	$ 43,137.22		34,509.78			8,627.44	7,455.87	1,985.54	$ 43,1
Lee, Joanna		0.7		0.3		ISO	$ 44,433.37		31,103.36			13,330.01	6,719.91	3,067.80	$ 44,4
Kennedy, Damion		0.5		0.5		ISO	$ 31,193.34		15,596.67			15,596.67	12,817.64	13,037.42	$ 31,1
McNatt, Michael				0.295	0.705	ISO	$ 33,732.08				23,781.12	9,950.96		2,290.14	$ 33,7
On-Call Juvenile Intake Officers				1		On-Call	$ 14,070.00					14,070.00			$ 14,0
															$
Payout Fund	0.6			0.4		ISO II	$ 17,145.00	10,287.00				6,858.00			$ 17,1
															$
															$
Total Salary							$ 719,637.26	$ 148,429.64	$ 227,008.85	$ -	$ 46,059.37	$ 298,139.40	$ 100,683.20	$ 83,800.85	$ 719,6

Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
CY25 Riley County Payscale	0	0	0	0	0	Salary	$ -	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lewis, Megan	0.4	0	0	0.6	0	Salary	$ 58,372.03	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%	10
Director						FICA Social Security	6.20%	$ 1,447.63	$ -	$ -	$ -	$ 2,171.44	$ -	$ -	$ 3,6
						FICA Medicare	1.45%	$ 338.56	$ -	$ -	$ -	$ 507.84	$ -	$ -	$ 8
						KPERS (Retirement Benefits)	10.71%	$ 2,500.66	$ -	$ -	$ -	$ 3,750.99	$ -	$ -	$ 6,2
						State Unemployment	0.13%	$ 30.35	$ -	$ -	$ -	$ 45.53	$ -	$ -	$
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Health Insurance	$ 12,263.97	$ 4,905.59	$ -	$ -	$ -	$ 7,358.38	$ -	$ -	$ 12,2
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Workman's Comp	2.75%	$ 642.09	$ -	$ -	$ -	$ 963.14	$ -	$ -	$ 1,6
						Total Benefits		$ 9,864.88	$ -	$ -	$ -	$ 14,797.31	$ -	$ -	$ 24,6
Harper, Sandi	0.6	0	0	0.4	0	Salary	$ 51,838.55	60.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	10
ISO II						FICA Social Security	6.20%	$ 1,928.39	$ -	$ -	$ -	$ 1,285.60	$ -	$ -	$ 3,2
						FICA Medicare	1.45%	$ 451.00	$ -	$ -	$ -	$ 300.66	$ -	$ -	$ 7
						KPERS (Retirement Benefits)	10.71%	$ 3,331.15	$ -	$ -	$ -	$ 2,220.76	$ -	$ -	$ 5,5
						State Unemployment	0.13%	$ 40.43	$ -	$ -	$ -	$ 26.96	$ -	$ -	$
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Health Insurance	$ 10,891.28	$ 6,534.77	$ -	$ -	$ -	$ 4,356.51	$ -	$ -	$ 10,8
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
						Workman's Comp	2.75%	$ 855.34	$ -	$ -	$ -	$ 570.22	$ -	$ -	$ 1,425.56
						Total Benefits		$ 13,141.07	$ -	$ -	$ -	$ 8,760.72	$ -	$ -	

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Hubbard, Jessie	0.4	0	0	0.6	0	Salary	$	31,678.19		40.00%		0.00%		0.00%		0.00%		60.00%		0.00%		0.00%		100.00%
Adminstrative Assistant II						FICA Social Security		6.20%	$	785.62	$	-	$	-	$	-	$	1,178.43	$	-	$	-	$	1,964.05
						FICA Medicare		1.45%	$	183.73	$	-	$	-	$	-	$	275.60	$	-	$	-	$	459.
						KPERS (Retirement Benefits)		10.71%	$	1,357.09	$	-	$	-	$	-	$	2,035.64	$	-	$	-	$	3,392.
						State Unemployment		0.13%	$	16.47	$	-	$	-	$	-	$	24.71	$	-	$	-	$	41.
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Health Insurance	$	6,655.59	$	2,662.24	$	-	$	-	$	-	$	3,993.35	$	-	$	-	$	6,655.
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp			$	-	$	-	$	-	$	-			$	-	$	-	$	-
						Total Benefits			$	5,005.15	$	-	$	-	$	-	$	7,507.73	$	-	$	-	$	12,512.
Clark, Brett	0	0.8	0	0.2	0	Salary	$	42,041.15		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100.0
ISO						FICA Social Security		6.20%	$	-	$	2,085.24	$	-	$	-	$	521.31	$	-	$	-	$	2,606.
						FICA Medicare		1.45%	$	-	$	487.68	$	-	$	-	$	121.92	$	-	$	-	$	609.
						KPERS (Retirement Benefits)		10.71%	$	-	$	3,602.09	$	-	$	-	$	900.52	$	-	$	-	$	4,502.
						State Unemployment		0.13%	$	-	$	43.72	$	-	$	-	$	10.93	$	-	$	-	$	54.
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Health Insurance	$	8,832.85	$	-	$	7,066.28	$	-	$	-	$	1,766.57	$	-	$	-	$	8,832.
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp		2.75%	$	-	$	924.91	$	-	$	-	$	231.23	$	-	$	-	$	1,156.
						Total Benefits			$	-	$	14,209.91	$	-	$	-	$	3,552.48	$	-	$	-	$	17,762.
Clark, Dan	0	0.8	0	0.2	0	Salary	$	40,818.06		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100.0
ISO						FICA Social Security		6.20%	$	-	$	2,024.58	$	-	$	-	$	506.14	$	-	$	-	$	2,530.
						FICA Medicare		1.45%	$	-	$	473.49	$	-	$	-	$	118.37	$	-	$	-	$	591.
						KPERS (Retirement Benefits)		10.71%	$	-	$	3,497.29	$	-	$	-	$	874.32	$	-	$	-	$	4,371.
						State Unemployment		0.13%	$	-	$	42.45	$	-	$	-	$	10.61	$	-	$	-	$	53.
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Health Insurance	$	8,575.87	$	-	$	6,860.70	$	-	$	-	$	1,715.17	$	-	$	-	$	8,575.
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp		2.75%	$	-	$	898.00	$	-	$	-	$	224.50	$	-	$	-	$	1,122.
						Total Benefits			$	-	$	13,796.50	$	-	$	-	$	3,449.13	$	-	$	-	$	17,245.
Lee, Joanna	0	0.7	0	0.3	0	Salary	$	42,041.16		0.00%		70.00%		0.00%		0.00%		30.00%		0.00%		0.00%		100.
ISO						FICA Social Security		6.20%	$	-	$	1,824.59	$	-	$	-	$	781.97	$	-	$	-	$	2,606
						FICA Medicare		1.45%	$	-	$	426.72	$	-	$	-	$	182.88	$	-	$	-	$	609
						KPERS (Retirement Benefits)		10.71%	$	-	$	3,151.83	$	-	$	-	$	1,350.78	$	-	$	-	$	4,502
						State Unemployment		0.13%	$	-	$	38.26	$	-	$	-	$	16.40	$	-	$	-	$	54
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	8,832.84	$	-	$	6,182.99	$	-	$	-	$	2,649.85	$	-	$	-	$	8,832
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	809.29	$	-	$	-	$	346.84	$	-	$	-	$	1,156
						Total Benefits			$	-	$	12,433.67	$	-	$	-	$	5,328.71	$	-	$	-	$	17,762
Kennedy, Damion	0	0.5	0	0.5	0	Salary	$	29,072.36		0.00%		50.00%		0.00%		0.00%		50.00%		0.00%		0.00%		100.
ISO						FICA Social Security		6.20%	$	-	$	901.24	$	-	$	-	$	901.24	$	-	$	-	$	1,802
						FICA Medicare		1.45%	$	-	$	210.77	$	-	$	-	$	210.77	$	-	$	-	$	421
						KPERS (Retirement Benefits)		10.71%	$	-	$	1,556.82	$	-	$	-	$	1,556.82	$	-	$	-	$	3,113
						State Unemployment		0.13%	$	-	$	18.90	$	-	$	-	$	18.90	$	-	$	-	$	37
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	6,108.10	$	-	$	3,054.05	$	-	$	-	$	3,054.05	$	-	$	-	$	6,108
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	399.74	$	-	$	-	$	399.74	$	-	$	-	$	799
						Total Benefits			$	-	$	6,141.53	$	-	$	-	$	6,141.53	$	-	$	-	$	12,283
McNatt, Michael	0	0	0	0.295	0.705	Salary	$	31,600.36		0.00%		0.00%		0.00%		70.50%		29.50%		0.00%		0.00%		100.
ISO						FICA Social Security		6.20%	$	-	$	-	$	-	$	1,381.25	$	577.97	$	-	$	-	$	1,959
						FICA Medicare		1.45%	$	-	$	-	$	-	$	323.03	$	135.17	$	-	$	-	$	458
						KPERS (Retirement Benefits)		10.71%	$	-	$	-	$	-	$	2,386.00	$	998.40	$	-	$	-	$	3,384
						State Unemployment		0.13%	$	-	$	-	$	-	$	28.96	$	12.12	$	-	$	-	$	41
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	6,639.23	$	-	$	-	$	-	$	4,680.66	$	1,958.57	$	-	$	-	$	6,639
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	-	$	-	$	612.65	$	256.36	$	-	$	-	$	869.01
						Total Benefits			$	-	$	-	$	-	$	9,412.56	$	3,938.59	$	-	$	-	$	13,351.14

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On-Call Juvenile Intake Officers	0	0	0	1	0	Salary	$	13,917.67		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%		
On-Call						FICA Social Security		6.20%	$	-	$	-	$	-	$	-	$	862.90	$	-	$	-	$	862.90
						FICA Medicare		1.45%	$	-	$	-	$	-	$	-	$	201.81	$	-	$	-	$	201.81
						KPERS (Retirement Benefits)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						State Unemployment		0.13%	$	-	$	-	$	-	$	-	$	18.09	$	-	$	-	$	1
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Life Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	-	$	-	$	-	$	382.74	$	-	$	-	$	38
						Total Benefits			$	-	$	-	$	-	$	-	$	1,465.53	$	-	$	-	$	1,46
CY26 Riley County Payscale	0	0	0	0	0	Salary	$	-		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0
Lewis, Megan	0.4	0	0	0.6	0	Salary	$	61,746.52		40.00%		0.00%		0.00%		0.00%		60.00%		0.00%		0.00%		100
Director						FICA Social Security		6.20%	$	1,531.31	$	-	$	-	$	-	$	2,296.97	$	-	$	-	$	3,82
						FICA Medicare		1.45%	$	358.13	$	-	$	-	$	-	$	537.19	$	-	$	-	$	89
						KPERS (Retirement Benefits)		10.59%	$	2,615.58	$	-	$	-	$	-	$	3,923.37	$	-	$	-	$	6,53
						State Unemployment		0.13%	$	32.11	$	-	$	-	$	-	$	48.16	$	-	$	-	$	8
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	13,047.04	$	5,218.82	$	-	$	-	$	-	$	7,828.22	$	-	$	-	$	13,04
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	679.21	$	-	$	-	$	-	$	1,018.82	$	-	$	-	$	1,69
						Total Benefits			$	10,435.16	$	-	$	-	$	-	$	15,652.74	$	-	$	-	$	26,08
Harper, Sandi	0.6	0	0	0.4	0	Salary	$	54,870.40		60.00%		0.00%		0.00%		0.00%		40.00%		0.00%		0.00%		100
ISO II						FICA Social Security		6.20%	$	2,041.18	$	-	$	-	$	-	$	1,360.79	$	-	$	-	$	3,40
						FICA Medicare		1.45%	$	477.37	$	-	$	-	$	-	$	318.25	$	-	$	-	$	79
						KPERS (Retirement Benefits)		10.59%	$	3,486.47	$	-	$	-	$	-	$	2,324.31	$	-	$	-	$	5,81
						State Unemployment		0.13%	$	42.80	$	-	$	-	$	-	$	28.53	$	-	$	-	$	7
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	11,594.12	$	6,956.47	$	-	$	-	$	-	$	4,637.65	$	-	$	-	$	11,59
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	905.36	$	-	$	-	$	-	$	603.57	$	-	$	-	$	1,50
						Total Benefits			$	13,909.65	$	-	$	-	$	-	$	9,273.10	$	-	$	-	$	23,18
Hubbard, Jessie	0.4	0	0	0.6	0	Salary	$	33,496.42		40.00%		0.00%		0.00%		0.00%		60.00%		0.00%		0.00%		100
Adminstrative Assistant II						FICA Social Security		6.20%	$	830.71	$	-	$	-	$	-	$	1,246.07	$	-	$	-	$	2,07
						FICA Medicare		1.45%	$	194.28	$	-	$	-	$	-	$	291.42	$	-	$	-	$	48
						KPERS (Retirement Benefits)		10.59%	$	1,418.91	$	-	$	-	$	-	$	2,128.36	$	-	$	-	$	3,54
						State Unemployment		0.13%	$	17.42	$	-	$	-	$	-	$	26.13	$	-	$	-	$	4
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	7,077.80	$	2,831.12	$	-	$	-	$	-	$	4,246.68	$	-	$	-	$	7,07
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Total Benefits			$	5,292.44	$	-	$	-	$	-	$	7,938.66	$	-	$	-	$	13,23
Clark, Brett	0	0.8	0	0.2	0	Salary	$	44,433.38		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100
ISO						FICA Social Security		6.20%	$	-	$	2,203.90	$	-	$	-	$	550.97	$	-	$	-	$	2,75
						FICA Medicare		1.45%	$	-	$	515.43	$	-	$	-	$	128.86	$	-	$	-	$	64
						KPERS (Retirement Benefits)		10.59%	$	-	$	3,764.40	$	-	$	-	$	941.10	$	-	$	-	$	4,70
						State Unemployment		0.13%	$	-	$	46.21	$	-	$	-	$	11.55	$	-	$	-	$	5
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	9,388.77	$	-	$	7,511.02	$	-	$	-	$	1,877.75	$	-	$	-	$	9,38
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	977.53	$	-	$	-	$	244.38	$	-	$	-	$	1,22
						Total Benefits			$	-	$	15,018.48	$	-	$	-	$	3,754.62	$	-	$	-	$	18,77
Clark, Dan	0	0.8	0	0.2	0	Salary	$	43,137.22		0.00%		80.00%		0.00%		0.00%		20.00%		0.00%		0.00%		100
ISO						FICA Social Security		6.20%	$	-	$	2,139.61	$	-	$	-	$	534.90	$	-	$	-	$	2,67
						FICA Medicare		1.45%	$	-	$	500.39	$	-	$	-	$	125.10	$	-	$	-	$	62
						KPERS (Retirement Benefits)		10.59%	$	-	$	3,654.59	$	-	$	-	$	913.65	$	-	$	-	$	4,56
						State Unemployment		0.13%	$	-	$	44.86	$	-	$	-	$	11.22	$	-	$	-	$	5
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	9,114.90	$	-	$	7,291.92	$	-	$	-	$	1,822.98	$	-	$	-	$	9,11
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
						Workman's Comp		2.75%	$	-	$	949.02	$	-	$	-	$	237.25	$	-	$	-		
						Total Benefits			$	-	$	14,580.39	$	-	$	-	$	3,645.10	$	-	$	-		

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Lee, Joanna	0	0.7	0	0.3	0	Salary	$	44,433.37		0.00%		70.00%		0.00%		0.00%		30.00%		0.00%		0.00%	
ISO						FICA Social Security		6.20%	$	-	$	1,928.41	$	-	$	-	$	826.46	$	-	$	-	$
						FICA Medicare		1.45%	$	-	$	451.00	$	-	$	-	$	193.29	$	-	$	-	$	644.28
						KPERS (Retirement Benefits)		10.59%	$	-	$	3,293.85	$	-	$	-	$	1,411.65	$	-	$	-	$	4,705.49
						State Unemployment		0.13%	$	-	$	40.43	$	-	$	-	$	17.33	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	9,388.77	$	-	$	6,572.14	$	-	$	-	$	2,816.63	$	-	$	-	$	9,
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	855.34	$	-	$	-	$	366.58	$	-	$	-	$	1,
						Total Benefits			$	-	$	13,141.17	$	-	$	-	$	5,631.93	$	-	$	-	$	18,
Kennedy, Damion	0	0.5	0	0.5	0	Salary	$	31,193.34		0.00%		50.00%		0.00%		0.00%		50.00%		0.00%		0.00%	1
ISO						FICA Social Security		6.20%	$	-	$	966.99	$	-	$	-	$	966.99	$	-	$	-	$	1,
						FICA Medicare		1.45%	$	-	$	226.15	$	-	$	-	$	226.15	$	-	$	-	$	
						KPERS (Retirement Benefits)		10.59%	$	-	$	1,651.69	$	-	$	-	$	1,651.69	$	-	$	-	$	3,
						State Unemployment		0.13%	$	-	$	20.28	$	-	$	-	$	20.28	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	6,591.16	$	-	$	3,295.58	$	-	$	-	$	3,295.58	$	-	$	-	$	6,
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	428.91	$	-	$	-	$	428.91	$	-	$	-	$	
						Total Benefits			$	-	$	6,589.60	$	-	$	-	$	6,589.60	$	-	$	-	$	13,
McNatt, Michael	0	0	0	0.295	0.705	Salary	$	33,732.08		0.00%		0.00%		0.00%		70.50%		29.50%		0.00%		0.00%	1
ISO						FICA Social Security		6.20%	$	-	$	-	$	-	$	1,474.43	$	616.96	$	-	$	-	$	2,
						FICA Medicare		1.45%	$	-	$	-	$	-	$	344.83	$	144.29	$	-	$	-	$	
						KPERS (Retirement Benefits)		10.59%	$	-	$	-	$	-	$	2,518.42	$	1,053.81	$	-	$	-	$	3,
						State Unemployment		0.13%	$	-	$	-	$	-	$	30.92	$	12.94	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	7,127.59	$	-	$	-	$	-	$	5,024.95	$	2,102.64	$	-	$	-	$	7,
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	-	$	-	$	653.98	$	273.65	$	-	$	-	$	
						Total Benefits			$	-	$	-	$	-	$	10,047.52	$	4,204.28	$	-	$	-	$	14,
On-Call Juvenile Intake Officers	0	0	0	1	0	Salary	$	14,070.00		0.00%		0.00%		0.00%		0.00%		100.00%		0.00%		0.00%	10
On-Call						FICA Social Security		6.20%	$	-	$	-	$	-	$	-	$	872.34	$	-	$	-	$	8
						FICA Medicare		1.45%	$	-	$	-	$	-	$	-	$	204.02	$	-	$	-	$	2
						KPERS (Retirement Benefits)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						State Unemployment		0.13%	$	-	$	-	$	-	$	-	$	18.29	$	-	$	-	$	
						State Workman's Comp		0.00%	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Life Insurance	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Workman's Comp		2.75%	$	-	$	-	$	-	$	-	$	386.93	$	-	$	-	$	3
						Total Benefits			$	-	$	-	$	-	$	-	$	1,481.57	$	-	$	-	$	1,4
Payout Fund	0.6	0	0	0.4	0	Salary	$	17,145.00		60.00%		0.00%		0.00%		0.00%		40.00%		0.00%		0.00%	10
ISO II						FICA Social Security		6.20%	$	637.79	$	-	$	-	$	-	$	425.20	$	-	$	-	$	1,0
						FICA Medicare		1.45%	$	149.16	$	-	$	-	$	-	$	99.44	$	-	$	-	$	2
						KPERS (Retirement Benefits)		10.59%	$	1,089.39	$	-	$	-	$	-	$	726.26	$	-	$	-	$	1,8
						State Unemployment		0.13%	$	13.37	$	-	$	-	$	-	$	8.92	$	-	$	-	$	
						State Workman's Comp			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Health Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Life Insurance			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						Longevity (e.g. $50 per yr x 10 yrs)			$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	
						(Other: Please Specify)			$	-	$	-	$	-	$	-			$	-	$	-	$	
						Total Benefits			$	1,889.72	$	-	$	-	$	-	$	1,259.81	$	-	$	-	$	3,1

Riley County and Clay County are contributing funds towards employees salaries, as salaries alone comprise 112% of our Adult and Juvenile Services allocations. Their contributions are going towards salary only, NOT benefits. In order for our fringe benefits to be calculated accurately, each employees total salary is input under 'Total Salary', 'CC Admin Funds', 'CC Non-Admin Funds', 'Reinvestment Funds' and 'Juvenile Funds'. Two separate columns were created to reflect the portion of each employees salary that is being paid county funds (Adult Services portion paid with county funds' and 'Juvenile Services portion paid with ocounty funds'). These two columns are NOT added into the Subtotal.

Total Adult Personnel Section	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	TOTAL
Total Salaries	$ 148,429.64	$ 227,008.85	$ -	$ 46,059.37	$ 298,139.40	$ 100,683.20	$ 83,800.85	$ 719,6
Total Benefits	$ 59,538.07	$ 95,911.25	$ -	$ 19,460.08	$ 114,373.14	$ -	$ -	$ 289,2
TOTAL ADULT PERSONNEL	$ 207,967.71	$ 322,920.10	$ -	$ 65,519.45	$ 412,512.54	$ 100,683.20	$	

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FY2026
NON-PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

ADULT OPERATIONS SECTION

2A	TRAVEL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-To
	Fuel or Mileage	Est. monthly exp. = $40.00/mo. for AS & $30.00/mo. for JS	$ 840.00	$ 480.00			$ 360.00			$
	Per Diem (includes Lodging)	Est. lunch meal = $18.00/mo. x 12 mos. (each) for AS & JS	$ 432.00	$ 216.00			$ 216.00			$
	Vehicle Maintenance/Registration/Tags	Est. monthly exp. = $60.00/mo. x 12 mos. (each) for AS & JS	$ 1,440.00	$ 720.00			$ 720.00			$ 1
	Vehicle Insurance	Est. yearly exp. = $1800.00/year, split 50/50	$ 1,800.00	$ 900.00			$ 900.00			$ 1
	K-Tag/Tolls/Parking	Est. monthly exp. = $.50/mo. X 12 mos. (each) for AS & JS	$ 12.00	$ 6.00			$ 6.00			$
	Other #1									$
	TRAVEL CATEGORY %	Details		CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Tota
	Fuel or Mileage			57.00%			43.00%			
	Per Diem (includes Lodging)			50.00%			50.00%			
	Vehicle Maintenance/Registration/Tags			50.00%			50.00%			
	Vehicle Insurance			50.00%			50.00%			
	K-Tag/Tolls/Parking			50.00%			50.00%			
	Other #1									
	TOTAL TRAVEL CATEGORY		$ 4,524.00	$ 2,322.00	$ -	$ -	$ 2,202.00	$ -	$ -	$ -

Travel Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Fuel or Mileage: Adult: $32.26 x 12 = $387.16, increased to $40/mo. for inflation. Juvenile: $25.98 x 12 =$311.76. Increased to $30/mo. for inflation * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal/mo. = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal/mo. = $216 * Vehicle Maintenance/Registration/Tags: Adult: $57.77 x 12 = $693.24, Juvenile: $57.77 x 12 = $693.24 * Vehicle Insurance: FY24 policy = $1700.00; increased $100.00 for inflation and split 50/50 between AS and JS * K-Tag/Tolls/Parking: Estimate $.50 mo., split 50/50 between AS and JS

2B	TRAINING CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-Tota
	Fuel or Mileage	Est. monthly exp. = $9.00/mo. for AS & $12.00/mo for JS	$ 252.00	$ 108.00			$ 144.00			$ 2
	Per Diem (includes Lodging)	Est. lunc meal = $18.00/mo. X 12 mos. (each) for AS & JS	$ 432.00	$ 216.00			$ 216.00			$ 4
	Registration	Est. $50.00/mo. x 6 mos. (each) for AS & JS; see comments	$ 700.00	$ 150.00		$ 400.00	$ 150.00			$ 7
	K-Tag/Tolls/Parking	Est. monthly exp. = $1.00/mo. X 12 mos. (each) for AS & JS	$ 24.00	$ 12.00			$ 12.00			$
	Other #1									$
	TRAINING CATEGORY %	Details		CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
	Fuel or Mileage			43.00%			57.00%			10
	Per Diem (includes Lodging)			50.00%			50.00%			10
	Registration			21.00%		57.00%	21.00%			9
	K-Tag/Tolls/Parking			50.00%			50.00%			10
	Other #1									
	TOTAL TRAINING CATEGORY		$ 1,408.00	$ 486.00	$ -	$ 400.00	$ 522.00	$ -	$ -	$ 1,4

Training Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Fuel or Mileage: Adult $7.33 x 12 = $87.94, increased for inflation. Juvenile $10.43 x 12 = $125.16, increased for inflation. * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal per month = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal per month = $216.00 * Registration: Adult: Estimat $50.00/training registration x 6/year = $150.00. Juvenile: Estimate $50.00/training registration x 6/year = $150.00. Reinvestment: Estimate $50.00training registration x 8/year = $400.00 * K-Tag/Tolls/Parking: Estimate $1.00/month x 12 = $24.00, split 50/50 between AS and JS

2C	COMMUNICATION CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-Tota
	Cell Phone	ML/BC stipend = $105.00/mo., Cell phones $45.00 x 3	$ 2,880.00	$ 696.00			$ 2,184.00			$ 2,8
	Internet Services									$
	Land Line	Landline = $247.00/mo x 12 mos., split 50/50 AS/JS	$ 2,964.00	$ 1,482.00			$ 1,482.00			$ 2,9
	Advertising	$1,000.00/per open position, x 3	$ 3,000.00	$ 990.00			$ 2,010.00			$ 3,0
	Other #2									$
	COMMUNICATION CATEGORY %	Details		CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
	Cell Phone			24.00%			76.00%			10
	Internet Services									
	Land Line			50.00%			50.00%			10
	Advertising			33.00%			67.00%			10
	Other #2									
	TOTAL COMMUNICATION CATEGORY		$ 8,844.00	$ 3,168.00	$ -	$ -	$ 5,676.00	$ -	$ -	$ 8,8

Communication Category Comments:

ML cell phone allowance = $65.00, split 40/60 $26.00 AS / $39.00 JS; BC cell phone allowance = $40.00, split 80/20 $32.00 AS / $8.00 JS
On-call cell phones = $41.51 each x 3 (day, night, JISP), 100% JS, increased for inflation
Riley County Landline = $157.00/mo. x 12mo., split 50/50 $78.50 AS / $78.50 JS * Clay County Landline = $90.00/mo. x 12mo., split 50/50 $45.00 AS / $45.00 JS
Advertising on Indeed.com for new hires = $166.67/wk x 6 wks, x 3 hiring processes, split 33% AS / 67% JS

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2D	EQUIPMENT CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-Total
	Computer									$ -
	Printer									$ -
	Scanners	Fujitsu Scanner x 2	$ 1,320.00	$ 1,320.00						$ 1
	Furniture	Misc. furniture upgrades	$ 16,688.08	$ 10,170.48			$ 6,517.60			$ 16
	Other #3									$ -
	Vehicle Purchase									$ -
	EQUIPMENT CATEGORY %	Details		CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total
	Computer									
	Printer									
	Scanners			100.00%						1
	Furniture			61.00%			39.00%			1
	Other #3									
	Vehicle Purchase									
	TOTAL EQUIPMENT CATEGORY		$ 18,008.08	$ 11,490.48	$ -	$ -	$ 6,517.60	$ -	$ -	$ 18

Equipment Category Comments:

New desktop scanner = $1,320.00, estimate provided by IT Department.
Desk, filing cabinet and office chair for potential new office space x 10

2E	SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-To
	Office Supplies	Est. $115.00/mo. AS, $145.00/mo. JS, $50.00 mo. Reinv.	$ 4,320.00	$ 1,380.00		$ 1,200.00	$ 1,740.00			$ 4
	Postage	Est. monthly exp. = $70.00/mo for AS & $5.00/mo for JS	$ 900.00	$ 840.00			$ 60.00			$
	Printing	Est. $3,500.00/yr., split 50/50 AS/JS	$ 3,500.00	$ 1,750.00			$ 1,750.00			$ 3
	Software / Anti-Virus	Est. $550.00/yr., split 50/50 AS/JS	$ 550.00	$ 275.00			$ 275.00			$
	Subscriptions	Est. $600.00/yr., split 50/50 AS/JS	$ 600.00	$ 300.00			$ 300.00			$
	Membership Dues	Est. $700.00/yr., split 50/50 AS/JS	$ 700.00	$ 350.00			$ 350.00			$
	SUPPLIES CATEGORY %	Details		CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total
	Office Supplies			32.00%		28.00%	40.00%			
	Postage			93.00%			7.00%			
	Printing			50.00%			50.00%			
	Software / Anti-Virus			50.00%			50.00%			
	Subscriptions			50.00%			50.00%			
	Membership Dues			50.00%			50.00%			
	TOTAL SUPPLIES/COMMODITIES CATEGORY		$ 10,570.00	$ 4,895.00	$ -	$ 1,200.00	$ 4,475.00	$ -	$ -	$ 10

Supplies/Commodities Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Office Supplies: Adult $96.89/mo. x 12 = $1,162.00, increased for inflation. Juvenile $128.43/mo. x 12 = $1,541.18, increased for inflation. Reinvestment $50.00/mo. x 12 = $1,200.00 * Postage: Adult: $70.00/mo. x 12 = $840.00. Juvenile: $3.67/mo. x 12 = $44.04, increased for inflation. * Printing: Est. $2,000.00 for ink, $1,500.00 for paper = $3,500.00, split 50/50 AS $1,750.00 / JS $1,750.00 * Notary renewal x1, 2nd Notary start-up fee/application = $100.00, split 50/50 AS/JS * Adobe Acrobat Pro x 2 users = $400 average/year split 50/50 $200 AS / $200.00 JS * Zoom annual subscription = $150.00/year, split 50/50 $75.00 AS / $75.00 JS * Amazon Prime business subscription = $250.00/year, split 50/50 $250.00 AS / $250.00 JS * KCCA Annual Membership = $700.00/year, split 50/50 $350 AS / $350.00 JS

2F	FACILITY CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-To
	Rent									$
	Utilities									$
	Insurance									$
	Trash Service									$
	Building Maintenance									$
	Other #1									$
	FACILITY CATEGORY %	Details		CC Funds %		Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total
	Rent									
	Utilities									
	Insurance									
	Trash Service									
	Building Maintenance									
	Other #1									
	TOTAL FACILITY CATEGORY		$ -	$ -		$ -	$ -	$ -	$ -	$

Facility Category Comments:

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G CONTRACTUAL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	
Copier Maintenance	Est. $5,160.00, split between 50/50 AS/JS	$ 5,160.00	$ 2,580.00			$ 2,580.00			$ 5,160.00
Computer Maintenance									$
Shredding	$10.00/mo. x 12	$ 120.00	$ 120.00						$ 12
Postage Meter Rental									$
Other #1									$
Other #2									$
Other #3									$
Other #4									$
Other #5									$
Other #6									$
BH - Care Coordinator	BH Care Coordinator - Salary	$ 100,902.19	$ 4,409.19	$ 96,493.00					$ 100,902
BH - Peer Support Specialist									$
BH - Recovery Coach/Peer Mentor									$
BH - Recovery Specialist									$
Other #1									$
Other #2									$

CONTRACTUAL CATEGORY %	Details	CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Copier Maintenance		50.00%			50.00%			100
Computer Maintenance								0
Shredding		100.00%						100
Postage Meter Rental								0
Other #1								0
Other #2								0
Other #3								0
Other #4								0
Other #5								0
Other #6								0
BH - Care Coordinator		4.00%	96.00%					100
BH - Peer Support Specialist								0
BH - Recovery Coach/Peer Mentor								0
BH - Recovery Specialist								0
Other #1								0
Other #2								0
TOTAL CONTRACTUAL CATEGORY		$ 106,182.19	$ 7,109.19	$ 96,493.00	$ -	$ 2,580.00	$ -	$ -	$ 106,182

Contractual Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multipied by 12:
Copier Maintenance:Xerox averages $346/mo. x 12 = $4,152.00/yr, split 50/50 AS/JS; ImageQuest averages $84.00/mo. x 12 = $1,008.00, split 50/50 AS/JS.
Shredding: $10.00/mo. x 12 = 120.00
BH - Care Coordinator: 32% of the $13,537.00 gap between Care Coordinator Salary and FY26 BH allocation

TOTAL OPERATIONS SECTION	$ 149,536.27	$ 29,470.67	$ 96,493.00	$ 1,600.00	$ 21,972.60	$ -	$ -	$ 149,536

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CONTRACTS/CLIENT SERVICES SECTION

3A CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds	BH Funds	Reinvestment	Juvenile Funds	County Funds	Other Funds	Sub-T
Drug Testing Supplies	Est. $90/mo. x 12mo. = $1,080. AS = $1,020 / JS = $60	$ 1,080.00	$ 1,020.00			$ 60.00			$
Drug Testing Services	Est. $810/mo. x 12mo. = $9,720. AS = $9,600 / JS = $120	$ 9,720.00	$ 9,600.00			$ 120.00			$
Academic Education Services	Est. $176.00 per GED x 3 = $528.00	$ 528.00				$ 528.00			$
Vocational Education Services									$
Transportation Assistance	Est. $112.50/mo. x 12mo. = $1,350. AS = $750 / JS = $600	$ 1,350.00	$ 750.00			$ 600.00			$
Subsistence	Est. $100/mo. x 12mo. = $1,200.00. AS = $600 / JS = $600	$ 1,200.00	$ 600.00			$ 600.00			$
Cognitive Skills	Est. $40/class x 50 = $2,000. AS = $400 / JS = $1,600	$ 2,000.00	$ 400.00			$ 1,600.00			$
Client Incentives	Est. $175/mo. AS, $1,200/mo. JS, $5.52/mo Reinv	$ 2,210.55	$ 1,200.00		$ 110.55	$ 900.00			$
Electronic Monitoring Services									$
Surveillance Services									$
Housing Assistance									$
MH - Evaluations									$
MH - Medication									$
MH - Medication Check/Follow-Up									$
MH - Treatment/Groups (includes Co-Pays)									$
SB - Evaluations									$
SB - Medications									$
SB - Medication Check/Follow-Up									$
SB - Treatment/Groups/Detox (includes Co-Pays)									$
SO - Evaluations	Est. $800 each x 4 = $3,200. AS = $1,600 / JS = $1,600	$ 3,200.00	$ 1,600.00			$ 1,600.00			$
SO - Treatment/Groups (includes Co-Pays)									$
BIP Evaluations	Est. $150.00 each x 10 = $1,500.00	$ 1,500.00	$ 1,500.00						$
BIP Treatment/Groups (includes Co-Pays)									$
DV & Anger Mgmt Treatment/Groups (includes Co-Pays)	Est. $25.00 each x 10 = $250.00	$ 250.00	$ 250.00						$
DV & Anger Mgmt Evaluations	Est. $150.00 each x 10 = $1,500.00	$ 1,500.00	$ 1,500.00						$
Translator	Est. $50/hr x 20 = $1,000. AS = $500 / JS = $500	$ 1,000.00	$ 500.00			$ 500.00			$
Client Incentives: Court Services		$ 500.00				$ 500.00			$

CONTRACTS/CLIENT SERVICES %	Details	CC Funds %	BH Funds %	Reinv Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-T
Drug Testing Supplies		94.00%			6.00%			0%
Drug Testing Services		99.00%			1.00%			0%
Academic Education Services					100.00%			0%
Vocational Education Services								0%
Transportation Assistance		56.00%			44.00%			0%
Subsistence		50.00%			50.00%			0%
Cognitive Skills		20.00%			80.00%			0%
Client Incentives		54.00%		5.00%	41.00%			0%
Electronic Monitoring Services								0%
Surveillance Services								0%
Housing Assistance								0%
MH - Evaluations								0%
MH - Medication								0%
MH - Medication Check/Follow-Up								0%
MH - Treatment/Groups (includes Co-Pays)								0%
SB - Evaluations								0%
SB - Medications								0%
SB - Medication Check/Follow-Up								0%
SB - Treatment/Groups/Detox (includes Co-Pays)								0%
SO - Evaluations		50.00%			50.00%			0%
SO - Treatment/Groups (includes Co-Pays)								0%
BIP Evaluations		100.00%						0%
BIP Treatment/Groups (includes Co-Pays)								0%
DV & Anger Mgmt Treatment/Groups (includes Co-Pays)		100.00%						0%
DV & Anger Mgmt Evaluations		100.00%						0%
Translator		50.00%			50.00%			0%
Client Incentives: Court Services					100.00%			0%
TOTAL CONTRACTS/CLIENT SERVICES		$ 26,038.55	$ 18,920.00	$ -	$ 110.55	$ 7,008.00	$ -	$ -	$ 55

Contracts/Client Services Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Drug Testing Supplies: Estimate $90.00/mo. x 12mo. = $1,080.00/yr. * Drug Testing Services: Estimate $810.00/mo. x 12 = $9,720.00/yr. * Academic Education Services: Estimate $176.00/per GED x 3 = $528.00/yr. * Transportation: (ATA Bus tickets/Uber's/bicycles, etc.) Estimate $112.50/mo x 12 = $1,35
Subsistence: (Clothes, food, DL's, etc.) Estimate $100.00/mo. x 12 = $1,200.00/yr. * Cognitive Skills: (online classes) Estimate $40.00/ea. x 50 = $2,000.00/yr. * Client Incentives: Estimate $175.00/mo. x 12 = $2,110.00/yr. * Sex Offender Evaluations: Estimate $800.00/ea. x 4 = $3,200.00/yr. * BIP Evalua
Estimate $150.00/ea. x 10 = $1,500.00/yr. * DV & Anger Mgmt Treatment: Estimate $25.00/ea. x 10 = $250.00/yr. * Anger Management Evaluations: Estimate $150.00/ea. x 10 = $1,500.00/yr. * Translator = Estimate $100.00/hr. x 10hrs = $1,000.00/yr.

TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ 26,038.55	$ 18,920.00	$ -	$ 110.55	$ 7,008.00	$ -	$ -	$ 26
TOTAL CC OPERATIONS & CONTRACTS/CLIENT SERVICES		$ 48,390.67	$ 96,493.00	$ 1,710.55	$ 28,980.60	$ -	$ -	$ 175,574.82

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

FY2026

BUDGET SUMMARY

Riley County Community Corrections

All cells on this tab auto-fill. Verify amounts against Narrative tabs.

ADULT - TOTAL BUDGET SUMMARY

ADULT PERSONNEL BUDGET

	PERSONNEL CATEGORY	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Servic portion paid w county funds
1A	Salary	$ 148,429.64	$ 227,008.85	$ -	$ 46,059.37	$ 298,139.40	$ 100,683.20	$ 83,800
1B	Benefits	$ 59,538.07	$ 95,911.25	$ -	$ 19,460.08	$ 114,373.14		$
	TOTAL PERSONNEL SECTION	$ 207,967.71	$ 322,920.10	$ -	$ 65,519.45	$ 412,512.54	$ 100,683.20	$ 83,800

	ADULT OPERATIONS SECTION	CC Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services portion paid with county funds	Juvenile Servic portion paid w county funds
2A	TRAVEL CATEGORY	$ 2,322.00		$ -	$ -	$ 2,202.00	$ -	$
2B	TRAINING CATEGORY	$ 486.00		$ -	$ 400.00	$ 522.00	$ -	$
2C	COMMUNICATIONS CATEGORY	$ 3,168.00		$ -	$ -	$ 5,676.00	$ -	$
2D	EQUIPMENT CATEGORY	$ 11,490.48		$ -	$ -	$ 6,517.60	$ -	$
2E	SUPPLIES/COMMODITIES CATEGORY	$ 4,895.00		$ -	$ 1,200.00	$ 4,475.00	$ -	$
2F	FACILITY CATEGORY	$ -		$ -	$ -	$ -	$ -	$
2G	CONTRACTUAL CATEGORY	$ 7,109.19		$ 96,493.00	$ -	$ 2,580.00	$ -	$
	TOTAL OPERATIONS SECTION	$ 29,470.67		$ 96,493.00	$ 1,600.00	$ 21,972.60	$ -	$

3A	TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ 18,920.00		$ -	$ 110.55	$ 7,008.00	$ -	$

	TOTAL ADULT BUDGET SUMMARY	$ 256,358.38	$ 322,920.10	$ 96,493.00	$ 67,230.00	$ 441,493.14	$ 100,683.20	$ 83,800.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

ADULT RESIDENTIAL BUDGET

	PERSONNEL CATEGORY	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services porition paid with county funds	Juvenile Ser portion paid county fur
4A	Salary	$ -	$ -		$ -	$ -	$ -	$
4B	Benefits	$ -	$ -		$ -	$ -	$ -	$
	TOTAL PERSONNEL SECTION	$ -	$ -		$ -	$ -	$ -	$

	RESIDENTIAL OPERATIONS SECTION	CC Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services porition paid with county funds	Juvenile Ser portion paid county fur
5A	TRAVEL CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5B	TRAINING CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5C	COMMUNICATIONS CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5D	EQUIPMENT CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5E	SUPPLIES/COMMODITIES CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5F	FACILITY CATEGORY	$ -	$ -		$ -	$ -	$ -	$
5G	CONTRACTUAL CATEGORY	$ -	$ -		$ -	$ -	$ -	$
	TOTAL OPERATIONS SECTION	$ -	$ -		$ -	$ -	$ -	$

6A	TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ -	$ -		$ -	$ -	$ -	$

	TOTAL RESIDENTIAL BUDGET SUMMARY	$ -	$ -		$ -	$ -	$ -	$

	All CC Funds	BH Funds	Reinvestment Funds	Juvenile Funds	Adult Services porition paid with county funds	Juvenile Ser portion paid county fur
TOTAL FY2026 ADULT BUDGET SUMMARY	$ 478,595.28	$ 96,493.00	$ 67,230.00	$ 357,692.29	$ 100,683.20	$ 83,80

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

FY2026

PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	Juvenile Services Evidence Based Practice - Reinvestment	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	TOTAL PERSONNE 478,031.98 Current Juvenile Alloca

A ADMIN PERSONNEL

	Name	CC FTE	JUV FTE	New Staff	Position Description	Total Annual Salary	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	Juvenile Services Evidence Based Practice - Reinvestment	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
1	CY25 Riley County Payscale															$
2	Lewis, Megan	0.4000	0.6000		Director	$ 58,372.03	$ 23,348.81		$ 12,258.13	$ 12,258.13		$ 10,506.97		5,425.74	9,241.36	$ 58,
3	Harper, Sandi	0.6000	0.4000		ISO II	$ 51,838.55	$ 31,103.13		$ 10,367.71	$ 4,147.08		$ 6,220.63		7,227.67	5,471.32	$ 51,
4	Hubbard, Jessie	0.4000	0.6000		Adminstrative Assistant II	$ 31,678.19	$ 12,671.28		$ 5,702.07	$ 7,602.77		$ 5,702.07		2,944.52	5,015.23	$ 31,
5																$
6	CY26 Riley County Payscale															$
7	Lewis, Megan	0.4000	0.6000		Director	$ 61,746.52	$ 24,698.61		$ 12,966.77	$ 12,966.77		$ 11,114.37		5,336.16	8,526.30	$ 61,
8	Harper, Sandi	0.6000	0.4000		ISO II	$ 54,870.40	$ 32,922.24		$ 10,974.08	$ 4,389.63		$ 6,584.45		7,112.88	5,051.21	$ 54,
9	Hubbard, Jessie	0.4000	0.6000		Adminstrative Assistant II	$ 33,496.42	$ 13,398.57		$ 6,029.36	$ 8,039.14		$ 6,029.36		2,894.77	4,825.37	$ 33,
																$
	Total Admin Salary			**0**		**292,002.11**	**138,142.63**	**0.00**	**58,298.12**	**49,403.52**	**0.00**	**46,157.84**	**0.00**	**30,941.74**	**37,930.79**	**292,0**

	Name	CC FTE	JUV FTE	New Staff			CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	0.00%	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
1	CY25 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
					FICA Social Security	6.20%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					FICA Medicare	1.45%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					KPERS (Retirement Benefits)	10.71%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					State Unemployment	0.13%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					(Please Specify)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					TOTAL BENEFITS		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
2	Lewis, Megan	0.4000	0.6000	0	Salary	58,372.03	40.00%	0.00%	21.00%	21.00%	0.00%	18.00%	0.00%	0.00%	0.00%	10
					FICA Social Security	6.20%	$ 1,447.63	$ -	$ 760.00	$ 760.00	$ -	$ 651.43	$ -	$ -	$ -	$ 3,6
					FICA Medicare	1.45%	$ 338.56	$ -	$ 177.74	$ 177.74	$ -	$ 152.35	$ -	$ -	$ -	$ 8
					KPERS (Retirement Benefits)	10.71%	$ 2,500.66	$ -	$ 1,312.85	$ 1,312.85	$ -	$ 1,125.30	$ -	$ -	$ -	$ 6,2
					State Unemployment	0.13%	$ 30.35	$ -	$ 15.94	$ 15.94	$ -	$ 13.66	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	12,263.97	$ 4,905.59	$ -	$ 2,575.43	$ 2,575.43	$ -	$ 2,207.51	$ -	$ -	$ -	$ 12,2
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 642.09	$ -	$ 337.10	$ 337.10	$ -	$ 288.94	$ -	$ -	$ -	$ 1,6
					TOTAL BENEFITS		**$ 9,864.88**	$ -	**$ 5,179.06**	**$ 5,179.06**	$ -	**$ 4,439.19**	$ -	$ -	$ -	**$ 24,6**
3	Harper, Sandi	0.6000	0.4000	0	Salary	51,838.55	60.00%	0.00%	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%	10
					FICA Social Security	6.20%	$ 1,928.39	$ -	$ 642.80	$ 257.12	$ -	$ 385.68	$ -	$ -	$ -	$ 3,2
					FICA Medicare	1.45%	$ 451.00	$ -	$ 150.33	$ 60.13	$ -	$ 90.20	$ -	$ -	$ -	$ 7
					KPERS (Retirement Benefits)	10.71%	$ 3,331.15	$ -	$ 1,110.38	$ 444.15	$ -	$ 666.23	$ -	$ -	$ -	$ 5,5
					State Unemployment	0.13%	$ 40.43	$ -	$ 13.48	$ 5.39	$ -	$ 8.09	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	10,891.28	$ 6,534.77	$ -	$ 2,178.26	$ 871.30	$ -	$ 1,306.95	$ -	$ -	$ -	$ 10,8
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 855.34	$ -	$ 285.11	$ 114.04	$ -	$ 171.07	$ -	$ -	$ -	$ 1,4
					TOTAL BENEFITS		**$ 13,141.07**	$ -	**$ 4,380.36**	**$ 1,752.14**	$ -	**$ 2,628.21**	$ -	$ -	$ -	**$ 21,9**
4	Hubbard, Jessie	0.4000	0.6000	0	Salary	31,678.19	40.00%	0.00%	18.00%	24.00%	0.00%	18.00%	0.00%	0.00%	0.00%	10
					FICA Social Security	6.20%	$ 785.62	$ -	$ 353.53	$ 471.37	$ -	$ 353.53	$ -	$ -	$ -	$ 1,9
					FICA Medicare	1.45%	$ 183.73	$ -	$ 82.68	$ 110.24	$ -	$ 82.68	$ -	$ -	$ -	$ 4
					KPERS (Retirement Benefits)	10.71%	$ 1,357.09	$ -	$ 610.69	$ 814.26	$ -	$ 610.69	$ -	$ -	$ -	$ 3,3
					State Unemployment	0.13%	$ 16.47	$ -	$ 7.41	$ 9.88	$ -	$ 7.41	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	6,655.59	$ 2,662.24	$ -	$ 1,198.01	$ 1,597.34	$ -	$ 1,198.01	$ -	$ -	$ -	$ 6,6
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					TOTAL BENEFITS		**$ 5,005.15**	$ -	**$ 2,252.32**	**$ 3,003.09**	$ -	**$ 2,252.32**	$ -	$ -	$ -	**$ 12,5**

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

7	Lewis, Megan	0.4000	0.6000	0	Salary	61,746.52	40.00%	0.00%	21.00%	21.00%	0.00%	18.00%	0.00%	0.00%	0.00%		100.00%		
					FICA Social Security	6.20%	$ 1,531.31	$ -	$ 803.94	$ 803.94	$ -	$ 689.09	$ -	$ -	$ -	$			
					FICA Medicare	1.45%	$ 358.13	$ -	$ 188.02	$ 188.02	$ -	$ 161.16	$ -	$ -	$ -	$			
					KPERS (Retirement Benefits)	10.59%	$ 2,615.58	$ -	$ 1,373.18	$ 1,373.18	$ -	$ 1,177.01	$ -	$ -	$ -	$			
					State Unemployment	0.13%	$ 32.11	$ -	$ 16.86	$ 16.86	$ -	$ 14.45	$ -	$ -	$ -	$			
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Health Insurance	13,047.04	$ 5,218.82	$ -	$ 2,739.88	$ 2,739.88	$ -	$ 2,348.47	$ -	$ -	$ -	$			
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Workman's Comp	2.75%	$ 679.21	$ -	$ 356.59	$ 356.59	$ -	$ 305.65	$ -	$ -	$ -	$			
					TOTAL BENEFITS		**$ 10,435.16**	**$ -**	**$ 5,478.46**	**$ 5,478.46**	**$ -**	**$ 4,695.82**	**$ -**	**$ -**	**$ -**	**$**			
8	Harper, Sandi	0.6000	0.4000	0	Salary	54,870.40	60.00%	0.00%	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%		%		
					FICA Social Security	6.20%	$ 2,041.18	$ -	$ 680.39	$ 272.16	$ -	$ 408.24	$ -	$ -	$ -	$			
					FICA Medicare	1.45%	$ 477.37	$ -	$ 159.12	$ 63.65	$ -	$ 95.47	$ -	$ -	$ -	$			
					KPERS (Retirement Benefits)	10.59%	$ 3,486.47	$ -	$ 1,162.16	$ 464.86	$ -	$ 697.29	$ -	$ -	$ -	$			
					State Unemployment	0.13%	$ 42.80	$ -	$ 14.27	$ 5.71	$ -	$ 8.56	$ -	$ -	$ -	$			
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Health Insurance	11,594.12	$ 6,956.47	$ -	$ 2,318.82	$ 927.53	$ -	$ 1,391.29	$ -	$ -	$ -	$			
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Workman's Comp	2.75%	$ 905.36	$ -	$ 301.79	$ 120.71	$ -	$ 181.07	$ -	$ -	$ -	$			
					TOTAL BENEFITS		**$ 13,909.66**	**$ -**	**$ 4,636.55**	**$ 1,854.62**	**$ -**	**$ 2,781.93**	**$ -**	**$ -**	**$ -**	**$**			
9	Hubbard, Jessie	0.4000	0.6000	0	Salary	33,496.42	40.00%	0.00%	18.00%	24.00%	0.00%	18.00%	0.00%	0.00%	0.00%		%		
					FICA Social Security	6.20%	$ 830.71	$ -	$ 373.82	$ 498.43	$ -	$ 373.82	$ -	$ -	$ -	$			
					FICA Medicare	1.45%	$ 194.28	$ -	$ 87.43	$ 116.57	$ -	$ 87.43	$ -	$ -	$ -	$			
					KPERS (Retirement Benefits)	10.59%	$ 1,418.91	$ -	$ 638.51	$ 851.35	$ -	$ 638.51	$ -	$ -	$ -	$			
					State Unemployment	0.13%	$ 17.42	$ -	$ 7.84	$ 10.45	$ -	$ 7.84	$ -	$ -	$ -	$			
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Health Insurance	7,077.80	$ 2,831.12	$ -	$ 1,274.00	$ 1,698.67	$ -	$ 1,274.00	$ -	$ -	$ -	$			
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$			
					TOTAL BENEFITS		**$ 5,292.44**	**$ -**	**$ 2,381.60**	**$ 3,175.46**	**$ -**	**$ 2,381.60**	**$ -**	**$ -**	**$ -**	**$**			
	TOTAL ADMIN SALARIES						**$ 138,142.63**	**$ -**	**$ 58,298.12**	**$ 49,403.52**	**$ -**	**$ 46,157.84**	**$ -**	**$ 30,941.74**	**$ 37,930.79**	**$ 29**			
	TOTAL ADMIN BENEFITS						**$ 57,648.35**	**$ -**	**$ 24,308.34**	**$ 20,442.84**	**$ -**	**$ 19,179.08**	**$ -**	**$ -**	**$ -**	**$ 12**			
1A	**TOTAL ADMIN PERSONNEL**						**$ 195,790.99**	**$ -**	**$ 82,606.46**	**$ 69,846.36**	**$ -**	**$ 65,336.92**	**$ -**	**$ 30,941.74**	**$ 37,930.79**	**$ 413**			

1A Admin Personnel Comments:

Riley County and Clay County are contributing funds towards employees salaries, as salaries alone comprise 112% of our Adult and Juvenile Services allocations. Their contributions are going towards salary only, NOT benefits. In order for our fringe benefits to be calculated accurately, each employees total salary is input under 'Total Salary', 'CC Admin Funds', 'CC Non Funds', 'Reinvestment Funds' and 'Juvenile Funds'. Two separate columns were created to reflect the portion of each employees salary that is being paid with county funds (Adult Services portion paid with county funds' and 'Juvenile Services portion paid with ocounty funds'). These two columns are NOT added into the Subtotal.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

1B NON-ADMIN PERSONNEL

Name	CC FTE	JUV FTE	New Staff	Position Description	Total Annual Salary	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	Evidence Based Practice – Reinvestment	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
CY25 Riley County Payscale															$
Clark, Brett	0.8000	0.2000		ISO	$ 42,041.15	$ 33,632.92		$ 8,408.23					7,815.54	2,218.63	$ 42,0
Clark, Dan	0.8000	0.2000		ISO	$ 40,818.06	$ 32,654.45		$ 8,163.61					7,588.16	2,154.08	$ 40,8
Lee, Joanna	0.7000	0.3000		ISO	$ 42,041.16	$ 29,428.81		$ 8,828.64			$ 3,783.70		6,838.59	3,327.94	$ 42,0
Kennedy, Damion	0.5000	0.5000	X	ISO	$ 29,072.36	$ 14,536.18		$ 5,087.66	$ 2,180.43		$ 7,268.09		12,825.85	13,283.54	$ 29,0
McNatt, Michael	-	0.2950		ISO	$ 31,600.36	$ -		$ 1,864.42	$ 3,728.84		$ 3,728.84	$ 22,278.25		2,459.77	$ 31,0
On-Call Juvenile Intake Officers	-	1.0000		On-Call Juvenile Intake Officers	$ 13,917.67	$ -		$ 13,917.67							$ 13,9
															$
CY26 Riley County Payscale															$
Clark, Brett	0.8000	0.2000		ISO	$ 44,433.38	$ 35,546.70		$ 8,886.68					7,679.90	2,045.20	$ 44,4
Clark, Dan	0.8000	0.2000		ISO	$ 43,137.22	$ 34,509.78		$ 8,627.44					7,455.87	1,985.54	$ 43,1
Lee, Joanna	0.7000	0.3000		ISO	$ 44,433.37	$ 31,103.36		$ 9,331.01			$ 3,999.00		6,719.91	3,067.80	$ 44,4
Kennedy, Damion	0.5000	0.5000	X	ISO	$ 31,193.34	$ 15,596.68		$ 5,458.83	$ 2,339.50		$ 7,798.34		12,817.64	13,037.42	$ 31,1
McNatt, Michael	-	0.2950		ISO	$ 33,732.08	$ -		$ 1,990.19	$ 3,980.39		$ 3,980.39	$ 23,781.12		2,290.14	$ 33,1
On-Call Juvenile Intake Officers	-	1.0000		On-Call Juvenile Intake Officers	$ 14,070.00	$ -		$ 14,070.00							$ 14,0
Payout Fund	0.6000	0.4000		ISO II	$ 17,145.00	$ 10,287.00		$ 3,429.00	$ 1,371.60		$ 2,057.40				$ 17,1
															$
Total Non-Admin Salary			**2**		**427,635.15**	**237,295.88**	**0.00**	**98,063.39**	**13,600.76**	**0.00**	**32,615.76**	**46,059.37**	**69,741.46**	**45,870.06**	**427,6**

	Name	CC FTE	JUV FTE	New Staff			CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	Evidence Based Practice – Reinvestment	Adult Services portion paid with county funds	Juvenile Services portion paid with county funds	Subtotal
0	CY25 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
0	Clark, Brett	0.8000	0.2000	0	Salary	42,041.15	80.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10
					FICA Social Security	6.20%	$ 2,085.24	$ -	$ 521.31	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,6
					FICA Medicare	1.45%	487.68	$ -	121.92	$ -	$ -	$ -	$ -	$ -	$ -	$ 6
					KPERS (Retirement Benefits)	10.71%	$ 3,602.09	$ -	$ 900.52	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,5
					State Unemployment	0.13%	$ 43.72	$ -	$ 10.93	$ -	$ -	$ -	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	8,832.85	$ 7,066.28	$ -	$ 1,766.57	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,8
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 924.91	$ -	$ 231.23	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,1
0	Clark, Dan	0.8000	0.2000	0	Salary	40,818.06	80.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10
					FICA Social Security	6.20%	$ 2,024.58	$ -	$ 506.14	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,5
					FICA Medicare	1.45%	$ 473.49	$ -	$ 118.37	$ -	$ -	$ -	$ -	$ -	$ -	$ 5
					KPERS (Retirement Benefits)	10.71%	$ 3,497.29	$ -	$ 874.32	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,3
					State Unemployment	0.13%	$ 42.45	$ -	$ 10.61	$ -	$ -	$ -	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	8,575.87	$ 6,860.70	$ -	$ 1,715.17	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,5
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 898.00	$ -	$ 224.50	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,1
0	Lee, Joanna	0.7000	0.3000	0	Salary	42,041.16	70.00%	0.00%	21.00%	0.00%	0.00%	9.00%	0.00%	0.00%	0.00%	10
					FICA Social Security	6.20%	$ 1,824.59	$ -	$ 547.38	$ -	$ -	$ 234.59	$ -	$ -	$ -	$ 2,6
					FICA Medicare	1.45%	$ 426.72	$ -	$ 128.02	$ -	$ -	$ 54.86	$ -	$ -	$ -	$ 6
					KPERS (Retirement Benefits)	10.71%	$ 3,151.83	$ -	$ 945.55	$ -	$ -	$ 405.23	$ -	$ -	$ -	$ 4,5
					State Unemployment	0.13%	$ 38.26	$ -	$ 11.48	$ -	$ -	$ 4.92	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	8,832.84	$ 6,182.99	$ -	$ 1,854.90	$ -	$ -	$ 794.96	$ -	$ -	$ -	$ 8,8
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 809.29	$ -	$ 242.79	$ -	$ -	$ 104.05	$ -	$ -	$ -	$ 1,1
0	Kennedy, Damion	0.5000	0.5000	X	Salary	29,072.36	50.00%	0.00%	17.00%	8.00%	0.00%	25.00%	0.00%	0.00%	0.00%	10
					FICA Social Security	6.20%	$ 901.24	$ -	$ 306.42	$ 144.20	$ -	$ 450.62	$ -	$ -	$ -	$ 1,8
					FICA Medicare	1.45%	$ 210.77	$ -	$ 71.66	$ 33.72	$ -	$ 105.39	$ -	$ -	$ -	$ 4
					KPERS (Retirement Benefits)	10.71%	$ 1,556.82	$ -	$ 529.32	$ 249.09	$ -	$ 778.41	$ -	$ -	$ -	$ 3,1
					State Unemployment	0.13%	$ 18.90	$ -	$ 6.42	$ 3.02	$ -	$ 9.45	$ -	$ -	$ -	$
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Health Insurance	6,108.10	$ 3,054.05	$ -	$ 1,038.38	$ 488.65	$ -	$ 1,527.03	$ -	$ -	$ -	$ 6,1
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
					Workman's Comp	2.75%	$ 399.74	$ -	$ 135.91	$ 63.96	$ -	$ 199.87	$ -	$ -	$ -	$ 7

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

| | | |

0	Kennedy, Damion	0.5000	0.5000	X	Salary	31,193.34	50.00%	0.00%	17.00%	8.00%	0.00%	25.00%	0.00%	0.00%	0.00%	100.00%		
					FICA Social Security	6.20%	$ 966.99	$ -	$ 328.78	$ 154.72	$ -	$ 483.50	$ -	$ -	$ -	$		
					FICA Medicare	1.45%	$ 226.15	$ -	$ 76.89	$ 36.18	$ -	$ 113.08	$ -	$ -	$ -	$		
					KPERS (Retirement Benefits)	10.59%	$ 1,651.69	$ -	$ 561.57	$ 264.27	$ -	$ 825.84	$ -	$ -	$ -	$		
					State Unemployment	0.13%	$ 20.28	$ -	$ 6.89	$ 3.24	$ -	$ 10.14	$ -	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance	6,591.16	$ 3,295.58	$ -	$ 1,120.50	$ 527.29	$ -	$ 1,647.79	$ -	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Workman's Comp	2.75%	$ 428.91	$ -	$ 145.83	$ 68.63	$ -	$ 214.45	$ -	$ -	$ -	$		
0	McNatt, Michael	-	0.2950	0	Salary	33,732.08	0.00%	0.00%	6.00%	11.50%	0.00%	12.00%	70.50%	0.00%	0.00%			
					FICA Social Security	6.20%	$ -	$ -	$ 125.48	$ 240.51	$ -	$ 250.97	$ 1,474.43	$ -	$ -	$		
					FICA Medicare	1.45%	$ -	$ -	$ 29.35	$ 56.25	$ -	$ 58.69	$ 344.83	$ -	$ -	$		
					KPERS (Retirement Benefits)	10.59%	$ -	$ -	$ 214.33	$ 410.81	$ -	$ 428.67	$ 2,518.42	$ -	$ -	$		
					State Unemployment	0.13%	$ -	$ -	$ 2.63	$ 5.04	$ -	$ 5.26	$ 30.92	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance	7,127.59	$ -	$ -	$ 427.66	$ 819.67	$ -	$ 855.31	$ 5,024.95	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Workman's Comp	2.75%	$ -	$ -	$ 55.66	$ 106.68	$ -	$ 111.32	$ 653.98	$ -	$ -	$		
0	On-Call Juvenile Intake Officers	-	1.0000	0	Salary	14,070.00	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
					FICA Social Security	6.20%	$ -	$ -	$ 872.34	$ -	$ -	$ -	$ -	$ -	$ -	$		
					FICA Medicare	1.45%	$ -	$ -	$ 204.02	$ -	$ -	$ -	$ -	$ -	$ -	$		
					KPERS (Retirement Benefits)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					State Unemployment	0.13%	$ -	$ -	$ 18.29	$ -	$ -	$ -	$ -	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Workman's Comp	2.75%	$ -	$ -	$ 386.93	$ -	$ -	$ -	$ -	$ -	$ -	$		
0	Payout Fund	0.6000	0.4000	0	Salary	17,145.00	60.00%	0.00%	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%			
					FICA Social Security	6.20%	$ 637.79	$ -	$ 212.60	$ 85.04	$ -	$ 127.56	$ -	$ -	$ -	$		
					FICA Medicare	1.45%	$ 149.16	$ -	$ 49.72	$ 19.89	$ -	$ 29.83	$ -	$ -	$ -	$		
					KPERS (Retirement Benefits)	10.59%	$ 1,089.39	$ -	$ 363.13	$ 145.25	$ -	$ 217.88	$ -	$ -	$ -	$		
					State Unemployment	0.13%	$ 13.37	$ -	$ 4.46	$ 1.78	$ -	$ 2.67	$ -	$ -	$ -	$		
					State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
					(Please Specify)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$		
	TOTAL NON-ADMIN SALARIES						**$ 237,295.88**	**$ -**	**$ 98,063.39**	**$ 13,600.76**	**$ -**	**$ 32,615.76**	**$ 46,059.37**	**$ 69,741.46**	**$ 45,870.06**	**$ 427,**		
	TOTAL NON-ADMIN BENEFITS						**$ 97,800.97**	**$ -**	**$ 31,635.54**	**$ 5,463.28**	**$ -**	**$ 13,344.06**	**$ 19,460.08**	**$ -**	**$ -**	**$ 167,**		
1B	**TOTAL NON-ADMIN PERSONNEL**						**$ 335,096.85**	**$ -**	**$ 129,698.94**	**$ 19,064.04**	**$ -**	**$ 45,959.82**	**$ 65,519.45**	**$ 69,741.46**	**$ 45,870.06**	**$ 595,3**		

1B Non-Admin Personnel Comments:

Riley County and Clay County are contributing funds towards employees salaries, as salaries alone comprise 112% of our Adult and Juvenile Services allocations. Their contributions are going towards salary only, NOT benefits. In order for our fringe benefits to be calculated accurately, each employees total salary is input under 'Total Salary', 'CC Admin Funds', 'CC Non-A Funds', 'Reinvestment Funds' and 'Juvenile Funds'. Two separate columns were created to reflect the portion of each employees salary that is being paid with county funds (Adult Services portion paid with county funds' and 'Juvenile Services portion paid with ocounty funds'). These two columns are NOT added into the Subtotal.

TOTAL PERSONNEL SECTION	**$ 530,887.83**	**$ -**	**$ 212,305.39**	**$ 88,910.39**	**$ -**	**$ 111,296.74**	**$ 65,519.45**	**$ 100,683.20**	**$ 83,800.85**	**$ 1,008,9**		

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

FY2026
NON-PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

				CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	PREV PROGR enter progra	PREV PROGR enter progra	PREV PROGR enter progra	PREV PROGR enter progra	Reinvestment	Other Funds	TOTAL NON- 26,98 Curr Grant All	WEL
2	**AGENCY OPERATIONS SECTION**																	
2A	**TRAVEL CATEGORY**	**Details**	**Total Amount**	**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**	
	Fuel or Mileage	Est.= $40.00/mo. for AS & $30.00/mo. for JS	840.00	480.00		118.80	122.40		118.80									00
	Per Diem (includes Lodging)	Est.= $18.00/mo. x 12 mos. (each) for AS & JS	432.00	216.00		71.28	73.44		71.28									00
	Vehicle Maintenance/Registration/Tags	Est.= $60.00/mo. x 12 mos. (each) for AS & JS	1,440.00	720.00		237.60	244.80		237.60									00
	Vehicle Insurance	Est.= $1800.00/year, split 50/50	1,800.00	900.00		297.00	306.00		297.00									00
	K-Tag/Tolls/Parking	Est.= $.50/mo. x 12 mos. (each) for AS & JS	12.00	6.00		1.98	2.04		1.98									00
	Other #1																	
2A	**TRAVEL CATEGORY**	**Details**		**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**	
	Fuel or Mileage			57.1400%		14.1400%	14.5700%		14.1400%									0%
	Per Diem (includes Lodging)			50.0000%		16.5000%	17.0000%		16.5000%									0%
	Vehicle Maintenance/Registration/Tags			50.0000%		16.5000%	17.0000%		16.5000%									0%
	Vehicle Insurance			50.0000%		16.5000%	17.0000%		16.5000%									0%
	K-Tag/Tolls/Parking			50.0000%		16.5000%	17.0000%		16.5000%									0%
	Other #1																	0%
2A	**TOTAL TRAVEL CATEGORY**		**$ 4,524.00**	**$ 2,322.00**	**$ -**	**$ 726.66**	**$ 748.68**	**$ -**	**$ 726.66**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$**	**00**

2A Travel Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
Fuel or Mileage: Adult: $32.26 x 12 = $387.16, increased to $40/month for inflation. Juvenile: $25.98 x 12 =$311.76. Increased to $30/month for inflation * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal per month = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal per month = $216 * Vehicle Maintenance/Registration/Tags: Adult: $57.77 x 12 = $
Juvenile: $57.77 x 12 = $693.24 * Vehicle Insurance: FY24 policy = $1700.00; increased $100.00 for inflation and split 50/50 between AS and JS * K-Tag/Tolls/Parking: Estimate $.50 month, split 50/50 between AS and JS

2B	**TRAINING**	**Details**	**Total Amount**	**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**	
	Fuel or Mileage	Est.= $9.00/mo. for AS & $12.00/mo for JS	252.00	108.00		47.52	48.96		47.52									00
	Per Diem (includes Lodging)	Est.= $18.00/mo. x 12 mos. (each) for AS & JS	432.00	216.00		71.28	73.44		71.28									00
	Registration	Est.= $50.00/mo. x 6 mos. (each) for AS & JS	700.00	150.00		49.50	51.00		49.50						400.00			00
	K-Tag/Tolls/Parking	Est.= $1.00/mo. x 12 mos. (each) for AS & JS	24.00	12.00		3.96	4.08		3.96									00
	Other #1																	
2B	**TRAINING**	**Details**		**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOT**	
	Fuel or Mileage			42.86%		18.86%	19.43%		18.86%									1%
	Per Diem (includes Lodging)			50.00%		16.50%	17.00%		16.50%									0%
	Registration			21.43%		7.07%	7.29%		7.07%						57.14%			0%
	K-Tag/Tolls/Parking			50.00%		16.50%	17.00%		16.50%									0%
	Other #1																	0%
2B	**TOTAL TRAINING CATEGORY**		**$ 1,408.00**	**$ 486.00**	**$ -**	**$ 172.26**	**$ 177.48**	**$ -**	**$ 172.26**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 400.00**	**$ -**	**$**	**00**

2B Training Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
Fuel or Mileage: Adult $7.33 x 12 = $87.94, increased for inflation. Juvenile $10.43 x 12 = $125.16, increased for inflation. * Per Diem: Adult: Average meal (lunch) = $18.00 x 1 meal per month = $216.00. Juvenile: Average meal (lunch) = $18.00 x 1 meal per month = $216.00 * Registration: Adult: Estimate $50.00/training registration x 6/year = $150.00. Juvenile: $
$50.00/training registration x 6/year = $150.00. Reinvestment: Estimate $50.00training registration x 8/year = $400.00 * K-Tag/Tolls/Parking: Estimate $1.00/month x 12 = $24.00, split 50/50 between AS and JS

2C	**COMMUNICATION**	**Details**	**Total Amount**	**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOTAL**	
	Cell Phone	ML/BC stipend = $105/mo., Cell =$135/mo.	2,880.00	696.00		1,644.00	540.00											
	Internet Services																	
	Land Line	Landline = $247/mo x 12 mos., split 50/50 AS/JS	2,964.00	1,482.00		489.06	503.88		489.06									
	Advertising	$1,000.00/per open position, x 3	3,000.00	990.00		663.30	683.40		663.30									
	Other #2																	
2C	**COMMUNICATION**	**Details**		**CC Funds (adult)**	**BH Funds (adult)**	**JIAS**	**JISP**	**CM**	**IP**	**CS**	**progra m# here**	**progra m# here**	**progra m# here**	**progra m# here**	**Reinvestment**	**Other Funds**	**TOTAL**	
	Cell Phone			24.17%		57.08%	18.75%											
	Internet Services																	
	Land Line			50.00%		16.50%	17.00%		16.50%									
	Advertising			33.00%		22.11%	22.78%		22.11%									
	Other #2																	
2C	**TOTAL COMMUNICATION CATEGORY**		**$ 8,844.00**	**$ 3,168.00**	**$ -**	**$ 2,796.36**	**$ 1,727.28**	**$ -**	**$ 1,152.36**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,**	

2C Communication Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
ML cell phone allowance = $65.00, split 40/60 $26.00 AS / $39.00 JS; BC cell phone allowance = $40.00, split 80/20 $32.00 AS / $8.00 JS
On-call cell phones = $41.51 each x 3 (day, night, JISP), 100% JS, increased for inflation
Riley County Landline = $157.00/mo. x 12mo., split 50/50 $78.50 AS / $78.50 JS * Clay County Landline = $90.00/mo. x 12mo., split 50/50 $45.00 AS / $45.00 JS
Advertising on indeed.com for new hires = $166.67/wk x 6 wks, x 3 hiring processes, split 33% AS / 67% JS

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

2D	EQUIPMENT	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Computer																
	Printer																
	Scanners	Fujitsu Scanner x 2	2,640.00	2,640.00													2,6
	Furniture	Misc. furniture upgrades	12,497.89	5,980.29		2,150.81	2,215.98		2,150.81								12,4
	Other #3																
	Vehicle Purchase																

2D	EQUIPMENT	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Computer																
	Printer																
	Scanners			100.00%													10
	Furniture			47.85%		17.21%	17.73%		17.21%								10
	Other #3																
	Vehicle Purchase																
2D	TOTAL EQUIPMENT CATEGORY		$ 15,137.89	$ 8,620.29	$ -	$ 2,150.81	$ 2,215.98	$ -	$ 2,150.81	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,1

2D Equipment Category Comments:
Two new desktop scanners = $1,320.00 each x 2. Estimate provided by IT Department.
Desk, filing cabinet and office chair for potential new office space x 10

2E	SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Office Supplies	Est.= $115/mo. AS, $145/mo. JS, $50/mo. Reinv.	4,320.00	1,380.00		574.20	591.60		574.20						1,200.00		4,1
	Postage	Est.= $70.00/mo for AS & $5.00/mo for JS	900.00	840.00		19.80	20.40		19.80								1
	Printing	Est. $3,500.00/yr., split 50/50 AS/JS	3,500.00	1,750.00		577.50	595.00		577.50								3,5
	Software / Anti-Virus	Est. $550.00/yr., split 50/50 AS/JS	550.00	275.00		90.75	93.50		90.75								5
	Subscriptions	Est. $600.00/yr., split 50/50 AS/JS	600.00	300.00		99.00	102.00		99.00								6
	Membership Dues	Est. $700.00/yr., split 50/50 AS/JS	700.00	350.00		115.50	119.00		115.50								7

2E	SUPPLIES/COMMODITIES	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Office Supplies			31.94%		13.29%	13.69%		13.29%						27.78%		5
	Postage			93.33%		2.20%	2.27%		2.20%								10
	Printing			50.00%		16.50%	17.00%		16.50%								10
	Software / Anti-Virus			50.00%		16.50%	17.00%		16.50%								10
	Subscriptions			50.00%		16.50%	17.00%		16.50%								10
	Membership Dues			50.00%		16.50%	17.00%		16.50%								10
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY		$ 10,570.00	$ 4,895.00	$ -	$ 1,476.75	$ 1,521.50	$ -	$ 1,476.75	$ -	$ -	$ -	$ -	$ -	$ 1,200.00	$ -	$ 10,5

2E Supplies/Commodities Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 34% / IP = 33%.
Office Supplies: Adult $96.89/mo. x 12 = $1,162.00, increased for inflation. Juvenile $128.43/mo. x 12 = $1,541.18, increased for inflation. Reinvestment $50.00/mo. x 12 = $1,200.00 * Postage: Adult: $70.00/mo. x 12 = $840.00, increased for inflation. Juvenile: $3.67/mo. x 12 = $44.04, increased for inflation. * Printing: Est. $2,000.00 for ink, $1,500.00 for paper = $3,5
split 50/50 AS $1,750.00 / JS $1,750.00 * Notary renewal x1, 2nd Notary start-up fee/application = $100.00, split 50/50 AS/JS * Adobe Acrobat Pro x 2 users = $400 average/year split 50/50 $200 AS / $200.00 JS * Zoom annual subscription = $150.00/year, split 50/50 $75.00 AS / $75.00 JS * Amazon Prime business suscription = $499.00/year, split 50/50 $250
AS / $250.00 JS * KCCA Annual Membership = $700.00/year, split 50/50 $350 AS / $350.00 JS

2F	FACILITY	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Rent																
	Utilities																
	Insurance																
	Trash Service																
	Building Maintenance																
	Other #1																

2F	FACILITY	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Rent																
	Utilities																
	Insurance																
	Trash Service																
	Building Maintenance																
	Other #1																
2F	TOTAL FACILITY CATEGORY		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$

2F Facility Category Comments:

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

2G	CONTRACTUAL	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Copier Maintenance	Est. $5,160.00, split between 50/50 AS/JS	5,160.00	2,580.00		851.40	877.20		851.40								5
	Computer Maintenance																
	Shredding	$10.00/mo. x 12	120.00	120.00													
	BH Care Coordinator	BH Care Coordinator - Salary	100,902.19	4,409.19	96,493.00												100
	Other #1																
	Other #2																
	Other #3																
	Other #4																
	Other #5																
	Other #6																

2G	CONTRACTUAL	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Copier Maintenance			50.00%		16.50%	17.00%		16.50%								
	Computer Maintenance																
	Shredding			100.00%													
	BH Care Coordinator			4.37%	95.63%												
	Other #1																
	Other #2																
	Other #3																
	Other #4																
	Other #5																
	Other #6																
2G	TOTAL CONTRACTUAL CATEGORY		$ 106,182.19	$ 7,109.19	$ 96,493.00	$ 851.40	$ 877.20	$ -	$ 851.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 106,

2G Contractual Category Comments:
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:
Copier Maintenance:Xerox averages $346/mo. x 12 = $4,152.00/yr, split 50/50 AS/JS; ImageQuest averages $84.00/mo. x 12 = $1,008.00, split 50/50 AS/JS.
Shredding: $10.00/mo. x 12 = 120.00
BH - Care Coordinator: 32% of the $13,537.00 gap between Care Coordinator Salary and FY26 BH allocation

TOTAL AGENCY OPERATIONS SECTION	**$ 146,666.08**	**$ 26,600.48**	**$ 96,493.00**	**$ 8,174.24**	**$ 7,268.12**	**$ -**	**$ 6,530.24**	**$ -**	**##**	**##**	**##**	**##**	**$ 1,600.00**	**$ -**	**$ 146,6**

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

CONTRACTS/CLIENT SERVICES SECTION

3A	CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Drug Testing Supplies	Est. $90/mo. x 12mo. = $1,080. AS = $1,020 / JS = $	1,080.00	1,020.00			60.00										
	Drug Testing Services	Est. $810/mo.x12=$9,720. AS=$9,600 / JS=$120	9,720.00	9,600.00			120.00										
	Substance Abuse Evaluations																
	Substance Abuse Treatment																
	Mental Health Evaluations																
	Mental Health Treatment																
	Sex Offender Evaluations	Est. $800 ea x4=$3,200.AS=$1,600/JS=$1,600	3,200.00	1,600.00			800.00		800.00								
	Sex Offender Treatment																
	Academic Education Services	Est. $176.00 per GED x 3 = $528.00	528.00				176.00		352.00								
	Vocational Education Services																
	Transportation Assistance	Est. $112.50/mo x12=$1,350. AS=$750/JS=$600	1,350.00	750.00		100.00	250.00		250.00								
	Housing Assistance																
	Subsistence	Est. $100/mo.x 12=$1,200. AS=$600 / JS=$600	1,200.00	600.00		50.00	550.00										
	Cognitive Skills	Est. $40/class x 50=$2,000.AS=$400/JS=$1,600	2,000.00	400.00		160.00	160.00		1,280.00								
	Client Incentives	Est. $175/mo x 12=$2,100. AS=$1,200/JS=$5.22	2,210.55	1,200.00		100.00	400.00		400.00						110.55		
	Electronic Monitoring Services																
	Surveillance Services																
	Other #1	Translator: Est. $50/hr x 20, AS=$500 / JS=$500	1,000.00	500.00		100.00	200.00		200.00								
	Other #2	BIP Evaluations: Est. $150.00 ea x 10	1,500.00	1,500.00													
	Other #3	DV/Anger Mgmt Txt: Est. $25.00 ea. X 10	250.00	250.00													
	Other #4	Anger Mgmt Evals:Est. $150.00 ea x 10	1,500.00	1,500.00													
	Other #5	Client Incentives: Court Services	500.00						500.00								
	Other #6																
	Other #7																
	Other #8																

3A	CONTRACTS/CLIENT SERVICES	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IP	CS	program # here	program # here	program # here	program # here	Reinvestment	Other Funds	TOTAL
	Drug Testing Supplies			94.44%			5.56%										
	Drug Testing Services			98.77%			1.23%										
	Substance Abuse Evaluations																
	Substance Abuse Treatment																
	Mental Health Evaluations																
	Mental Health Treatment																
	Sex Offender Evaluations			50.00%			25.00%		25.00%								
	Sex Offender Treatment																
	Academic Education Services						33.33%		66.67%								
	Vocational Education Services																
	Transportation Assistance			55.56%		7.41%	18.52%		18.52%								
	Housing Assistance																
	Subsistence			50.00%		4.17%	45.83%										
	Cognitive Skills			20.00%		8.00%	8.00%		64.00%								
	Client Incentives			54.29%		4.52%	18.10%		18.10%						5.00%		
	Electronic Monitoring Services																
	Surveillance Services																
	Other #1			50.00%		10.00%	20.00%		20.00%								
	Other #2			100.00%													
	Other #3			100.00%													
	Other #4			100.00%													
	Other #5								100.00%								
	Other #7																
	Other #8																
3A	TOTAL CONTRACTS/CLIENT SERVICES		$ 26,038.55	$ 18,920.00	$ -	$ 510.00	$ 2,716.00	$ -	$ 3,782.00	$ -	$ -	$ -	$ -	$ -	$ 110.55	$ -	$ 26,(

3A Contracts/Client Services Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:

Drug Testing Supplies: Estimate $5.00/mo. x 12mo. = $60.00/yr. * Drug Testing Services: Estimate $10.00/mo. x 12 = $120.00/yr. * Sex Offender Evaluations: Estimate $800.00/ea. x 4 = $3,200.00/yr. * Academic Education Services: Estimate $176.00/per GED x 3 = $528.00/yr. * Transportation: (ATA Bus tickets/Uber's/bicycles, etc.) Estimate $112.50/mo x 12 = $1,350.00/ Subsistence: (Clothes, food, DL's, etc.) Estimate $100.00/mo. x 12 = $1,200.00/yr. * Cognitive Skills: (online classes) Estimate $40.00/ea. x 50 = $2,000.00/yr. * Client Incentives: Estimate $175.00/mo. x 12 = $2,110.00/yr. * Translator = Estimate $100.00/hr. x 10hrs = $1,000.00/yr. * BIP Evaluations: Estimate $150.00/ea. x 10 = $1,500.00/yr. * DV & Anger Mgmt Treatment: Estim $25.00/ea. x 10 = $250.00/yr. * Anger Management Evaluations: Estimate $150.00/ea. x 10 = $1,500.00/yr. * Per SB367, $500.00 is being allocated the Court Services for the implementation of client incentives; this is reflected in the IP column.

TOTAL CONTRACTS/CLIENT SERVICES SECTION	18,920.00	-	510.00	2,716.00	-	3,782.00	-	-	-	-	-	110.55	-	26,0
TOTAL AGENCY OPERATIONS & CONTRACTS/CLIENT SERVICES SECTIONS	$ 45,520.48	$ 96,493.00	$ 8,684.24	$ 9,984.12	$ -	$ 10,312.24	$ -	##	##	##	##	$ 1,710.55	$ -	$ 172,7

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

FY2026
BUDGET SUMMARY
Riley County Community Corrections

	FY2026 JUVENILE BUDGET SUMMARY										
	JIAS	JISP	CM	IIP	CS	enter program # here	enter program # here	enter program # here	Reinvestment	Adult Services portion paid with county funds	Juvenile Servi portion paid w county fund
PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative										
ADMIN PERSONNEL CATEGORY											
Salary	58,298.12	49,403.52	-	46,157.84	-	-	-	-	-	30,941.74	37,93
Benefits	24,308.34	20,442.84	-	19,179.08	-	-	-	-	-	-	
NON-ADMIN PERSONNEL CATEGORY											
Salary	98,063.39	13,600.76	-	32,615.76	-	-	-	-	46,059.37	69,741.46	45,87
Benefits	31,635.54	5,463.28	-	13,344.06	-	-	-	-	19,460.08	-	
TOTAL PERSONNEL SECTION	$ 212,305.39	$ 88,910.39	$ -	$ 111,296.74	$ -	$ -	$ -	$ -	$ 65,519.45	$ 100,683.20	$ 83,800
AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative										
TRAVEL CATEGORY	726.66	748.68	-	726.66	-	-	-	-	-	-	
TRAINING CATEGORY	172.26	177.48	-	172.26	-	-	-	-	400.00	-	
COMMUNICATIONS CATEGORY	2,796.36	1,727.28	-	1,152.36	-	-	-	-	-	-	
EQUIPMENT CATEGORY	2,150.81	2,215.98	-	2,150.81	-	-	-	-	-	-	
SUPPLIES/COMMODITIES CATEGORY	1,476.75	1,521.50	-	1,476.75	-	-	-	-	1,200.00	-	
FACILITY CATEGORY	-	-	-	-	-	-	-	-	-	-	
CONTRACTUAL CATEGORY	851.40	877.20	-	851.40	-	-	-	-	-	-	
TOTAL AGENCY OPERATIONS SECTION	$ 8,174.24	$ 7,268.12	$ -	$ 6,530.24	$ -	$ -	$ -	$ -	$ 1,600.00	$ -	$
CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative										
CONTRACTS/CLIENT SERVICES CATEGORY	510.00	2,716.00	0.00	3,782.00	0.00	0.00	0.00	0.00	110.55	0.00	
TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ 510.00	$ 2,716.00	$ -	$ 3,782.00	$ -	$ -	$ -	$ -	$ 110.55	$ -	$
TOTAL FY26 BUDGET SUMMARY	$ 220,989.63	$ 98,894.52	$ -	$ 121,608.98	$ -	$ -	$ -	$ -	$ 67,230.00	$ 100,683.20	$ 83,800

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

ADULT CC BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
ADULT - Admin Personnel	$ 177,025.97									$ 177,025.97
ADULT - Non-Admin Personnel	$ 253,178.64									$ 253,17
ADULT - CC Funds		$ 2,322.00	$ 486.00	$ 3,168.00	$ 11,490.48	$ 4,895.00	$ -	$ 7,109.19	$ 18,920.00	$ 48,39
ADULT - Behavioral Health	$ -	$ -	$ -	$ -	$ -	$ -		$ 96,493.00	$ -	$ 96,49
ADULT - Reinvestment	$ 65,519.45	$ -	$ 400.00	$ -	$ -	$ 1,200.00	$ -	$ -	$ 110.55	$ 67,23
ADULT - Adult Services portion paid with county funds	$ 100,683.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,68
JUVENILE - Juvenile Services portion paid with county fund	$ 83,800.85	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 83,80
TOTAL	$ 430,204.61	$ 2,322.00	$ 886.00	$ 3,168.00	$ 11,490.48	$ 6,095.00	$ -	$ 103,602.19	$ 19,030.55	$ 575,08

ADULT RESIDENTIAL BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
RESIDENTIAL - Admin Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - Non-Admin Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - Reimbursement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - County	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
RESIDENTIAL - Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$

JUVENILE BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
JUVENILE - JIAS	$ 174,767.48	$ 726.66	$ 172.26	$ 2,796.36	$ 2,150.81	$ 1,476.75	$ -	$ 851.40	$ 510.00	$ 183,45
JUVENILE - JISP	$ 70,636.89	$ 748.68	$ 177.48	$ 1,727.28	$ 2,215.98	$ 1,521.50	$ -	$ 877.20	$ 2,716.00	$ 80,62
JUVENILE - CM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
JUVENILE - IIP	$ 83,307.31	$ 726.66	$ 172.26	$ 1,152.36	$ 2,150.81	$ 1,476.75	$ -	$ 851.40	$ 3,782.00	$ 93,61
JUVENILE - CS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PREVENTION 1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PREVENTION 2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PREVENTION 3	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Reinvestment	$ 65,519.45	$ -	$ 400.00	$ -	$ -	$ 1,200.00	$ -	$ -	$ 110.55	$ 67,23
ADULT - Adult Services portion paid with county funds	$ 100,683.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,68
JUVENILE - Juvenile Services portion paid with county fund	$ 83,800.85	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 83,80
TOTAL	$ 328,711.69	$ 2,202.00	$ 922.00	$ 5,676.00	$ 6,517.60	$ 5,675.00	$ -	$ 2,580.00	$ 7,118.55	$ 357,69

TOTAL AGENCY	$ 758,916.30	$ 4,524.00	$ 1,808.00	$ 8,844.00	$ 18,008.08	$ 11,770.00	$ -	$ 106,182.19	$ 26,149.10	$ 932,78

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services

FY 2026 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Community Corrections Agency: 21st Judicial District Community Corrections

My signature below certifies that I did assist in the development, completion, and review of the agency's Comprehensive Plan grant application (Plan). I further certify that:

1. The Plan, including all forms and attachments, complies with the directions provided by the Kansas Department of Corrections (KDOC).
2. The Plan, including all forms and attachments, complies with applicable Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on juvenile community corrections supervision.
4. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations. and outcomes to include any reports required per Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.
5. The Agency will submit the required completed quarterly financial and quarterly outcome reports for review in accordance with KDOC requirements.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2025 through June 30, 2026 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, implementation, operation, and improvement of juvenile community correctional services pursuant to K.S.A. 75-7022, et seq., and amendments thereto, KSA 38-2302, et seq., and amendments thereto, KSA 38-1008 et seq., and amendments thereto, as submitted in the Plan and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Juvenile Services Operating Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions manual. Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.)
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

FY 2026 Juvenile Comprehensive Plan
Grant Signatory Approval Form

6. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as agents or employees of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.
10. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
12. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Grantee agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Grantee. Grantee further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

FY 2026 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Agency Director

Printed Name:	Megan Lewis
Title:	Director
Signature:	
Date:	

Governing Board or Corrections Advisory Board Chairperson

Printed Name:	Linda Teener
Title:	JCAB Chairperson
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County) *

Printed Name:	Greg McKinley
Title:	Riley County BOCC Chairperson
Signature:	
Date:	

Host/Administrative County Financial Officer

Printed Name:	Brittany Phillips
Title:	Budget and Finance Officer
Signature:	
Date:	

*__Multi-county agencies__ shall obtain the signature of the County Commission Chairperson of EACH county, unless either of
the following is true:

- ✓ The counties have entered into an Inter-Local Agreement that specifically states that the host/administrative County Commission Chairperson can sign for all counties. If so, only the signature of the host County Commission Chairperson is necessary.
- ✓ The counties have entered into an Inter-Local Agreement that bestows the counties' governing authority onto the Community Corrections advisory board. If so, no County Commission Chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

FY 2026 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Attachment: FY26 Juvenile Comprehensive Grant - CAR 4-28-2025 (15725 : FY26 Juvenile Services Comprehensive Plan Revision)

COMMUNITY CORRECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

MEETING: **April 28, 2025**

SUBJECT: **FY25 3rd Quarter Juvenile Services Line-Item Adjustments**

PRESENTER: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

BACKGROUND

Line-item adjustments of more than $5,000 or 1% of the current budget award require approval by both the Joint Corrections Advisory Board and the BOCC.

DISCUSSION

When our FY25 Grant application was submitted to the Kansas Department of Corrections (KDOC), our Director position was vacant. We met with our Budget and Finance Officer to estimate payroll expenses for the upcoming year based on a variety of possibilities, including an Interim Director, a currently employed ISO filling the position temporarily or permanently (leaving their position vacant), and hiring outside of the agency. Therefore, our splits were slightly more fluid than usual. As a result, we have adjustments that need to be made within the juvenile services personnel categories. Specifically, we are transferring funds from JIA non-admin salary to JIA admin salary and benefits, as well as transferring IIP non-admin salary to JISP admin salary and benefits.

Attached is a line-item adjustment totaling $38,450.00 for Juvenile Services.

The Joint Corrections Advisory Board met on April 24th and reviewed and approved the line-item adjustments included herein.

FISCAL IMPACT

None.

RECOMMENDATION(S)

Recommending to approve the line-item transfers.

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:

- FY25 3rd Quarter Line-Item Adjustments - Juvenile Services (PDF)

KANSAS DEPARTMENT OF CORRECTIONS - DIVISION OF JUVENILE SERVICES
3rd QUARTER BUDGET ADJUSTMENT REPORT

Agency: J-FY25 21JD
Period: 01/01/2025-03/31/2025

BUDGET ADJUSTMENTS

FROM Program	Category / Line Item	Amount	TO Program	Category / Line Item		Amount
	04 I - PERS I-B PERSONNEL (NON-ADMIN)					
JIAS	Salary	$ (11,000.00)	JIAS	01 I - PERS I-A PERSONNEL (ADMIN)	Salary	$ 11,000.0
	04 I - PERS I-B PERSONNEL (NON-ADMIN)					
JIAS	Salary	$ (8,000.00)	JIAS	02 I - PERS I-A PERSONNEL (ADMIN)	Benefits	$ 8,000.0
	04 I - PERS I-B PERSONNEL (NON-ADMIN)					
IIP	Salary	$ (12,000.00)	JISP	01 I - PERS I-A PERSONNEL (ADMIN)	Salary	$ 12,000.0
	01 I - PERS I-A PERSONNEL (ADMIN)					
IIP	Salary	$ (7,000.00)	JISP	02 I - PERS I-A PERSONNEL (ADMIN)	Benefits	$ 7,000.0
	02 I - PERS I-A PERSONNEL (ADMIN)					
IIP	Benefits	$ (150.00)	IIP	21 II - AGCY OP II-C COMMUNICATION	Other #1 - see comment	$ 150.0
	02 I - PERS I-A PERSONNEL (ADMIN)					
IIP	Benefits	$ (300.00)	IIP	65 III - CONTRACTS/CLIENT SVCS	Client Incentives	$ 300.0
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
		$ (38,450.00)				$ 38,450.0

IF BUDGET ADJUSTMENTS TOTAL $5,000 OR ONE PERCENT OF THE CURRENT YEAR GRANT AWARD, WHICHEVER IS HIGHER, THE FOLLOWING SIGNATURES ARE REQUIRED

NEED SIGNATURES

I certify that any budget adjustment listed above has been approved by the Corrections Advisory Board.

Corrections Advisory Board Chair

I certify that any budget adjustment listed above, has been approved by the County Commission.

County Commission Chair
(Sponsoring County)

Agency Comments:
When our FY25 Grant was submitted to KDOC, our Director position was vacant. We met with our Budget and Finance Officer to estimate payroll expenses for the upcoming year based on a variety of possibilities, including an Interim Director, a currently employed ISO filling the position temporarily or permanently (leaving her position vacant), and hiring outside of the agency. Therefore, our splits were slightly more fluid than usua As a result, we have adjustments that need to be made within the juvenile services personnel categories.

Y:\Admin Assistant Files\Current Budgets\[21JD Q3 J25 WORKBOOK.xlsx]GS BdgtAdj Q3

Attachment: FY25 3rd Quarter Line-Item Adjustments - Juvenile Services (15716 : FY25 3rd Quarter Juvenile Services Line-Item Adjustments)

PLANNING & DEVELOPMENT
Public Hearing

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: **Amanda Webb, Planning Director**

MEETING: **April 28, 2025**

SUBJECT: **Public Hearing - Petition to Create Peterson Ranch Street Benefit District**

PRESENTER: **Amanda Webb, Planning Director**

BACKGROUND

The Peterson Ranch Unit One Final Plat was approved in March 2021. Road improvements were a condition of approval. The Clerk's Office received a petition to request creation of the Peterson Ranch Street Benefit District on March 17, 2025. The petition is verified to have more than 51% of signatures of owners with property abutting the subject streets.

The Budget and Finance Committee recommended proceeding with the petition, which the Board of County Commissioners concurred with during their regular meeting on March 31, 2025.

DISCUSSION

As per Riley County's policy for benefit districts, attached, a public hearing is required with the BOCC to consider the petition. Within the policy are several factors that must be addressed as the Board decides whether or not to form the benefit district.

An Engineer's Opinion of Probable Costs has been attached for your review. The resolution is also attached for your consideration. The submitted petition is attached as well as the Peterson Ranch Unit One Final Plat map.

FISCAL IMPACT

There is no fiscal impact to the county.

RECOMMENDATION

The Budget & Finance Committee recommends the BOCC move to approve the creation of the Peterson Ranch Street Benefit District.

POSSIBLE MOTION

Move to approve the creation of the Peterson Ranch Street Benefit District.

Enclosures:

- Petition to create street benefit district Peterson Ranch Unit One (PDF)
- P70 (PDF)
- POLICY ON INFRASTRUCTURE DEVELOPMENT BENEFIT DISTRICTS (PDF)
- Riley county EOPC - Peterson Ranch (PDF)
- Resolution to Create - With Minutes.Peterson Ranch (PDF)

John E
Amanda
Bryan

PETITION TO CREATE STREET BENEFIT DISTRICT

We, the undersigned petitioner(s), hereby request the Board of Commissioners of Riley County, Kansas, to create the Peterson Ranch Street Benefit District (the "District"), pursuant to K.S.A. 68-728 et seq. In support of this request, we provide the following information:

1. The undersigned petitioners are the owners of fifty-one percent (51%) or more of the front feet of the platted lots abutting on or fronting on the streets described in paragraph 3 below.
2. Petitioners propose to create the District to be comprised of the below described property ("District" or "District Property").
   - **Lots 1-18, Peterson Ranch Unit One Subdivision, Unincorporated Riley County, Kansas**
3. The improvements proposed within the District are milling, shoulder work, grading, drainage construction, and paving of the streets platted as Thomas Wiard Road and Thomas Wiard Circle with either a commercial grade asphalt or concrete construction method meeting the standards set forth by the subdivision regulations of Riley County, Kansas, and of appropriate thickness as determined by the Riley County Public Works Director and doing all other things necessary and incidental thereto, all pursuant to K.S.A. 68-728 et seq. ("Improvements").
4. The total estimated cost of the Improvements is $840,895.00, plus costs of financing the Improvements, including temporary interest and other financing costs incurred during the design and construction of the Improvements and shall be paid by the owner(s) of the District Property via special assessments to be levied and imposed against each lot/property within the District. The estimated cost as set forth above may be increased at the rate of 1 percent per month from and after April 1, 2025.
5. The apportionment of the cost of the Improvements, between the District and the County at large, is one hundred percent (100%) to be assessed against the District and zero percent (0%) to be paid by the County at large.
6. Each lot within the District shall be apportioned and assessed special assessments levied for the full cost of the Improvements in equal shares per lot or any other method of assessment authorized by K.S.A. 68-728 Petitioners agree that apportionment and

RILEY COUNTY, KANSAS
COUNTY CLERK
2025 MAR 17 AM 12:58
FILED

Attachment: Petition to create street benefit district Peterson Ranch Unit One (15711 : Public Hearing - Peterson Ranch Street Benefit District)

payment of all costs of the Improvements via special assessments levied as equal shares per lot within the District is a fair allocation of the costs of the Improvements.

7. If the District is created as requested by this Petition, the County shall contract with engineering design, construction and site inspection professionals to design, install and inspect the Improvements at costs deemed reasonable by the County, in County's sole discretion and subject to all requirements imposed by County. The Improvements must be installed pursuant to plans that have been approved prior to installation by the Riley County Director of Public Works.
8. No part of the District is within any incorporated city.
9. The governing body of the District shall be the Riley County Board of County Commissioners.
10. Any person signing this petition who desires to withdraw such person's name may do so by giving written notice to the Riley County Clerk on or before the date of the hearing on this petition to take place before the Board of Riley County Commissioners.

[SIGNATURES OF PETITIONERS ON FOLLOWING PAGES]

THIS PETITION was filed in my office the 17th day of March 2025.

COUNTY CLERK Seal RILEY COUNTY, KANSAS

Rich Vargo, Riley County Clerk

Attachment: Petition to create street benefit district Peterson Ranch Unit One (15711 : Public Hearing - Peterson Ranch Street Benefit District)

PETERSON RANCH STREET BENEFIT DISTRICT PETITION OWNER SIGNATURE PAGES

NOTE: FOR PROPERTY TO BE COUNTED IN FAVOR OF PETITION ALL PROPERTY OWNERS MUST SIGN

IT IS PROPERTY OWNER'S RESPONSIBILITY TO ENSURE OWNERSHIP IS CORRECT. IF OWNERSHIP IS MISLISTED, PLEASE DRAW LINE THROUGH INCORRECT LISTING AND SIGN IN BLANK SPACES BELOW. PROPERTY OWNERSHIP TAKEN FROM RILEY COUNTY GIS RECORDS AND IS NOT GUARANTEED ACCURATE.

LOT NUMBER(S) IN PETERSON RANCH UNIT ONE SUBDIVISION	PRINTED NAME OF OWNER(S)	SIGNATURE OF OWNERS	DATE OF SIGNATURE
1	Derek Glenn		
1	Emma Kelly		
2 & 3	Ryan Bramhall		3-16-25
2 & 3	Krista Bramhall		3-16-25
4	Julie A Kiracofe Trust, By Trustee		3-13-25
5	Tara L Gallagher Trust, By Trustee		
6	Travis Koeneke		3/13/25
6	Crystal Koeneke		3/13/25
7	Curtis Stecklein		3/13/25
7	Megan Stecklein		3/13/25
8	Dallas Peterson		3/13/25
8	Susan Peterson		3/13/25
9	Benjamin Warta & Laura Warta Trust, By Trustee		

Attachment: Petition to create street benefit district Peterson Ranch Unit One (15711 : Public Hearing - Peterson Ranch Street Benefit District)

9	Benjamin Warta & Laura Warta Trust, By Trustee		
10	Troy Anderson		3/13/25
10	Alison Anderson		3/13/25
11, 14,	Peterson Ranch LLC, By Manager and/or Managing Member		3-13-25
12	Thaniel Monaco		3/13/25
12	Jennifer Monaco		3-13-25
13	Tonya Heier		
13	Michael Heier		3/13/25
15	Joel McAtee		3/13/25
15	Alecia McAtee	Alecia McAtee	03/13/2025
16	Chad Paulk		03/16/2025
16	Shannon Paulk	SPaulk	3/16/25
17	Dan Williams		3/17/25
17	Mindy Williams		3/17/25
18	Bo Downing		
18	Hannah Thayer	Hannah Thayer	

Attachment: Petition to create street benefit district Peterson Ranch Unit One (15711 : Public Hearing - Peterson Ranch Street Benefit District)

Attachment: Petition to create street benefit district Peterson Ranch Unit One (15711 : Public Hearing - Peterson Ranch Street Benefit District)

Project No.: 20.094B
Client: Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503

OWNER'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owners has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to the public to locate,construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at Manhattan, Kansas, this 18th day of March, A.D. 2021.

Peterson Ranch, LLC
A Kansas Limited Liability Company

Lynn Blecha, Managing Member

NOTARY CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, Lisa Daily, a Notary Public in and for said county, in the state aforesaid, do hereby certify that Lynn Blecha, Managing Member of Peterson Ranch, LLC, A Kansas Limited Liability Company, known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this 18th day of March, A.D. 2021.

My commission expires 7-10-2021.

Lisa Daily
Notary Public

Lisa Daily
Print Name

LISA DAILY
Notary Public - State of Kansas
My Appt. Expires 7-10-21

CERTIFICATE OF RILEY COUNTY PLANNING BOARD

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this 8th day of March, A.D. 2021

RILEY COUNTY PLANNING BOARD

Tom Tawl
Chairman Tom Tawl

Nathan Larson
Member Nathan Larson

Joe Gelroth
Member Joe Gelroth

Member

Member

APPROVAL OF COUNTY OFFICERS

John Ellerman
County Engineer John Ellerman

Clancy Holeman
County Counselor Clancy Holeman

Perry Piper, REHS/RS
Environmental Health Specialist
Perry Piper REHS/RS

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Rec'd $64.00

This Instrument was filed for record on the 9th day of September A.D. 2021 at 9:00 O'clock A M., and duly recorded in Book K at Page 953

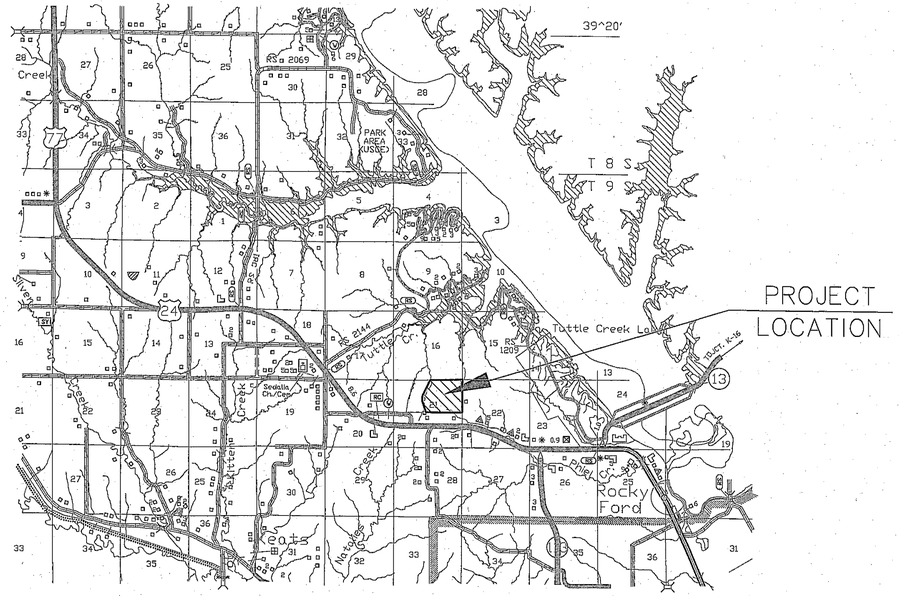
Amy M Morgan
Register of Deeds

By Joanne Read
Deputy

REGISTER OF DEEDS
RILEY COUNTY, KANSAS

UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.



SITE MAP

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS) SS:
COUNTY OF RILEY)

Approved this 18th day of March, A.D. 2021.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY

John Ford
Commissioner, Chairman John Ford

Katheryn Focke
Commissioner Katheryn Focke

Greg McKinley
Commissioner Greg McKinley

Attest: County Clerk Rich Vargo

COUNTY CLERK Seal RILEY COUNTY, KANSAS

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS) SS:
COUNTY OF RILEY)

This Survey has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Approved: Date: 09.09.21
License: 1523 John York

SURVEYOR'S CERTIFICATE

STATE OF KANSAS) SS:
COUNTY OF RILEY)

I, the undersigned do hereby certify that I am a Registered Land Surveyor in the State of Kansas with experience and proficiency in land surveying, that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of the Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal this 4th day of March, A.D. 2021.

SCHWAB-EATON, P.A.

HARLAN G. ROSS LICENSED KANSAS LS-1290 3/4/2021 KANSAS LAND SURVEYOR

Harlan G. Ross, P.S. 1290

COVENANTS NOTE:

The property is governed by Restrictive Covenants and a Homeowner's Association. Home occupations, as per the Riley County Zoning Regulations, shall be permitted, subject to the use limitations of the applicable section.
Structures and other improvements to the Lots shown hereon shall be subject to review by an Architectural Committee. Restrictive Covenants filed at the Office of the Riley County Register of Deeds.

OWNER/DEVELOPER:
Peterson Ranch, LLC
Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503
(785) 564-2770

ENGINEER:
Schwab-Eaton, P.A.
5410 Ledge Stone Dr. Ste. 100
Manhattan, KS 66503
(785) 539-4687

NOTES

1. Bearings used on this survey are based on the North line of the Northeast Quarter of Section 21-T9S-R7E, assumed to be N. 88°56'05" E.
2. No Gaps and overlaps were found on this property.
3. Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown.
4. All building setback requirements shall be determine by the building envelope of the respective lot, as shown.
5. If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards and Specifications. In no case, shall the diameter of the pipe be less than 15 inches.
6. Property owner(s) is/are required to maintain all public granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly dedicated and publicly granted drainage easements.
7. All drives and parking areas shall consist of all-weather surfacing including crushed stone or gravel. Each lot shall have its own driveway.
8. Site and all uses therein shall be in compliance with the Riley County Sanitary Code. The site shall be served by Rural Water District #1 for all potable water supply needs.
9. All utilities shall be underground.
10. All proposed lighting shall have directional control or appropriate cut-offs to minimize spillage and light trespass.
11. Existing areas with native tree stands, as shown hereon shall remain intact as much as possible to retain the existing beauty and character of the property and to act as an audio and visual buffer to surrounding properties. Within these areas trees may only be selectively removed for:
a. Creating space for vehicle driveways or hiking, biking trails, or approved wastewater systems. Trees may also be removed to make space for residences, yards and or other additional permitted structures.
b. Removal of dead or fallen trees, or planting additional trees or shrubs shall comply with Table 3: Undesirable Trees and Shrubs of Section 21C-Development Standards of the Riley County Zoning Regulations.
12. Owner must file an Agricultural Protection Easement document with the Final Plat.
13. A 150-ft Agricultural Buffer, as shown, shall be subject to the Development Standards of the Riley County Zoning Regulations.
14. No common areas are proposed at this time.
15. The proposed streets of the development shall be subject to the minimum requirements of the Riley County Standards for Roadway Design in Platted Subdivisions.
16. As per written agreement with the County Engineer:
a. 8 inches of AB-3 surfacing material is allowed to be utilized for initial rock roads (internal subdivision roads).
b. The paving of Thomas Wiard Road (that part extended north from Tuttle Creek Boulevard to the south line of the NE 1/4 of Sec. 21, T9S, R7E) may be delayed until such time as paving of the internal roads of the subdivision. Such delay shall not extend beyond one (1) year from the filing of the Final Plat.
c. The shouldering of the rock roads may be delayed until paving occurs, as long as the edge drop-off is two (2) inches or less and the paving is completed within one (1) year from the filing of the Final Plat.
17. All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.
18. No buildings exist on the property being platted as Peterson Ranch, Unit One.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS

This subdivision is subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods, recorded on August 17, 2020 in Bk. 881, Pg. 7017.

FLOOD NOTE:

The property shown hereon lies in Flood Zone X areas outside of the 1% and 0.2% annual chance flood. As determined by (FIRM) Flood Insurance Rate Map No. 20161C0250G, Effective Date March 16, 2015.

BENCH MARK:

B.M. 24 = Square Cut "□" chiseled in Southeast Corner of Chicago, Rock Island and Pacific Railroad bridge over Little Kitten Creek.
Elevation = 1083.11
USGS "KEATS" USGS B GS Standard Cap in Concrete 1 Ft. South of R/W Fence Along "T" ROAD" Elevation = 1372.94

CURRENT ZONING

R-PUD = (Residential Planned Unit Development)

PROPOSED ZONING

R-PUD = (Residential Planned Unit Development)

LAND BOUNDARY DESCRIPTION:

A tract of land located in the Northwest One-Quarter (NW 1/4), and the Northeast One-Quarter (NE 1/4) in Section 21, and the Northwest One-Quarter (NW 1/4) of Section 22, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, described as follows:

BEGINNING at the Northeast Corner of said NE 1/4 of said Section 21; Thence South 0°04'11" West (assumed bearing), 1327.62 feet along the East line of said NE 1/4; Thence South 21°25'58" East, 290.31 feet; Thence South 0°00'00" West, 944.28 feet; Thence South 43°35'50" West, 156.18 feet to the Southwest Corner of said NW 1/4 of said Section 22, said point also being the Southeast Corner of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 605.22 feet, measured and deed, along the South line of said NE 1/4 of said Section 21; Thence North 68°44'55" West, 423.72 feet, measured and deed; Thence South 65°31'37" West, 384.78 feet, measured and deed, to a point on the South line of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 1289.25 feet along the South line of said NE 1/4 of said Section 21 to the Southwest Corner of said NE 1/4 of said Section 21; Thence South 89°27'28" West, 124.90 feet along the South line of said NW 1/4 of said Section 21; Thence North 23°12'23" West, 268.15 feet; Thence North 9°31'05" West, 236.97 feet; Thence North 19°55'45" West, 445.53 feet; Thence North 3°55'59" East, 458.73 feet; Thence North 25°34'30" East, 890.59 feet to a point on the West line of said NE 1/4 of said Section 21; Thence continuing North 25°34'30" East, 523.27 feet to a point on the North Line of said NE 1/4 of said Section 21; Thence North 88°56'05" East, 2422.96 feet along the North line of said NE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 174.01 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED

north

NOT TO SCALE

LEGEND

- ⊙ ½" x 24" BAR W/CLS-59 CAP SET THIS SURVEY
- ○ ½" BAR FOUND THIS SURVEY FROM PREVIOUS SURVEY BY SCHWAB-EATON, P.A.
- △ SECTION CORNER FOUND AS NOTED
- —— —— UTILITY EASEMENT LINE
- — — — UTILITY EASEMENT TO BE VACATED
- ——— PROPERTY LINE
- —— —— 150' AGRICULTURAL BUFFER LINE
- PROPOSED CONSTRUCTION ENVELOPE FOR HOMES AND ACCESSORY BUILDINGS.

FINAL PLAT

PETERSON RANCH UNIT ONE

SECTIONS 21 and 22, T9S, R7E
A RESIDENTIAL PLANNED UNIT DEVELOPMENT IN RILEY COUNTY, KANSAS

PREPARED BY

Schwab Eaton K-953

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

MARCH 2021

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Attachment: P7D (15711 : Public Hearing - Peterson Ranch Street Benefit District)

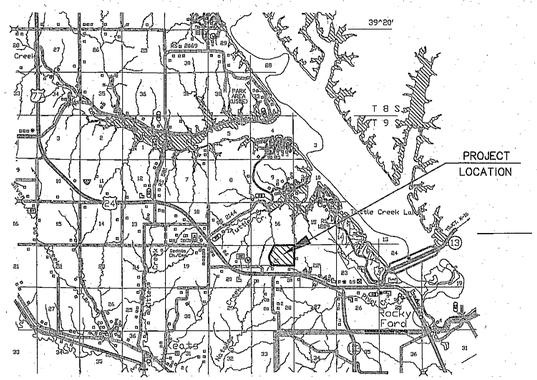
Project No.: 20.094B
Client: Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503

OWNER/DEVELOPER:
Peterson Ranch, LLC
Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503
(785) 564-2770

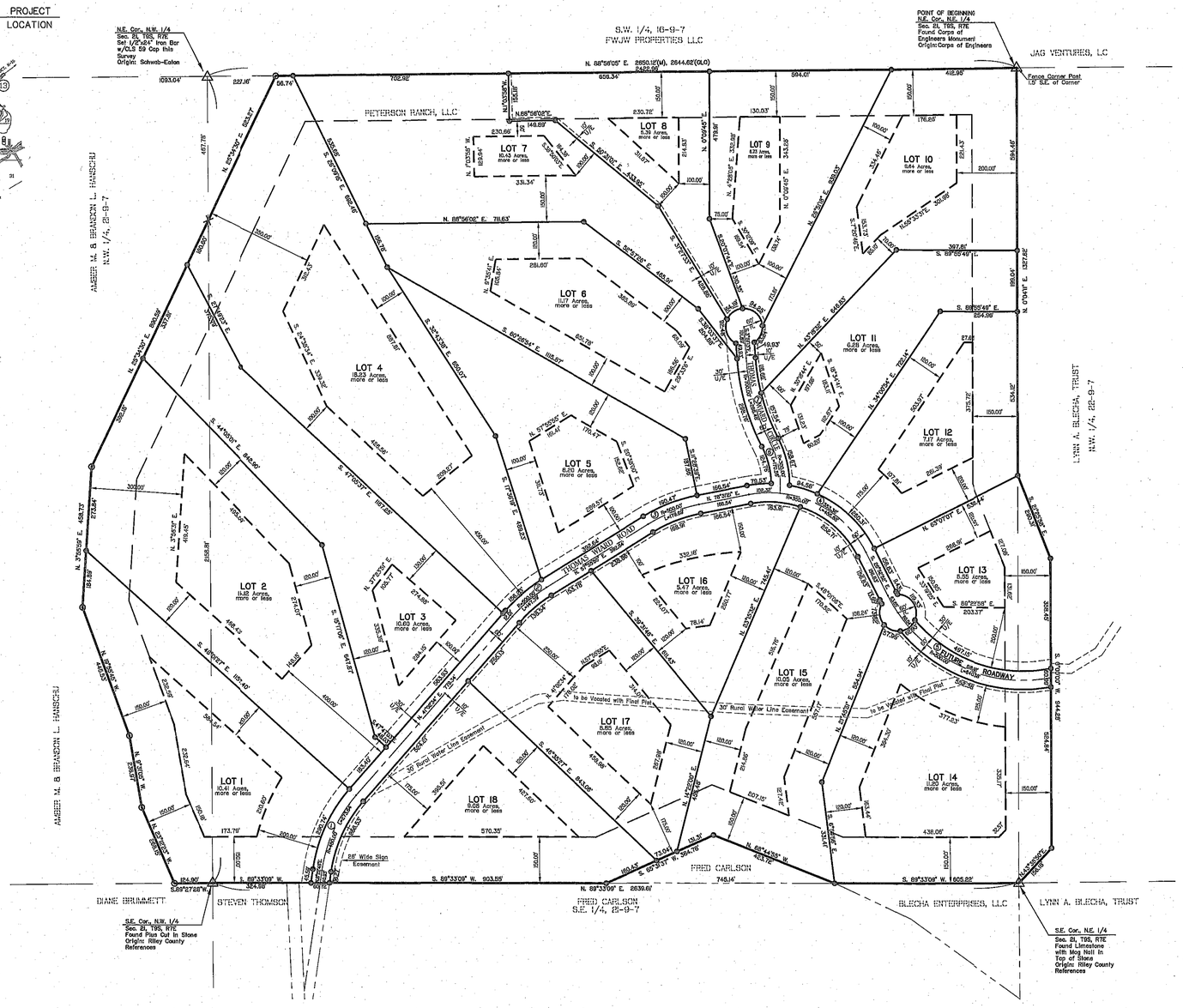
ENGINEER:
Schwab-Eaton P.A.
5410 Ledge Stone Dr. STE 100
Manhattan, KS 66503
(785) 539-4687

EXISTING LAND USE:
Pasture or Ag

PROPOSED LAND USE:
Residential



SITE MAP



LAND BOUNDARY DESCRIPTION:

A tract of land located in the Northwest One-Quarter (NW 1/4), and the Northeast One-Quarter (NE 1/4) in Section 21, and the Northwest One-Quarter (NW 1/4) of Section 22, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, described as follows:

BEGINNING at the Northeast Corner of said NE 1/4 of said Section 21; Thence South 0°04'11" West (assumed bearing), 1327.62 feet along the East line of said NE 1/4; Thence South 21°25'58" East, 290.31 feet; Thence South 0°00'00" West, 944.28 feet; Thence South 43°35'50" West, 156.18 feet to the Southwest Corner of said NW 1/4 of said Section 22, said point also being the Southeast Corner of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 605.22 feet, measured and deed, along the South line of said NE 1/4 of said Section 21; Thence North 68°44'55" West, 423.72 feet, measured and deed; Thence South 65°31'37" West, 384.78 feet, measured and deed, to a point on the South line of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 1289.25 feet along the South line of said NE 1/4 of said Section 21 to the Southwest Corner of said NE 1/4 of said Section 21; Thence South 89°27'28" West, 124.90 feet along the South line of said NW 1/4 of said Section 21; Thence North 23°12'23" West, 268.15 feet; Thence North 9°31'05" West, 236.97 feet; Thence North 19°55'45" West, 445.53 feet; Thence North 3°55'59" East, 458.73 feet; Thence North 25°34'30" East, 890.59 feet to a point on the West line of said NE 1/4 of said Section 21; Thence continuing North 25°34'30" East, 523.27 feet to a point on the North Line of said NE 1/4 of said Section 21; Thence North 88°56'05" East, 2422.96 feet along the North line of said NE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 174.01 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED

north

SCALE 1" = 200'

200' 0 200' 400'

LEGEND

- ⊙ ½" x 24" BAR W/CLS-59 CAP SET THIS SURVEY
- ○ ½" BAR FOUND THIS SURVEY FROM PREVIOUS SURVEY BY SCHWAB-EATON, P.A.
- △ SECTION CORNER FOUND AS NOTED
- UTILITY EASEMENT LINE
- UTILITY EASEMENT TO BE VACATED
- PROPERTY LINE
- 150' AGRICULTURAL BUFFER LINE
- PROPOSED CONSTRUCTION ENVELOPE FOR HOMES AND ACCESSORY BUILDINGS.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS

This subdivision is subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods, recorded on August 17, 2020 in Bk. 881, Pg. 7017.

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This Survey has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Approved: _____ Date: 03.05.21
License: 1553 John York

COVENANTS NOTE:

The property is governed by Restrictive Covenants and a Homeowner's Association. Home occupations, as per the Riley County Zoning Regulations, shall be permitted, subject to the use limitations of the applicable section. Structures and other improvements to the Lots shown hereon shall be subject to review by an Architectural Committee. Restrictive Covenants filed at the Office of the Riley County Register of Deeds.

℄ CURVE DATA

	R	T	L	CD	CD BEARING
①	480.00'	140.65'	273.64'	269.95'	N. 24°42'41" E.
②	500.00'	74.23'	147.39'	146.85'	N. 49°29'15" E.
③	500.00'	90.82'	179.69'	178.72'	N. 68°13'38" E.
④	350.00'	266.61'	455.68'	424.17'	S. 64°10'46" E.
⑤	500.00'	372.56'	640.38'	597.50'	S. 63°34'19" E.
⑥	300.00'	87.65'	170.56'	168.27'	S. 11°00'54" E.
⑦	700.00'	145.27'	286.48'	284.48'	S. 15°34'41" E.

FINAL PLAT

PETERSON RANCH UNIT ONE

SECTIONS 21 and 22, T9S, R7E
A RESIDENTIAL PLANNED UNIT DEVELOPMENT IN RILEY COUNTY, KANSAS

PREPARED BY

Schwab Eaton K-953

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

MARCH 2021

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Attachment: P70 (15711 : Public Hearing - Peterson Ranch Street Benefit District)

Packet Pg. 362

POLICY ON INFRASTRUCTURE DEVELOPMENT:

Riley County may facilitate, when appropriate, the development of public infrastructures immediately outside of the corporate limits of any city in Riley County. Whenever the total costs of the public infrastructure can be tied to a fixed and known group of benefiting properties, special assessments may be levied and placed on the tax rolls for those properties.

Whenever the total costs of the public infrastructure cannot be tied to a fixed and known group of benefiting properties (i.e. raw land that is identified as developable, but not yet platted or subdivided) the county may finance the development of this infrastructure to encourage growth in the area in question. The County Commission may, at its discretion, choose to recover the costs of sewer and water infrastructure through connection fees and user charges.

POLICY ON BENEFIT DISTRICTS:

Introduction and Purpose:
Riley County promotes development that is well-planned, taxpayer efficient and provides a high quality of life for present and future citizens of the County. To assist in the proper development of the County, under state law the County may utilize benefit districts for financing or for providing operation and maintenance of improvements in developments.
Improvements in developments that may be eligible for assistance under a benefit district include, but are not limited to:

- Sewer systems;
- Water systems; and
- Roads or streets.

These improvements may be constructed in either an existing subdivision or in a new undeveloped subdivision.

Procedure:

To facilitate the benefit district process, the following procedure has been established. All required information must be presented and prepared at the expense of the person or persons desiring the benefit district.

Step 1: Provide for the preparation of preliminary plans and preliminary cost estimates for the improvements by a licensed engineer in the State of Kansas.

Step 2: Present preliminary plans and preliminary cost estimates to the Director of Planning & Development. If the requested improvements are within a new undeveloped subdivision, the following items shall also be submitted (otherwise skip to **STEP 3**):

A. A professional market analysis and/or feasibility study showing the demand for the type of housing proposed to be constructed, the number of housing units of each type proposed, estimated final cost of the house and lot, etc. and a detailed explanation of the developer's plan for marketing the product and why the developer believes the product will be marketable in the location selected and at the estimated price of the product;

B. A list of all partners, investors or any other person or entity with a financial interest in the proposed development. The developer must supply Riley County with sufficient identifying information so that Riley County may conduct reference checks.

C. A list of all development projects in which the developer and any partners have been involved in the past five (5) years and, for each separate development project, the name of a local government official familiar with each project and their contact information (including phone number and mailing address);

D. A financing plan for the project. Within thirty (30) days following the signing of the resolution forming the benefit district, the developer shall provide the County with an irrevocable letter of credit (LOC) from a State of Kansas chartered bank (preferably with a branch in Riley County) in an amount equal to 40% of the costs of the public infrastructure identified above. The LOC shall be in a form approved by the Board of County Commissioners. The LOC will be released when the developer has completed and sold 60% of the total number of approved homes in the development and further provided there are no delinquent special assessments for any of the properties in the district.

The Director of Planning & Development shall arrange for a meeting with appropriate Riley County staff to provide assistance to the person or persons requesting the benefit district with regard to the process and timetable for approval, the distribution of costs, any zoning/platting issues and the preparation of a valid petition in accordance with the applicable state statutes.

Step 3: Prepare the petition, obtain the required signatures and file the petition with the Riley County Clerk. The petition shall be accompanied by a non-refundable, $2,000 fee to cover County expenses associated with processing the petition.

Step 4: The County Clerk shall determine whether or not the petition is valid in accordance with state statutes.

Step 5: The Budget & Planning Committee shall review the petition/supporting documentation and submit its recommendations to the Board of County Commissioners.

Step 6: The petition is scheduled for a public hearing with proper notice in accordance with state statutes.

Step 7: The Board of County Commissioners shall conduct a public hearing to consider the petition. In considering approval or denial of the petition, the Board of County Commissioners shall analyze the request using, but shall not be limited to, the factors listed below. It is the responsibility of the petitioner to provide sufficient information to the Board of County Commissioners to address these factors:

1. Population and population density of the area within the boundaries;
2. Land area, topography, natural boundaries and drainage basin;
3. Area of platted land relative to unplatted land and assessed value of platted land relative to assessed value of unplatted areas;
4. Extent of residential, business, commercial and industrial development;
5. Past expansion in terms of population and construction;
6. Likelihood of significant growth in the area, and in adjacent areas, during the next 10 years;

7. The present cost and adequacy of governmental services and controls in the area and the probable effect of the proposed action, and of alternative courses of action, on the cost and adequacy of local governmental services and regulation of the area and in adjacent areas;

8. The need for the public improvements in the proposed district and whether the issuance of bonds therefore would unduly require the speculative use of public funds; and

9. Effect of the proposed action, and of alternative actions, on adjacent areas and on the local governmental structure of the general area.

If the territory or any part thereof is within five miles of an existing city, the Board shall also take into consideration, but shall not be limited too, the following:

1. The size and population of such city;

2. The city's growth in population, business and industry during the past 10 years;

3. The extension of its boundaries during the past 10 years;

4. The probability of its growth toward the territory during the ensuing 10 years, taking into consideration natural barriers and other reasons which might influence growth toward the territory;

5. The willingness of the city to annex the territory and its ability to provide city services in case of annexation;

6. The general effect upon the entire community;

All of these and other considerations having to do with the overall orderly and economic development of the area and to prevent an unreasonable multiplicity of independent municipal and special district governments.

Step 8: The Board of County Commissioners shall decide whether or not to form the benefit district. If approved, the Board of County Commissioners shall sign a resolution forming the benefit district.

Step 9: The Board of County Commissioners shall conduct a public hearing to determine assessment method and apportionment:

A. State law governs the method of assessment and apportionment of cost available for benefit districts. (See K.S.A. 68-728, K.S.A. 12-606, K.S.A. 12-608, K.S.A. 2011 Supp. 12-6a04, K.S.A. 2011 Supp. 6a08, K.S.A. 12-6a09, K.S.A. 12-6a10, and K.S.A. 12-6all)

1. Riley County's goal is that the apportionment of final costs in any benefit district be reasonably imposed. The typical methods of assessment and apportionment are "per lot" and "per owner." Individual plats, replats and subdivisions of benefit district property which are undertaken or finalized before the Board of County Commissioners determines the method of assessment and apportionment of final costs can create unequal shares of cost for the other benefit district property owners.

2. Riley County intends for the plat, replat or subdivision process to impose substantially equal burdens or share of cost upon the property within the benefit district. For a plat, replat or subdivision of benefit district property to affect the assessment method, the application shall be filed before the date of Public Works' notice letter scheduling the benefit district's property owners meeting and shall be completed before the benefit district assessment information is provided to the County Financial Advisor. Any plat, replat or subdivision which does not meet these requirements shall be ineffective and the district property shall be assessed as originally platted.

B. The Board of County Commissioners requires that any petition submitted include petitioner's recommendation as to the method of assessment and apportionment. At the public assessment hearing, the County Commission retains sole authority to make the final determination of the method of assessment, apportionment of costs and the efficacy of any plat, replat or subdivision.

Engineer's Opinion of Probable Cost
Riley County Public Works
Peterson Ranch Roadway Improvements
Nov-24

Asphalt Pavement with Gravel Shouldering

Item No.	Item Description	Quantity	Unit	Unit Price	Total
1	4.0" Class A HMA - Commercial Overlay	2435	TON	$ 115.00	$ 280,025.00
2	Gravel Shouldering	155	CY	$ 50.00	$ 7,750.00
				Contingency (10%):	$ 28,777.50
				Subtotal:	**$ 316,552.50**

Asphalt Pavement (Including Shoulder)

Item No.	Item Description	Quantity	Unit	Unit Price	Total
1	4.0" Class A HMA - Commercial Overlay	2745	TON	$ 115.00	$ 315,675.00
				Contingency (10%):	$ 31,567.50
				Subtotal:	**$ 347,242.50**

Estimated Asphalt Maintenance costs (including 10% contingency):

Chip Seal (6 years)	3170	LF	$ 5.87	$ 20,472.92
Overlay (12 years)	1215	TON	$ 115.00	$ 153,697.50

Concrete Pavement with Gravel Shouldering

Item No.	Item Description	Quantity	Unit	Unit Price	Total
1	Orion Cellular Endpoint with Twist Tight Connector	10810	SY	$ 70.00	$ 756,700.00
2	Gravel Shouldering	155	CY	$ 50.00	$ 7,750.00
				Contingency (10%):	$ 76,445.00
				Subtotal:	**$ 840,895.00**

Attachment: Riley county EOPC - Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

EXCERPT OF MINUTES

The board of county commissioners of Riley County, Kansas, met in regular session at the usual meeting place in the County, on _____ ___, 2025, at _____ a.m., with the following members present:

The following members were absent:

Amanda Webb, Riley County Planning and Development Director, presented a petition which had been filed with the County Clerk requesting that the County make certain street improvements in the county pursuant to the authority of K.S.A. 68-728 *et seq*.

A resolution was presented to authorize such improvements entitled:

"A RESOLUTION DECLARING THE NECESSITY AND ADVISABILITY OF MAKING AN INTERNAL IMPROVEMENT IN RILEY COUNTY, KANSAS, AND DESCRIBING THE GENERAL NATURE OF THE IMPROVEMENT, THE ESTIMATED OR PROBABLE COST THEREOF, THE EXTENT OF THE IMPROVEMENT DISTRICT TO BE ASSESSED FOR THE COST THEREOF, THE METHOD OF ASSESSMENT, AND THE APPORTIONMENT OF THE COST BETWEEN THE IMPROVEMENT DISTRICT AND THE COUNTY; AND AUTHORIZING THE IMPROVEMENT IN ACCORDANCE WITH THE FINDINGS OF THE BOARD OF COUNTY COMMISSIONERS."

The Resolution was considered and discussed; and on motion of _____, seconded by _____, the Resolution was adopted by the following vote:

Yes: _____

No: _____.

The Resolution was numbered Resolution No._____.

(Seal)

_____
Rich Vargo, County Clerk

Attachment: Resolution to Create - With Minutes.Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

RESOLUTION NO. 042825 -

A RESOLUTION DECLARING THE NECESSITY AND ADVISABILITY OF MAKING AN INTERNAL IMPROVEMENT IN RILEY COUNTY, KANSAS, AND DESCRIBING THE GENERAL NATURE OF THE IMPROVEMENT, THE ESTIMATED OR PROBABLE COST THEREOF, THE EXTENT OF THE IMPROVEMENT DISTRICT TO BE ASSESSED FOR THE COST THEREOF, THE METHOD OF ASSESSMENT, AND THE APPORTIONMENT OF THE COST BETWEEN THE IMPROVEMENT DISTRICT AND THE COUNTY; AND AUTHORIZING THE IMPROVEMENT IN ACCORDANCE WITH THE FINDINGS OF THE BOARD OF COUNTY COMMISSIONERS.

WHEREAS, a petition was filed with the County Clerk of Riley County, Kansas, dated as of March 17, 2025, signed by the owners of 51% or more of the front feet of the platted lots abutting on or fronting on the following street(s), all of which lots are platted and lying outside the limits of any incorporated city, as follows:

(a) Thomas Wiard Road, and

(b) Thomas Wiard Circle.

such petition further proposing that the Board of County Commissioners of Riley County, Kansas provide for the improvement of the streets described above by the milling, shoulder work, grading, drainage construction, and paving of such streets with either a commercial grade asphalt or concrete construction method meeting the standards set forth by the subdivision regulations of Riley County, Kansas, and of appropriate thickness as determined by the Riley County Public Works Director, and all other things necessary and incidental thereto (collectively, the "Street Improvements"), in accordance with K.S.A. 68-728 *et seq.*, (the "Act"); and

WHEREAS, the governing body of Riley County, Kansas finds and determines that the petition is sufficient under the Act and that the construction of the street is necessary and in the best interest of the public in general; and .

WHEREAS, there are no bonds outstanding and none have been issued by the County to pay the cost of improving such street;

Attachment: Resolution to Create - With Minutes.Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF RILEY COUNTY, KANSAS:

SECTION 1. The Board of County Commissioners of Riley County, Kansas, determines that:

(a) It is necessary and advisable to make the following improvements:

Milling, shoulder work, grading, drainage construction, and paving of the streets platted as Thomas Wiard Road and Thomas Wiard Circle with either a commercial grade asphalt or concrete construction method meeting the standards set forth by the subdivision regulations of Riley County, Kansas, and of appropriate thickness as determined by the Riley County Public Works Director and doing all other things necessary and incidental thereto,

to be built in accordance with the plans on file with the County Clerk and subject to the approval of the Board of County Commissioners.

(b) The estimated or probable cost of such improvements is $840,895.00, plus costs of financing the Improvements, including temporary interest and other financing costs incurred during the design and construction of the Improvements. The estimated cost as set forth above may be increased at the rate of 1 percent per month from and after April 1, 2025.

(c) The extent of the improvement district in Riley County, Kansas, to be assessed for the full cost of the improvements is:

Lots 1-18, Peterson Ranch Unit One Subdivision, Unincorporated Riley County, Kansas

(d) The total assessments for the improvements shall be levied on the property in the improvement district described above. The method of assessment shall be on an equal shares per lot basis.

(e) The apportionment of the cost of the improvements is 100% to be assessed against the improvement district and 0% to be paid by the County.

SECTION 2. Subject to the provisions of Section 3 of this Resolution, the improvements are authorized and ordered to be made in accordance with the findings of the Board of County Commissioners as set forth in *Section 1* of this resolution and the County is authorized to issue its general obligation bonds in an amount not to exceed the estimated costs stated herein to finance the construction such improvements, all under the authority of the Act, and the applicable provisions of the laws of the state of Kansas. This resolution shall constitute a declaration of official intent

Attachment: Resolution to Create - With Minutes.Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

pursuant to U.S. Treasury Regulation, §1.150-2.

SECTION 3. This Resolution shall be published one time in the official county newspaper, and the County Clerk is authorized and directed to mail a copy of this Resolution, by certified mail, to the owners of the property liable for taxation for the improvements authorized herein and if the owners of more than one-half of the property liable for taxation of the costs of the improvements do not, within 20 days of the date of the publication of this Resolution, file with the County Clerk their protest against such improvement project, the Board of County Commissioners shall have the power to cause such improvements to be made and to levy taxes in to pay the costs of such improvements. This Resolution shall also be filed of record in the Office of the Register of Deeds of Riley County, Kansas.

ADOPTED AND APPROVED by the Board of County Commissioners of Riley County, Kansas, on _____ __, 2025.

(Seal)

_____
Chairman

_____
Member

Attest:

_____
Member

_____
County Clerk

Attachment: Resolution to Create - With Minutes.Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

CERTIFICATE OF RECORDING

STATE OF KANSAS)
) ss:
COUNTY OF RILEY)

I, County Clerk of Riley County, Kansas, do hereby certify that Resolution No. ___ of the County, which authorizes the following described improvements in the County:

Milling, shoulder work, grading, drainage construction, and paving of the streets platted as Thomas Wiard Road and Thomas Wiard Circle with either a commercial grade asphalt or concrete construction method meeting the standards set forth by the subdivision regulations of Riley County, Kansas, and of appropriate thickness as determined by the Riley County Public Works Director and doing all other things necessary and incidental thereto,

has been filed of record in the Office of the Register of Deeds of Riley County, Kansas.

WITNESS my hand and official seal on _____, 2025.

(Seal)

_____
County Clerk
Riley County, Kansas

Attachment: Resolution to Create - With Minutes.Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

CERTIFICATE OF MAILING

STATE OF KANSAS)
) ss:
COUNTY OF RILEY)

I, Rich Vargo, County Clerk of Riley County, Kansas, certify that on _____. 2025, Riley County Resolution No. ___ was sent by certified mail to the owners of the property liable for taxation for the improvements to Thomas Wiard Road and Thomas Wiard Circle within the District comprised of Lots 1-18, Peterson Ranch Unit One Subdivision, Unincorporated Riley County, Kansas, at the address where the owners' tax statement is sent.

WITNESS my hand and official seal on_____ , 2025.

(Seal)

_____
Rich Vargo, County Clerk
Riley County, Kansas

Attachment: Resolution to Create - With Minutes.Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

CERTIFICATE

STATE OF KANSAS)
) ss:
COUNTY OF RILEY)

I, Rich Vargo, County Clerk of Riley County, Kansas, certify that no protests were filed within twenty (20) days after the last publication of Resolution No. ____ authorizing street improvements to Thomas Wiard Road and Thomas Wiard Circle within the District comprised of Lots 1-18, Peterson Ranch Unit One Subdivision, Unincorporated Riley County, Kansas.

WITNESS my hand and official seal on_____ , 2025.

(Seal)

_____
Rich Vargo, County Clerk
Riley County, Kansas

Attachment: Resolution to Create - With Minutes.Peterson Ranch (15711 : Public Hearing - Peterson Ranch Street Benefit District)

INTERGOVERNMENTAL LUNCHEON

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

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

AGENDA

I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)

II. Convene and Introductions

III. Agenda Topics

A. Food and Farm Council – Vickie James, Coordinator

IV. Legislative Items of Interest

V. Miscellaneous Discussion Items and Announcements

VI. Discussion about Potential Agenda Topics for Next Meeting

VII. Next Meeting Date: Monday, June 23, 2025

VIII. Adjournment

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

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

Attachment: 04-28-24 INTERGOVERNMENTAL LUNCHEON AGENDA (15729 : Intergovernmental Luncheon Agenda)