



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 03, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. FY22 KDOC Budgets
4. Senn Rd Bridge Replacement Project No. I.1-10.8
5. Sign Riley County Personnel Action Form(s)
6. Discuss the impact of the changes to the mask mandate on Riley County Employees inside and outside of the city limits

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 29, 2021 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Pending County Projects County Counselor

9:20 AM

Michael Boller, Noxious Weed Director

12. Bid opening for herbicide

9:30 AM

Press Conference

13. RCPD - RCPD update (3-5 minutes)
14. Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (3

minutes)

- 9:50 AM Julie Gibbs, Health Department Director**
15. Riley County Health Department Request for Approval to Apply for Impact Grant through the Kansas Health Foundation
- 10:00 AM David Willis, Parks Manager**
16. City of Manhattan Park 2020 Receivables Account Write-Off and 2021 Community Park Fund Allocation Request
- 10:10 AM Alice Massimi, PIO**
17. Public Information Officer Project Update
- 10:25 AM Vickie James, Co-Coordinator of the FHCW BCBSKS Pathways to a Healthy Kansas and Riley County and City of Manhattan Food and Farm Council Coordinator**
18. Updating the 2017 food system assessment and development of the Master Food Plan
- 10:35 AM Amanda Smeller, Planning/Special Projects Director and Bob Isaac, Planner**
19. Land Development Regulations project update
- 1:15 PM Lori Feldkamp, Big Lakes Developmental Center Director**
20. 2022 Big Lakes Developmental Center Appropriation Request
- 2:05 PM Shilo Heger, Treasurer**
21. 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests
- 2:15 PM Mike Kearns, Flint Hills Veterans Coalition**
22. 2022 Flint Hills Veterans Coalition Appropriation Request
- 2:25 PM Emily Wagner, Manhattan Emergency Shelter**
23. 2022 Manhattan Emergency Shelter Appropriation Request
- 2:35 PM Kevin Larson/Sharon Pollman, Riley County Council on Aging**
24. 2022 Riley County Council on Aging 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.



COMMUNITY CORRECTIONS
Grant

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: May 3, 2021

SUBJECT: FY22 KDOC Budgets

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

POSSIBLE MOTION(S)

The FY22 Adult Services Budget = \$355,835.43
The FY22 Behavioral Health Budget = \$95,990.00
The FY22 Juvenile Services Budget = \$315,779.30
The FY22 Reinvestment Budget = \$67,230.00
The FY22 JCAB EBP Budget = \$26,170.00
FY22 AS/JS Carryover Reimbursement Dollars = \$10,248.00

Move to approve the above FY22 KDOC (Grant) Budgets along with the grant narrative applications.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY22 Budget Summaries (XLSX)

TOTAL BUDGET SUMMARY

ADULT CC BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
ADULT - Admin Personnel	\$ 353,416.71									\$ 353,416.71
ADULT - Non-Admin Personnel	\$ -									\$ -
ADULT - CC Funds		\$ -	\$ -	\$ -	\$ -	\$ 6.72	\$ -	\$ 2,412.00	\$ -	\$ 2,418.72
ADULT - Behavioral Health	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 90,070.00	\$ 5,920.00	\$ 95,990.00
ADULT - Reimbursement	\$ -	\$ 720.00	\$ -	\$ 2,610.00	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ 3,450.00
ADULT - County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADULT - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 353,416.71	\$ 720.00	\$ -	\$ 2,610.00	\$ -	\$ 126.72	\$ -	\$ 92,482.00	\$ 5,920.00	\$ 455,275.43

JUVENILE BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
JUVENILE - JIAS	\$ 153,094.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,094.21
JUVENILE - JISP	\$ 89,556.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,556.83
JUVENILE - CM	\$ 72,628.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,628.26
JUVENILE - IIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JUVENILE - CS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
JCAB	\$ -	\$ 1,230.00	\$ -	\$ -	\$ -	\$ 3,940.00	\$ -	\$ -	\$ 21,000.00	\$ 26,170.00
PREVENTION 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREVENTION 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREVENTION 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREVENTION 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JUVENILE - Reimbursement	\$ -	\$ 720.00	\$ -	\$ 3,666.00	\$ -	\$ -	\$ -	\$ 2,412.00	\$ -	\$ 6,798.00
JUVENILE - Other	\$ 67,230.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,230.00
TOTAL	\$ 382,509.31	\$ 1,950.00	\$ -	\$ 3,666.00	\$ -	\$ 3,940.00	\$ -	\$ 2,412.00	\$ 21,500.00	\$ 415,977.31

TOTAL AGENCY	\$ 735,926.02	\$ 2,670.00	\$ -	\$ 6,276.00	\$ -	\$ 4,066.72	\$ -	\$ 94,894.00	\$ 27,420.00	\$ 871,252.74
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Attachment: FY22 Budget Summaries (10787 : FY22 KDOC Budgets)



PUBLIC WORKS
Contract

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: May 3, 2021

SUBJECT: Senn Rd Bridge Replacement Project No. I.1-10.8

PRESENTER: John Ellermann, Public Works Director

On April 15, 2021, during the regularly scheduled Board of County Commissioners Meeting, Riley County Commissioners accepted the Bid from Ebert Construction Co., Inc. on the above mentioned project. Attached for your approval is the contract with Ebert Construction Co., Inc. for the Senn Road Bridge Replacement Project No. I.1-10.8 in the amount of \$380,699.77.

This is a sales tax funded project.

POSSIBLE MOTION(S)

Move to sign and approve the contract from Ebert Construction Co., Inc. in the amount of \$380,699.77.

Enclosures:

- Contract with Ebert Construction Co (PDF)

CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between **the people of Riley County, Kansas**, acting through their **County Commissioners**, thereunto duly authorized to do so, party of the first part and hereinafter called the Owner, and **Ebert Construction Co., Inc.**, party of the second part and hereinafter called the Contractor.

WITNESSETH:

THAT WHEREAS, the Owner has caused to be prepared in accordance with the law, specifications, plans, and other contract documents for the work herein described and has approved and adopted said documents and has caused to be published in the manner and for the time required by law, an advertisement for and in connection with:

Senn Road Bridge Replacement Project No. I.1-10.8

In accordance with the drawings, specifications, and other contract documents prepared by BG Consultants, and

WHEREAS, the said Contractor in response to such advertisement has submitted to the Owner in the manner and at the time specified a sealed proposal in accordance with the terms of said advertisement; and

WHEREAS, the Owner in the manner prescribed by law has publicly opened, examined, and canvassed the proposals submitted in response to the published invitation therefore, and as result of such canvass has determined and declared the aforesaid Contractor to be the best bidder for the said work and has duly awarded to the said Contractor a contract therefore, for the sum or sums named in the Contractor's proposal, a copy thereof being attached to and made a part of this contract.

NOW, THEREFORE, in consideration of the compensation to be paid to the Contractor and of the mutual agreements herein contained, the parties to these presents have agreed and hereby agree, the Owner for itself and successors and the Contractor for itself, himself or themselves or its, his or their successors and assigns or its, his or their executors and administrators as follows:

ARTICLE I. The Contractor shall furnish all necessary labor, materials, equipment, tools, and services necessary to perform and complete in a workmanlike manner all work required for the construction of the project in strict compliance with the plans, specifications, and other contract documents herein mentioned which are hereby made a part of the contract.

ARTICLE II. The contract comprises the contract documents listed as follows. In the event that any provision of one contract document conflicts with the provision of another contract document, the provision in that contract document first listed below shall govern except as otherwise specifically stated:

a. Agreement (this instrument), including Contractual Provisions attachment and Exhibits to the Agreement.

Attachment: Contract with Ebert Construction Co (10750 : Contract Senn Rd. Bridge Replacement)

b. Addenda to contract documents as follow:

Addendum No.	Dated
<u>Addendum No. 1</u>	<u>04/02/2021</u>

c. Legal and procedural documents.

1. Proposal
2. Instructions to Bidders.
3. Notice to Bidders.

d. Detailed specification requirements.

1. Special Provisions.
2. Supplemental Specifications.
3. Standard Specifications for State Road and Bridge Construction of the Kansas Department of Transportation, 2015 Edition, Divisions 150, 200, 300, 400, 500, 600, 700, 800, 900 and the Materials Division.

e. Plan drawings and Special Conditions.

f. General provisions of the specifications.

1. Special Provisions.
2. Standard Specifications for State Road and Bridge Construction of the Kansas Department of Transportation, 2015 Edition, Division 100, the General Clauses and Covenants.

g. Bonds.

1. **Performance Bond.**
2. **Statutory Bond.**
3. **Bid Bond.**

h. Owner's "Contractual Provisions Attachment"

ARTICLE III. The Contractor shall start work on or within ten days following the date of a written order from the Owner to the Contractor to proceed with the work to be performed under the provisions of this contract or on a subsequent date designated and authorized by the Owner in said order and the Contractor shall complete said work within **90 working days** as stated in his proposal.

ARTICLE IV. The Contractor shall at all times observe and comply with all Federal and State laws, local bylaws, ordinances, and regulations in any manner affecting the conduct of the work and all such orders or decrees as exist at present and those which may be enacted late by bodies or tribunals having jurisdiction or authority over the work and shall indemnify and save harmless the Owner and all its officers, agents, representatives, and servants against any claim or liability from or based on the violation of any such law, bylaw, ordinance, regulation, order, or decree whether by himself, his employees, or his subcontractors.

The Contractor shall comply with all applicable laws governing safety, health, and sanitation and shall provide all safeguard, safety devices, and protective equipment and take any other needed actions on his own responsibility necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

ARTICLE V. For the performance of work under this contract, the Owner has designated Riley County Engineer as a duly authorized agent to perform the duties of the Engineer as the duly authorized representative of the Owner. The Engineer shall decide any and all questions which may arise as to the quality and acceptability of materials furnished and the work performed and as to the manner of performance and rate of progress of the work and shall decide all questions which may arise as to the interpretation of the plans and specifications and all questions as to the acceptable fulfillment of the terms of the contract.

ARTICLE VI. The Owner shall have the right to terminate the employment of the Contractor after giving ten days written notice of termination to the Contractor and his surety in the event of any default by the Contractor and upon receiving written notice from the Engineer certifying cause for such action. In the event of such termination, the Owner may take possession of the work and of all material, tools, and equipment thereon and may finish the work by whatever method and means he may select. The Owner may demand of the Contractor's surety that the surety proceed in place of the Contractor to complete the contract in accordance with the terms and provisions thereof. It shall be considered a default by the Contractor whenever he shall:

- a. Declare bankruptcy, become insolvent, or assign his assets for the benefit of his creditors.
- b. Disregard or violate important provisions of the contract documents or Engineer's instructions or fail to prosecute the work according to the agreed schedule of completion including extensions thereof.
- c. Fail to provide a qualified superintendent, competent workmen or subcontractors, or proper materials, or fail to make prompt payment therefore.

ARTICLE VII. The Contractor may suspend work or terminate the contract upon ten days written notice to the Owner and the Engineer for any of the following reasons:

- a. If an order of any court or other public authority caused the work to be stopped or suspended for a period of 90 days through no fault of the Contractor or his employees.
- b. If the Engineer should fail to act upon any request for payment within ten days after it is presented in accordance with the contract documents.
- c. If the Owner should fail to act upon any request for payment within 30 days after its approval by the Engineer.

- d. If the Owner should fail to pay the Contractor any sum within 30 days after its award by arbitrators.

ARTICLE VIII. The Owner shall pay to the Contractor for the performance of the work embraced in this contract and the Contractor will accept as compensation therefore, the unit bid prices stipulated in the Proposal attached hereto for the various items of work in accordance with the provisions of the contract documents. The total contract price shall be determined on the basis of the actual quantities of work performed and materials furnished as authorized and determined in accordance with the provisions of the contract documents. The total bid price, determined on the basis of approximate quantities listed in the above mentioned Schedule of Bid Prices is in the amount of **Three Hundred Eighty Thousand, Six Hundred Ninety Nine dollars and Seventy Seven cents (\$380,699.77).**

ARTICLE IX. Ten percent (10%) shall be deducted from each partial payment and retained by Riley County until the provisions of the contract and bond have been satisfied. If the work is progressing satisfactorily in accordance with the plans, this retainage may be reduced as the contract nears completion. At no time shall the retainage exceed five (5%) of the total contract amount.

ARTICLE X. The Contractor agrees to bond every subcontractor by the terms of the contract documents but in no way shall this be considered as creating any contractual relation between any subcontractor and the Owner.

ARTICLE XI. The Contractor shall purchase and maintain insurance in the following minimum amounts or the minimum amounts required by law, whichever is greater throughout this Agreement:

- a. Workers' Compensation and employer's liability insurance as required by the State of Kansas.
- b. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on site and off site operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
- c. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the contractor or of any of its employees, agents, or subcontractors, with \$1,000,000 per occurrence and in the aggregate.
- d. Owner will be named as an additional insured with respect to Contractor's liabilities hereunder in insurance coverage identified in items "b" and "c", and Contractor waives subrogation against Owner as to said policies.
- e. Contractor shall file (3) copies of certificates of aforementioned insurances with Owner through Engineer.

ARTICLE XII. This Agreement and all of the covenants hereof shall insure to the benefit of and be binding upon the Owner and Contractor respectively and to his partners, successors, assigns, and legal representatives. Neither the Owner nor the Contractor shall have the right to assign, transfer, or sublet his interests or obligations hereunder without written consent of the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

John Ford, Chairman

EBERT ~~SE~~ CONSTRUCTION CO., INC.

By


Lisa Diederich, Vice-President

Title

ATTEST: County Clerk

* * * * *

The contract and bond are in due form according to law and are hereby approved.

County Counselor

Attachment: Contract with Ebert Construction Co (10750 : Contract Senn Rd. Bridge Replacement)

Attachment to "Contract" Between Riley County (hereinafter "County"),
and Ebert Construction Co., Inc (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, said contract being dated [Click here to enter a date](#).

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.
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 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 its Budget and 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

Attachment: Contract with Ebert Construction Co (10750 : Contract Senn Rd. Bridge Replacement)

written notice to Contractor. In the event of such termination, County agrees to give written notice of termination to contractor. With regard to equipment, leased or otherwise, provided to County under the contract, if lawful, County will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the contract by County, title to and possession of any equipment purchased by the County under contract, but not fully paid for, shall revert to Contractor at the end of County's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor.

6. **LEASE/PURCHASE AGREEMENTS, LEASES WITH AN OPTION TO BUY, AND INSTALLMENT PURCHASE AGREEMENTS.** If the Contract to which this is attached is a lease-purchase agreement, a lease with an option to buy or an installment purchase agreement, pursuant to K.S.A. 10-1116b, County is obligated only to pay periodic payments or monthly installments under the contract as may be lawfully made from (a) funds budgeted and appropriated for that purpose during the County's current budget year or (b) funds made available from any lawfully operated revenue producing source.

Pursuant to K.S.A. 10-1116c, if the foregoing Contract is for a term exceeding the current fiscal year of the County, the Contract must specify: (1) the amount or capital cost required to purchase the item if paid for by cash, (2) the annual average effective interest cost, and (3) the amount included in the payments for service, maintenance, insurance or other charges exclusive of the capital cost and interest cost.

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

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 Contractor shall include the provisions of paragraphs 7.1 through 7.4 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Contractor.
- 7.6 Parties to the contract understand that this paragraph number 7 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.

8. **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.
9. **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.
10. **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.
11. **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.
12. **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.
13. **INSURANCE PROVIDED BY CONTRACTOR.** Contractor shall maintain in full force and effect during the term of the Contract the insurance policies and coverages listed in the Contract, which policies shall be issued by a responsible carrier selected by Contractor. Contractor shall deliver to County, upon reasonable request, Certificates of Insurance evidencing such coverages. Minimum limits for coverage are as follows:
- General Liability Insurance \$500,000 per occurrence
 - Workers Compensation Per State Statutes
 - Employers Liability \$100,000 Bodily Injury By Accident
 - \$500,000 Bodily Injury By Disease
 - \$100,000 Bodily Injury by Disease each employee
 - Business Auto (Owned & Non-Owned) \$500,000 Combined single limit per occurrence
 - Property/Contents Contractor agrees to maintain fire and extended coverage on all property, real or personal, belonging to Contractor.

The Riley County Board of County Commissioners and Riley County, Kansas shall be named as an additional insured with respect to the General Liability and Business Auto insurance coverages. All of the foregoing coverages shall be issued by a company or companies licensed to do business in the state of Kansas.

14. **TERM AND TERMINATION.**

14.1 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.

14.2 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.

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

14.3 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.

14.4 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 provided by Contractor to the point of termination, which fair value is not the subject of a good faith dispute.

15. **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.

16. **PERSONNEL.**

- 16.1 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.
- 16.2 Minimum Wages.** Contractor will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
- 16.3 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.

17. **PROHIBITION OF CONFLICTS OF INTEREST.**

- 17.1 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.

A. 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.

B. 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.

18. **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.
19. **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.
20. **RECORDS, REPORTS AND INSPECTION.**

- 20.1 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.

A. 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.

B. 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.

21. **METHOD OF BILLING AND PAYMENT.**

21.1 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.

A. Support Documentation. Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 20.1, above.

B. 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.

C. 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.

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

22. **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.
23. **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.
24. **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.

County

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

John Ford, Chairman

Date

Contractor

EBERT~~Y~~ CONSTRUCTION CO., INC.

By _____

Lisa Diederich
Lisa Diederich, Vice-President

Title _____

Address _____

PO Box 198, Wanego, KS 66547

ATTEST:

(SEAL)

Rich Vargo, County Clerk

Approved as to Form

By: _____

Clancy Holeman
Riley County Counselor

Date: _____



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: May 3, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-04 R Ott Med Clerk (green) (PDF)
- 2021-04 E Estes FT Paramedic (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	04/27/2021
☐ Change		Employee #	

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

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

Ott	Ruth		
-----	------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Medical Clerk	Health Department	30-400-349
---------------	-------------------	------------

Position Title Department Fund

5/17/2021	☐	☒		☒ Yes	☐ No
-----------	--------------------------	-------------------------------------	--	---	-----------------------------

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

G	02	\$15.96	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
---	----	---------	--	----	------------------------------------	-----------------------------	--------------------------

Grade/Step Pay Rate Hours Per Workweek

Comments:

promotion from Contact Tracer to Medical Clerk

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date
☐ Change		Employee #

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

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

Eastes	Ethan		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Full Time Paramedic	EMS	001-020
Position Title	Department	Fund

5/5/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

L	4	\$21.76	☒ Hour	\$	☐ Bi-weekly	☐ 40	☒ avg 62
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Promotion to Full time Paramedic

Approvals:

Department:

D. J. Adams

Date: 4-28-2021

Personnel:

E. J. Adams

4/29/21

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 06, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

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

Amanda Smeller, Planning/Special Projects Director

2. Staff update
3. Authorize a KDHE Solid Waste Grant application and sign a letter of support for the Riley County Solid Waste Management Committee's proposed battery recycling educational program

9:15 AM

Michael Boller, Noxious Weed Director

4. Staff update

9:30 AM

Greg McHenry, Appraiser

5. Staff update

9:55 AM

Perry Piper, Environmental Health Specialist

6. Environmental Health presentation

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:55 AM

Craig Cox, Deputy County Counselor

Attachment: 05-06-21 tentative agenda (10451 : Tentative Agenda)

8. Tax sale contracts

11:00 AM Greg McHenry, Appraiser

9. 2022 Appraiser's Office Budget Request

11:10 AM Dennis Cook, Aggieville Business Association

10. 2022 Aggieville Business Association Appropriation Request

11:20 AM Jason Smith, Manhattan Area Chamber of Commerce

11. 2022 Chamber of Commerce Appropriation Request

11:30 AM Robbin Cole, Pawnee Mental Health Services Director

12. 2022 Pawnee Mental Health Services 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 10, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:00 AM

Amanda Smeller, Planning/Special Projects Director

2. NG911 update

10:10 AM

John Ellermann, Public Works Director/County Engineer

3. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

5. 2022 Riley County Historical Museum Budget Request

11:15 AM

Brent Bowman

6. Space study presentation

Attachment: 05-10-21 tentative agenda (10451 : Tentative Agenda)

- 12:00 PM County Officials Luncheon**
- 1:15 PM Dalanna Nichols, Court Administrator**
7. 2022 District Court Budget Request
- 1:25 PM Patrick Gormely, Riley County Genealogical Society**
8. 2022 Riley County Genealogical Society Appropriation Request
- 1:35 PM Edward Eastes, Animal Shelter**
9. 2022 Animal Shelter Appropriation Request
- 1:45 PM David Adams, EMS/Ambulance Director**
10. 2022 EMS/Ambulance Budget Request
- 1:55 PM Julie Gibbs, Health Department Director**
11. 2022 Health Department Budget Request
- 2:10 PM Kevin Howser, IT/GIS Director**
12. 2022 IT/GIS Budget Request
- 2:15 PM Michael Boller, Noxious Weed Director**
13. 2022 Noxious Weed/HHW Budget Request
- 2:20 PM Brenda Jordan, Indigent Defense Panel**
14. 2022 Indigent Defense Panel Contract Request
- 2:30 PM Erica Christie, Three Rivers, Inc.**
15. 2022 Three Rivers Inc. Appropriation Request

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, May 11, 2021 (GM).

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: May 3, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 05.03.2021 (DOC)

PENDING COUNTY PROJECTS ▪ May 3, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



COUNTY TREASURER'S OFFICE
Press Release

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

MEMORANDUM

FROM: Shilo Heger

MEETING: May 3, 2021

SUBJECT: Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (3 minutes)

PRESENTER: Shilo Heger

Real Estate and Personal Property Tax 2nd Half Payments

- ❖ Due Date: May 10, 2021
 - **Tax payments must be postmarked by this date**
 - Interest will start accruing on May 11th
- ❖ No motor vehicle transactions may be processed if personal property taxes, intangible taxes, watercraft taxes, 16/20m truck taxes, or oil/gas taxes are delinquent after May 10th
- ❖ We offer several ways to pay:
 - Drop box on the front of the building
 - Online - credit/debit card or E-Check: www.rileycountyks.gov
 - Credit/Debit card payments will incur 2.5% + \$2.00 convenience fee on the amount charged
 - E-Check will incur a \$2.00 processing fee per transaction
 - Pay through the telephone by credit/debit card - 1-800-272-9829 - convenience fee will be added
 - By mail if postmarked by May 10th, 2021

- ❖ Call our office at 785-537-6321 if you have any questions or if you need any additional information

Enclosures:



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: May 3, 2021

SUBJECT: Riley County Health Department Request for Approval to Apply for Impact Grant through the Kansas Health Foundation

PRESENTER: Julie Gibbs

BACKGROUND

Increasing attendance at prevention programs such as vaccine clinics and health fairs can be challenging without some sort of incentive. Studies have shown that even small incentives can drive attendance at such events.

Riley County is a great place to live and work, however we also have some areas that need improvement. One of those areas is in access to food. We know that over 30% of our school age children are eligible for reduced cost or free meals. We also have seen a high attendance at free meal sights such as Common Table.

The Kansas Health Foundation offers Impact Grants. The focus is on health policy, systems or environmentally-focused (PSE) effort which demonstrates the opportunity to address health disparities in one or more of the impact areas and affects those who systematically experience greater obstacles to health.

DISCUSSION

The RCHD would like to apply for an Impact Grant through the KHF to address the concern of food inequity and at the same time be able to provide incentives to help drive our attendance at prevention programs.

We would ask for the full funding of \$25,0000. With this funding, we would be able to provide incentives such as gift cards to grocery stores and Farmers Markets, as well as fresh produce and hot meals. We would make these available at all of our prevention events such as vaccination clinics, testing events, health fairs, etc. Along with this, we will be able to evaluate which incentives work with different groups.

FISCAL IMPACT

There would be no fiscal impact to the county.

RECOMMENDATION(S)

Recommend that the BOH approve the request to apply for \$25,000 from KHF. (no signature required)

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:



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin Asst II

MEETING: May 3, 2021

SUBJECT: City of Manhattan Park 2020 Receivables Account Write-Off and 2021 Community Park Fund Allocation Request

PRESENTER: David G Willis, Parks Manager

BACKGROUND

- 1) Periodically the auditor request the County Commission write off uncollectible accounts in the Park Division accounts receivables. One purpose of this CAR is to recommend the Board of County Commissioners void the City of Manhattan's 2020 park account in the amount of \$3,042.05.
- 2) The County Park Advisory Board selected the community park projects at their last meeting. As shown in the attached spreadsheet. This year \$60,000 is set aside for community park purchases. The purchasing process will begin upon approval by the County Commission.

DISCUSSION

- 1) As stated in a letter to the City of Manhattan dated April 23, 1981 (see attached), the City of Manhattan will not receive an annual allocation of community park funds and in turn will not be billed for mowing, tree and grounds maintenance costs incurred by Riley County to maintain the outside facilities portion of CiCo park owned by the City of Manhattan. This contribution to the City of Manhattan is similar to the contributions made to each of the small communities (Riley, Leonardville, Ogden, Randolph, and University Park) in Riley County.
- 2) This year \$60,000 is allocated in the county park budget for community park purchases. This is a significant revenue source for the small cities and communities in Riley County. Many of the improvements made to their community parks have been funded through the county park fund over the years. Several projects were proposed. The final list was selected by park board

representatives from each community.

FISCAL IMPACT

- 1) \$3,042.05 Write-off as per policy.
- 2) Staff recommends the 2021 community park purchases, as selected by the Riley County Park Advisory Board, be approved.

RECOMMENDATION(S)

- 1) Staff recommends the City of Manhattan's outstanding balance in the Park accounts receivable, in the amount of \$3,042.05, be written off as per auditor's instruction.
- 2) Staff recommends the 2021 community park purchases, as selected by the Riley County Park Advisory Board, be approved.

POSSIBLE MOTION(S)

- 1) I move to write-off the Park Fund accounts receivable charges assessed to the City of Manhattan for CiCo Park maintenance as presented in the amount of \$3,042.05 for 2020.
- 2) I move to approve the 2021 Community Park purchases as presented and recommended by the Riley County Park Advisory Board.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- City of Manhattan Letter on CiCo Park and RC Resolution (PDF)
- 2020 City of Manhattan Statement (PDF)
- 2021 Community Park Allocation Request (PDF)



Cooperative Extension Service

16.a

Riley County Extension Office
Box 987, 105 North Fifth
Manhattan, Kansas 66502
913-776-4781

April 23, 1981

Bruce McCallum
Director of Services
City of Manhattan
City Hall, 11th & Poyntz
Manhattan, KS 66502

Dear Bruce:

I have visited with Dan Harden and the County Commissioners regarding our conversation about the County payment to the City from the Park budget.

As we discussed, we will not send over the usual payment and in turn will not bill any of the mowing or tree and grounds care and maintenance back to the City. This will certainly simplify bookkeeping and the money will definitely stay in Manhattan and be invested in CiCo Park.

Of course, snow removal and any parking lot maintenance will be billed to the three way split.

I guess we'll meet with you next week regarding the placement of the water hydrants along Wreath.

Sincerely,

James L. Lindquist
County Extension Director

JLL:jal

cc/County Commissioners
Dan Harden
Rod Meredith

RESOLUTION NO. 053101-25

copy

A RESOLUTION DECLARING VOID A
CERTAIN ACCOUNT RECEIVABLE

WHEREAS, at one time Riley County made an annual payment to the Park Department of the City of Manhattan, and in that same year would receive a reimbursement from the City of Manhattan for maintenance costs incurred by the County in maintaining a portion of CiCo park owned by the City, and

WHEREAS, in April of 1981 the County and the City agreed that the County would not make a payment to the City Park Department and in return the City would not reimburse the County for maintenance of City property in CiCo Park, and

WHEREAS, the Riley County Park Department financial records show an account receivable from the City for the maintenance costs which is in fact not owing and should be declared void.

NOW THEREFORE, BE IT RESOLVED that the account receivable in the amount of \$991.90 from the City of Manhattan is declared void and is hereby stricken from the accounts of the Riley County Parks Department.

PASSED AND APPROVED by the Board of Riley County Commissioners this 31st day of May, 2001.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Russell A. Frey
CHAIR

Colin A. Johnson
MEMBER

Paul Newsome
MEMBER

ATTEST:

Rich Vargo
Rich Vargo, Riley County Clerk





Riley County Public Works
6215 Tuttle Creek Blvd.
Manhattan, Kansas 66503
(785) 537-6330

Statement

DATE

12/31/2020

TO:

Manhattan, City of/Parks
(DO NOT MAIL)

DUE DATE

AMOUNT DUE

AMOUNT ENC.

01/31/2021

\$3,042.05

			DUE DATE	AMOUNT DUE	AMOUNT ENC.
			01/31/2021	\$3,042.05	
DATE	TRANSACTION			AMOUNT	BALANCE
12/31/2019	Balance forward				3,043.62
02/29/2020	INV #0220-68R&B.			274.03	3,317.65
02/29/2020	INV #0220-81R&B.			78.34	3,395.99
03/31/2020	INV #0320-48R&B.			882.48	4,278.47
04/30/2020	INV #0420-34R&B.			61.67	4,340.14
04/30/2020	INV #0420-75R&B.			62.09	4,402.23
05/07/2020	PMT BOCC Approved 5/7/2020			-3,043.62	1,358.61
05/31/2020	INV #0520-33R&B.			30.83	1,389.44
05/31/2020	INV #0520-73R&B.			43.87	1,433.31
05/31/2020	INV #0520-86R&B.			137.81	1,571.12
06/30/2020	INV #0620-40R&B.			101.39	1,672.51
06/30/2020	INV #0620-61R&B.			39.84	1,712.35
06/30/2020	INV #0620-77R&B.			38.25	1,750.60
06/30/2020	INV #0620-95R&B.			364.86	2,115.46
07/31/2020	INV #0720-29R&B.			88.70	2,204.16
07/31/2020	INV #0720-46R&B.			47.26	2,251.42
08/31/2020	INV #0820-46R&B.			47.25	2,298.67
08/31/2020	INV #0820-64R&B.			163.44	2,462.11
08/31/2020	INV #0820-86R&B.			39.84	2,501.95
09/30/2020	INV #0920-47R&B.			47.26	2,549.21
10/31/2020	INV #1020-97R&B.			360.38	2,909.59
12/31/2020	INV #1220-80R&B.			132.46	3,042.05
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
132.46	0.00	360.38	47.26	2,501.95	\$3,042.05

Director of Public Works _____

2021 Riley County Community Park Allocations

	Requested	Approved		Requested	Approved
RANDOLPH			RILEY		
new sign and lighting for the flag pole	\$ 1,000	\$ 1,000	redo the camera system at the City Pool	\$ 1,600	\$ 1,600
bathroom lightening	\$ 1,000	\$ -	PVC border for city park	\$ 4,800	\$ 4,800
retaining wall and fence	\$ 17,000	\$ 14,886			
	\$19,000	\$ 15,886		\$ 6,400	\$ 6,400
LEONARDVILLE			OGDEN		
bathroom led lights with vandal resist & toadstool lighting	\$ 1,600	\$ 1,600	4 disc golf baskets	\$ 1,880	\$ 1,880
tennis court electricity	\$ 400	\$ 400	slide	\$ 5,944	\$ 8,758
			geo dome climbing	\$ 1,255	\$ 1,255
			replacement harness for ada swing	\$ 75	\$ 75
			infant swing	\$ 146	\$ 146
	\$ 2,000	\$ 2,000		\$ 9,300	\$ 12,114
UNIVERSITY PARK			KEATS		
small childrens playground set	\$ 3,600	\$ 3,600	perennials	\$ 500	\$ 1,000
five park benches	\$ 4,500	\$ 4,500	irrigation and controller for flower bed	\$ 1,000	\$ 2,400
pvc border	\$ 2,500	\$ 3,500		\$ 1,500	\$ 3,400
cushion for playground	\$ 3,000	\$ 3,000	FAIRMONT		
			disc golf signage	\$ 3,000	\$ 2,500
			t signs, t markers,	\$ 4,500	\$ 1,500
			concrete for fairmont	\$ 3,000	\$ 1,600
	\$ 13,600	\$ 14,600		\$ 10,500	\$ 5,600
			Requested Total		\$ 62,300
			Approved Total		\$ 60,000



COUNTY CLERK & ELECTIONS
Presentation

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

MEMORANDUM

FROM: Alice Massimi
MEETING: May 3, 2021
SUBJECT: Public Information Officer Project Update
PRESENTER: Alice Massimi

The purpose of this presentation is to update you on what I have been working on in the almost four months since I began and the projects I am currently working on.

To get a sense of how each department currently communicates with Riley County citizens, I met with most department heads. I learned there are numerous social media accounts, groups, and in some cases, separate web pages that have been created by various departments and programs throughout the county. There is not much consistency across the multiple accounts, so I will be working on improving that. I also spoke with the department heads regarding their communication needs and what messages they would like to be communicated to the citizens of Riley County.

Much of my time the past several months has been focused on Riley County Health Department's administration of the COVID-19 vaccine. One of the things I noticed was inconsistencies in messaging that were confusing the community and causing some undue stress. This was addressed, and while some miscommunication still existed, I think we were able to get a better handle on what the public was being told about vaccine eligibility, etc.

I've also continued to issue press releases; at first, it was three times a week, but as the rate of positive patients has continued to drop, we are now issuing press releases one day a week on Wednesdays.

At first, the focus was on ensuring the clinics operated smoothly and people were given the information they needed to sign-up; as the vaccination rate has fallen off, we are now shifting to campaigns to encourage those who have not yet been vaccinated to get vaccinated. This will include video messages from members of the community. Some of the videos will be in Spanish to ensure we reach the Spanish-speaking community in Riley County.

Most recently, I've helped RadxUP, which is a group funded by a National Institute of Health grant focused on serving underserved populations in our community. We've been concentrating on the Spanish-speaking community and figuring out the best ways for our messages to reach them. This has included meeting with some area Spanish publications as well as going door to door.

Not vaccine-related, the health department received a grant last year to work on their branding and marketing, so I have been working closely with that effort. I've met with Health Department supervisors, and with their input, we are creating a social media plan. This will allow us to have an organized and purposeful communication strategy.

Across the county, there needs to be continuity in messaging and branding, similar to what the Health Department is working on.

I've also been working with the Riley County Fire District #1 to promote the hard work of their volunteers. Easter weekend volunteers hopped from fire to fire, cumulatively more than 1,000 acres burned. Thanks to the volunteer fire district, no structures were damaged, and no one was injured. I issued press releases informing the public of road closures and also touting the work of the fire district.

Now that the vaccine is not taking as much of my time, Kevin Howser and I are spearheading a website redesign. Before we can move forward, we have to, in essence, clean up the website. I have been meeting with each department head to go through their respective department's content on the website. Some of it is very outdated, and we have updated and deleted unneeded and incorrect information.

Overall I think we are working through a bit of a learning curve as I share with them how I can assist them with their messaging, which is not just social media. Whether it's a press release, a letter to community members, a media inquiry, updating their website, I am happy to help.

I've also acquired some essential equipment that will allow me to shoot and edit videos and create graphics.

Next, we are working on a social media moderation policy for those who use our social media and an update of our social media personnel policy.

I'm also working on some social media protocol and procedures for all employees to use going forward to streamline the process.

Enclosures:

- RILEY COUNTY PUBLIC INFORMATION OFFICER UPDATE (PDF)



PUBLIC INFORMATION OFFICER UPDATE

MEET WITH DEPARTMENT HEADS

- NUMEROUS SOCIAL MEDIA ACCOUNTS, GROUPS, AND SOME WEBSITES
- NO CENTRALIZED LIST OF PLATFORMS BEING USED ON RILEY COUNTY'S BEHALF AND HOW TO GAIN ACCESS
- NOT A LOT OF CONSISTENCY
- COMMUNICATION NEEDS/ GOALS





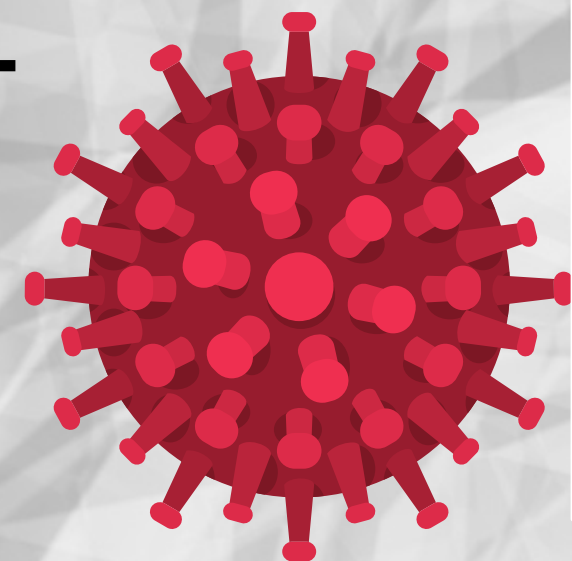
RILEY COUNTY HEALTH DEPARTMENT COVID-19 VACCINE PROGRAM

- **INCONSISTENT MESSAGING IN REGARD TO
VACCINE ROLL-OUT, ELIGIBILITY, AND
ADMINISTRATION**
- **PRESS RELEASES: 3X /WEEK REDUCED TO
1X/WEEK**
- **FAQ SHEET FOR HEALTH DEPARTMENT
EMPLOYEES TO ENSURE CONSISTENT
MESSAGING**
- **SOCIAL MEDIA MESSAGING**
- **FB LIVE EVENTS**



COVID-19 VACCINATION MESSAGING

- **CHANGED AS THE VACCINATION RATE HAS
DRASTICALLY DECREASED**
- **VIDEO MESSAGES IN ENGLISH AND SPANISH
FROM MEMBERS OF THE COMMUNITY**
- **OUTREACH TO SPANISH-SPEAKING
COMMUNITY AND RESEARCH ON MOST
EFFECTIVE METHODS**



RILEY COUNTY BRANDING

- HEALTH DEPARTMENT
BRANDING AND MESSAGING
GRANT
- NEED CONTINUITY ACROSS THE
COUNTY

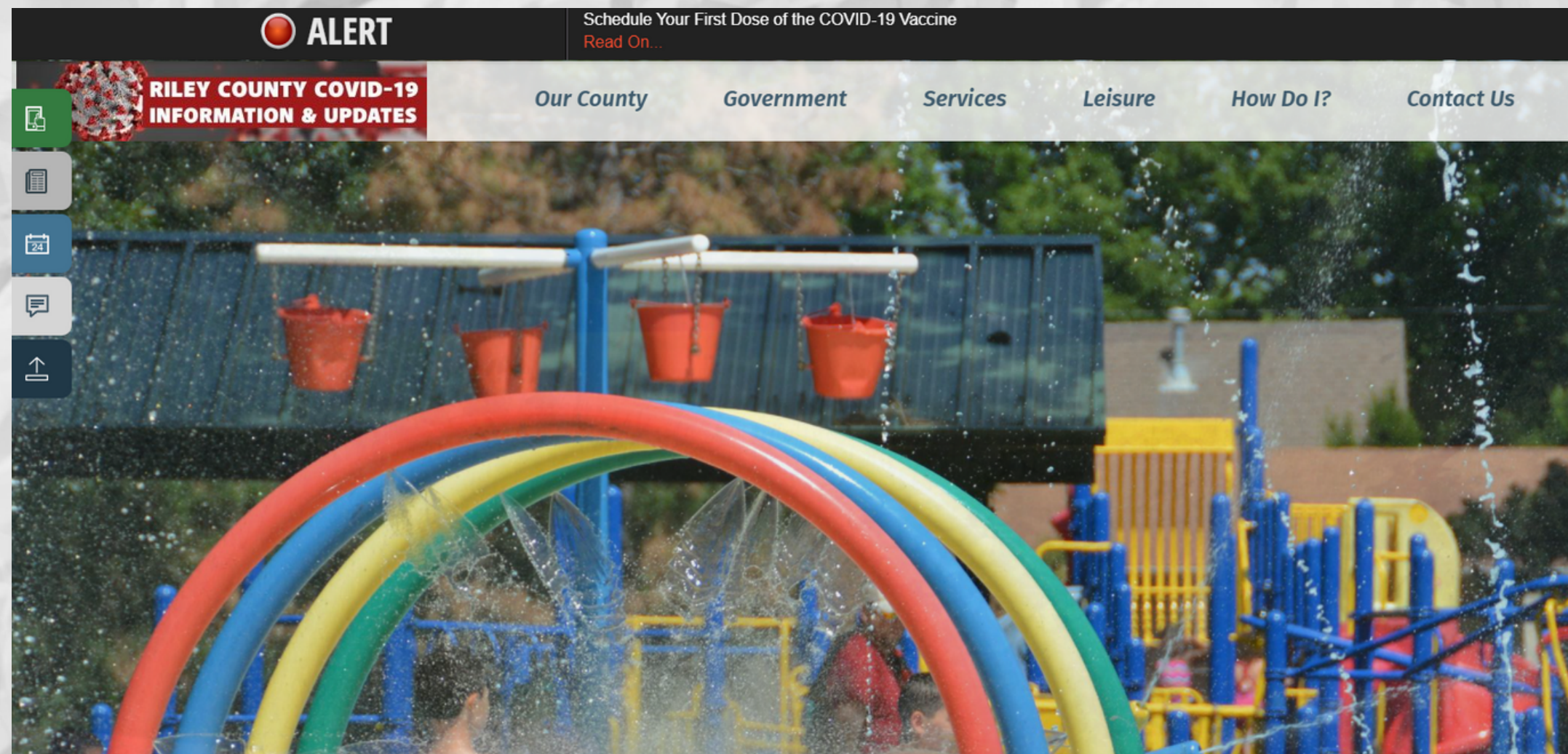


RILEY COUNTY FIRE DISTRICT #1

- EASTER WEEKEND FOUGHT A TOTAL OF 3 FIRES IN RILEY COUNTY
- NO STRUCTURES DAMAGED OR INDIVIDUALS INJURED
- COMMUNICATED WITH THE COMMUNITY ABOUT ROAD CLOSURE AND HIGHLIGHTING THE HARD WORK AND ENDLESS HOURS VOLUNTEERS DEDICATE TO FIGHTING FIRES IN RILEY COUNTY



WEBSITE REDESIGN



- NEED TO FIRST CLEAN UP CONTENT
- MEETING WITH DEPARTMENT HEADS INDIVIDUALLY TO COMB THROUGH THEIR DEPARTMENT WEB PAGES TO UPDATE AND DELETE INFORMATION

HERE TO HELP

PRESS RELEASES
SOCIAL MEDIA
PRESS INQUIRIES
WEBSITE MANAGEMENT

UP NEXT...

SOCIAL MEDIA MODERATION POLICY
SOCIAL MEDIA PERSONNEL POLICY
SOCIAL MEDIA PROTOCOL AND BEST
PRACTICES
UPDATE MISSION STATEMENT
REVISIT RILEY COUNTY LOGO





OUTSIDE AGENCY
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: May 3, 2021

SUBJECT: Updating the 2017 food system assessment and development of the Master Food Plan

PRESENTER: Vickie James, Co-Coordinator of the FHWC BCBSKS Pathways to a Healthy Kansas and Riley County and City of Manhattan Food and Farm Council Coordinator

POSSIBLE MOTION(S)

Move to approve updating the 2017 food system assessment and development of the Master Food Plan and sign a letter of support.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 05-03-21 letter of support (PDF)



May 3, 2021

To: Food and Farm Council of Riley County and City of Manhattan

Attention: *Vickie James, Council Coordinator and Sharolyn Jackson, Council Chair*

Re: Master Food Plan Development

To the Food and Farm Council: This is to express the County Commission support for the local food system Master Food Plan development. The presentation provided on February 18th, 2021 by 2 members of the Riley County and City of Manhattan Food and Farm Council and Coordinator, Vickie James, outlined the purpose, goals, and process for this work. We understand **The Riley County and City of Manhattan Master Food System Plan and Process will be:**

- Led by our local Food and Farm Council (FFC) in collaboration with Riley County, City of Manhattan, and (in process of contracting) New Venture Advisors as consultants to form a Master Food Plan Leadership Team. The funding to support this work is made possible by the BCBSKS Pathways to a Healthy Kansas initiative, a grant received by the Flint Hills Wellness Coalition in 2020.
- An inaugural long range strategic plan for our local food system
 - A 10-year plan for the development of a more healthful local food system
 - Inclusive in addressing all sectors of the food system
 - Inclusive of local food system network of partners
- A tool, created with a Health in All Policies focus, to be used for informing and guiding local government decision making with local food system issues.
- Developed with an equitable authentic engagement process of our community residents. that includes easy access to the final plan.
- An opportunity to create a more healthful, sustainable local food system that can offer health, environmental, social, and economic benefits to our community.
- Presented for adoption by the County Commission with a request to include in the Vision 2025- The Comprehensive Plan for Riley County, and presented to the City Commission with a request to include in the Manhattan Urban Area Comprehensive Plan.

The County Commission understands that a local food system assessment was completed in 2017 and the above noted work will include updating the assessment using both secondary data and primary locally accessed data sources. We support the work being equitable and inclusive, including a review of how the food system impacts populations of focus (Populations of focus may include racial and ethnic minorities, including persons of Black, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander races and persons Hispanic ethnicity; rural/urban residents; children; pregnant women; persons who are LGBTQIA+; older adults; persons with chronic illnesses; persons with housing instability or who are homeless; immigrant populations; displaced persons; persons with limited English proficiency; persons with low literacy; persons with low income; persons with disabilities; and others.”).

We understand the local food system is complex and support an authentic engagement process to hear from our community. We acknowledge this will require the enlistment of key stakeholders and the food system network of partners. These partners will be instrumental in assisting with identifying spaces and places, key access points of contact to hear from our community. As shared with the County, we understand the Food and Farm Council has a network of over 50 food system partners, including local producers, public health agencies, hunger relief advocates, food retail, Kansas State University, Fort Riley, educators, transportation, housing, waste management operations, at risk population supporting agencies, and mental health advocates. These partners self-identify with their skill set and advocacy by participating on Community Action Teams (CATs) monthly for the purpose of working alongside the FFC to meet goals to reduce food insecurity, reduce food waste and related solid waste and increase food system education to make it easier to access healthy, affordable foods.

The County Commission appreciates the intensity and detail of this work and supports the contracting of a consulting firm, as feasible, to offer strategic direction and technical assistance to the FFC and the Master Food Plan Leadership Team. Advice and guidance for community engagement strategies, assisting with survey and focus group efforts, and drafting goals, objectives, and action steps for the plan are sound practices to ensure a simple, realistic plan for our community.

We appreciate all the efforts being put forth to create a dynamic and sustainable community food system. The planning process is an opportunity to provide a comprehensive approach to food system effort, identifying policy solutions that influence how food is produced, processed, distributed, stored, transported, purchased, and consumed. The County Commission looks forward to continuing to work together in partnership with the Food and Farm Council on this initiative.

Sincerely,

John Ford, Chairman

Greg McKinley, Commissioner

Kathryn Focke, Commissioner



PLANNING & DEVELOPMENT
Presentation

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller & Bob Isaac

MEETING: May 3, 2021

SUBJECT: Land Development Regulations project update

PRESENTER: Amanda Smeller & Bob Isaac

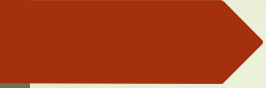
Enclosures:

- Overview BOCC 4-23-2021 (PPTX)

Land Development Regulations

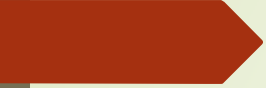


PLANNING & DEVELOPMENT



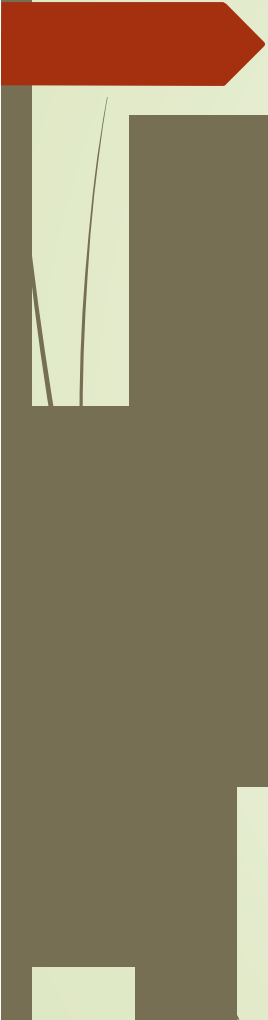
Background

- ü Board of County Commissioners approved \$150,000 to hire a professional consultant to do the project
- ü It was decided to combine the Zoning Regulations, Floodplain Regulations and Subdivision Regulations into one document and call it Land Development Regulations for simplicity
- ü Elizabeth Garvin with Safebuilt was hired as the consultant
- ü Project kicked off May 2016 with a Project Diagnosis and Annotated Outline by consultant



GOAL #1 Clean up existing regulatory documents

- Remove inconsistencies, contradictory language/requirements, redundancies, outdated concepts, unnecessary steps, etc.
- Re-organize the structure of the regulations to provide clarity, minimize confusion and make them easier to navigate
- Add new options that provide convenience and options to properly develop/redevelop property



GOAL #2 Implement the goals and objectives of the Vision 2025 Comprehensive Plan

- Preserve and enhance the efficient utilization of rural land for agricultural purposes
- Promote development that is compatible with the rural character of Riley County
- Ensure development occurs in a manner which is respectful of the county's environment and natural resources
- Allow for the development of a diversity of housing types, sizes, and price levels to meet the changing needs of all residents

Goal #3 Streamlined Zoning Districts

There are currently 20 zoning district types:

Zone District	Number of Parcels	Total Acreage	Percentage of Overall County Acreage
Agriculture (AG)		306,994	96.893%
Single Family 1 (10,000) (SF-1)	1173	1156	0.365%
Single Family 2 (6,500) (SF-2)	916	359	0.113%
Single Family 3 (6,500) (SF-3)	627	579	0.183%
Single Family 4 (2 acres) (SF-4)	205	978	0.309%
Single Family 5 (2 acres) (SF-5)	228	1636	0.516%
Two Family Residential (B-1)	14	19	0.006%
Multiple Family Residential (B-2)	3	79	0.025%
Detached Multiple Family Residential (B-3)	4	14	0.004%
Neighborhood Business (C-1)	0	0	0.000%
Shopping Center (C-2)	0	0	0.000%
General Business (C-3)	10	8	0.003%
Highway Business (C-4)	122	449	0.142%
Industrial Park (D-1)	1	16	0.005%
Light Industrial District (D-2)	24	87	0.027%
Heavy Industrial District (D-3)	30	1968	0.621%
Airport Noise-Hazard District (N-1)	25	216	0.068%
Planned Unit Development (PUD)	136	96	0.030%
University Development (U)	15	2181	0.688%

Goal #3 Updated Zoning Districts

- Created zoning district purpose statements
- Included Corridor Overlay Districts for the Gateway K-I77 and Eureka Valley/K-18 Corridor
- Consider consolidation of districts & “retirements”
 - Ø Reduced five single family residential districts down to three
 - Ø Reduced four commercial districts down to two
 - Ø Reduced four industrial districts down to two
 - Ø Revamped the Planned Unit Development district process
 - Ø Retired the N-1 district in favor of an Airport Overlay District

Goal #4 Created a consolidated Use Table

Description of classification system

Table 5-1: Land Uses														
Use Category	Residential Zoning						Non-Residential Zoning						Additional Standards	
Use Subcategory	SF-1	SF-2	SF-3	TF	MF	MHP	C-1	C-2	I-1	I-2	AG		U	
Use Type											General	RUD	KSU Owned	KSU Affiliate
Specific Land Use														
Residential														Section
Household Living														
Single-Family, Agricultural											P	P	P	3.24
Single-Family, Non-Agricultural														
Site Built	P	P	P	P	P	P	P	P	P	P		P	P	4.3, 4.7, 4.14, 4.15, 4.16, 4.17, 5.2
Manufactured Home			P			P								
Manufactured Home, Residential-Design	P	P	P	P	P	P						P	P	4.3
Modular Home	P	P	P	P	P	P						P	P	C
Mobile Home						P								
Other Household Living														
Two-Family	P	C	C	P	P								P	C
Multi-Family					P								P	C
Accessory Apartment	P	P	P	P	P						P	P		4.3, 5.2
Secondary Dwelling	C	C	C	C	C						C			
Group Living														
Fraternity/Sorority House					P								P	C
Group Home	P	P	P	P	P	P					C	P	P	4.3
Sheltered Care Facility					P						C		P	C
Civic and Institutional														
Cultural, Social and Health Services														
Assembly, Institutional	S/C	S/C	S/C	S/C	S/C	S/C	P	P	P	P	S/C		P	C
Child Day Care														

Goals #3 and #4

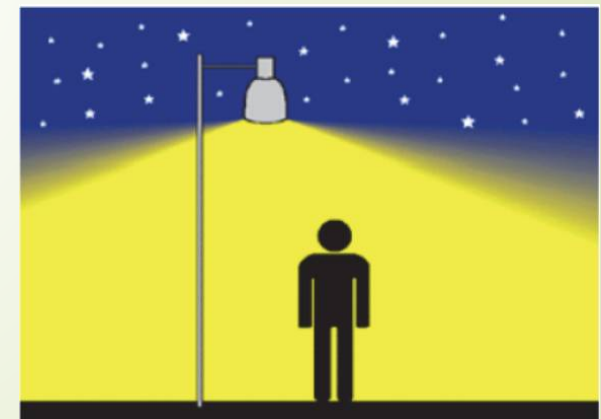
1. Established a standardized system for interpretation of uses
2. Reviewed and revised use allocation
 - ✓ Reviewed uses permitted in each district
 - ✓ Eliminated the cumulative zone system
 - ✓ Ensured appropriate level of approval required
3. Introduced more use specific standards
 - ✓ Site layout
 - ✓ Operation
 - ✓ Parking & Circulation
 - ✓ Building Appearance
 - ✓ Open Storage



Self-storage facility design options

Goal #5 Included Baseline Development Standards (new)

1. Parking and parking lot landscaping
2. Landscaping, screening and buffering
3. Fire buffering
4. Site layout
5. Natural resources and environmentally sensitive areas
6. Parks and open space
7. Trails and bikeways
8. Commercial lighting standards
9. Non-residential building design and massing



Goal #6 Enhanced Subdivision Regulations

- A. Clarified applicability, jurisdiction and exemptions
- B. Enhanced general standards
- C. Added new section describing additional studies and standards for improvements
- D. Fortified the procedures of the platting and replatting process
- E. Added lot splits and boundary lines adjustments as options
- F. Added signature certificates and notes required on final plats
- G. Referenced the Riley County Standards for Road Design in Platted Subdivisions



Goal #7 Overhaul the Floodplain Regulations

- A. Re-organized structure and clarified language to be more “user friendly”
- B. Added illustrations provided by the State of Kansas
- C. Proposed an increase of the freeboard from one foot above base flood elevation to two feet above base flood elevation
- D. Established the “regulatory floodplain”, which is comprised of the Special Flood Hazard Area. This area encompasses both the Floodway (FW) and Floodway Fringe (FF) Overlay Districts.
- E. Included specific criteria for approving variances for agricultural structures



Goal #8 Updated the Definitions

- Defined all uses and key terms
- Included illustrations for additional clarity
- Incorporated into document as a glossary



Annotated Outline of Proposed New Land Development Regulations

Article 1 – General Provisions

Recommended Changes

- ✓ Add “relationship to other regulations” section, how laws work with each other
- ✓ Add a private agreements section- between zoning and 3rd party agreements
- ✓ Add a transitional provisions section – identifying current and recent regulations

Organization

1. Purpose and Intent
2. Citation and Title
3. Statutory Authority
4. Applicability and Jurisdiction
5. Coordination with Fort Riley
6. Exemptions for Agricultural Uses
7. Severability
8. Relationship to Comprehensive Plan
9. Transitional Provisions(NEW)

Article 2 – Review and Decision-Making Bodies

Description, Roles and Responsibilities:

1. Summary Table of Decision-Making and Review Bodies (NEW)
2. Board of County Commissioners (NEW)
3. Planning Board (RCPB/BZA and MUAPB) (NEW)
4. Director of Planning and Development (NEW)

Article 3 – Review and Approval Procedures

Recommended Changes

- ✓ Establish section of common procedures
- ✓ List procedures for text and zoning map amendments
- ✓ Create a procedure for amending VISION 2025 as necessary
- ✓ Revise the PUD process
- ✓ Identify conditional use approval process
- ✓ Add the platting process and add new subdivision procedures

Organization

1. Land Development Process
2. Pre-Application Conference (NEW)
3. Public Hearing Notice (NEW)
4. Standard Procedures and Requirements (NEW)
5. Regulation Text Amendment
6. Zoning Map Amendment (Rezoning)
7. Administrative Adjustment (NEW)
8. Exceptions (NEW)
9. Variances
10. Appeals
11. Conditional Uses

Article 3 – Review and Approval Procedures

Recommended Changes

- ✓ Establish section of common procedures
- ✓ List procedures for text and zoning map amendments
- ✓ Create a procedure for amending VISION 2025 as necessary
- ✓ Revise the PUD process
- ✓ Identify conditional use approval process
- ✓ Add the platting process and add new subdivision procedures

Organization

- 12. Special Uses
- 13. Site Plans
- 14. Vacation (easements, rights-of-way, etc.)
- 15. Building Permits
- 16. Sign Permits
- 17. Development Agreements (NEW)
- 18. Agricultural Exemption
- 19. Licenses
- 20. Lot of Record Determination

Article 4 – Zoning Districts

Recommended Changes

- ✓ Revise the zoning district line-up
- ✓ Add purpose statements for all districts
- ✓ Update the uses

Organization

1. Explanation of Official Zoning Map
2. Zoning Hierarchy
3. Interpretation of District Boundaries
4. Establishment of Districts and Purpose Statements
5. District-Specific Regulations
6. Layout and Dimensional Standards
7. Planned Unit Development
8. Updated Floodplain Regulations
9. Airport Overlay District
10. Corridor Overlay Districts

Article 5 – Use Regulations

Recommended Changes

- ✓ Create consolidated use table
- ✓ Eliminate current cumulative zoning
- ✓ Clean-up classification of permitted and conditional uses
- ✓ Consolidate use-specific, accessory, temporary and nonconforming uses
- ✓ Identify administrative process for interpreting new uses

Organization

1. Permitted Use Table (NEW)
2. Use-Specific Regulations
3. Accessory Buildings, Uses & Structures
4. Temporary Uses & Structures
5. Home Occupations
6. Nonconformities
7. Special Events

Article 6 – Development Standards

Recommended Changes

- ✓ Determine which VISION 2025 goals should be made into development standards
- ✓ Enhance existing development standards and create new ones
- ✓ Address natural resource protection concerns
- ✓ Address maintenance and enforcement concerns

Organization

1. Steep Slope Development (NEW)
2. Riparian & Agricultural Buffers
3. Erosion Prevention/Sedimentation (NEW)
4. Parking, Loading and Access Drives
5. Landscaping, Buffering, Screening (NEW)
6. Design Standards (Enhanced)
7. Parks & Open Space
8. Fire Suppression (NEW)
9. Exterior Lighting
10. Signs
11. Agriculture Protection Easement

Article 7 – Subdivision Design

Recommended Changes

- ✓ Identify all necessary subdivision design requirements
- ✓ Specify requirement guarantees and agreements
- ✓ Reference Riley County Standards for Roadway Sign in Platted Subdivisions

Organization

1. Applicability
2. Subdivision Standards
3. Streets (physical street design requirements removed in lieu of a reference to RC Standards for Roadway Design in Platted Subdivisions)
4. Required Studies (e.g. Stormwater Drainage, Traffic Study, Noise Study, etc.)
5. Standards for improvements
6. Procedures for platting
7. Replatting
8. Certificates on plats (NEW)

Article 8 – Violations, Enforcement & Penalties

Recommend Changes:

LDR should include more specific provisions about violations, enforcement, and penalties

Organization:

1. Restructured section, added enforcement procedures, update terms
2. Updated/clarified language regarding Remedy and Enforcement Powers
3. Included sections for appeals and effect of compliance



Article 9 – Definitions

Recommend Changes:

Review, keep, combine, eliminate definitions and place at end of LDR

Organization:

1. General Definitions - some with illustrations
2. “Packaged” definitions for Airport Overlay District, Floodplain, Sexually Oriented Businesses and Signs



DRIVEWAY STANDARDS FOR THE UNINCORPORATED AREAS OF RILEY COUNTY

Organization:

1. Document adopted by separate resolution along side of LDR; easier to amend if necessary
2. Referenced in the LDR for specific types of development
3. Focuses primarily on width, clearance, surface type and grade

Questions





COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 3, 2021

SUBJECT: 2022 Big Lakes Developmental Center Appropriation Request

PRESENTER: Lori Feldkamp, Big Lakes Developmental Center Director

Enclosures:

- Big Lakes 2022 (PDF)



**Big Lakes Developmental Center, Inc.
Riley County 2022 Appropriation Request
April 26, 2021**

Mission, Vision, Values

The mission of Big Lakes Developmental Center, Inc. is *to deliver quality services that promote choice, independence and inclusion for persons with intellectual and developmental disabilities*. Vision - *Providing opportunities for a full and meaningful life*. Values – *WE STRIVE: Support, Teamwork, Respect, Integrity, Valor and Enthusiasm*

Agency/Entity Description

Big Lakes Developmental Center, Inc. provides services for 214 adults and children with intellectual/developmental disabilities (I/DD) in Riley, Geary, Clay and Pottawatomie counties in Kansas since 1973. Services are provided 24 hours a day, 365 days a year. We currently employ 238 full and part-time staff positions (156 FTEs). Programs include:

- Adult Day Services
- Residential Services
- Center-Based Employment and Training
- Community Employment
- Case Management

Numbers served by county of origin:

Clay: 27
Geary: 33
Pottawatomie: 38
Riley: 106
Other: 10

Big Lakes is licensed by the Kansas Department of Aging and Disability Services/Community Supports and Programs. Big Lakes has training centers in Manhattan and Clay Center where we provide vocational training, job placement, employment, day activities and retirement services. The

Manhattan day program serves 123 individuals. The Clay Center day program serves 16 individuals.

Residential services are provided to 106 individuals. Big Lakes owns sixteen homes or duplexes in the Manhattan area that are located throughout the community and one home in Clay Center where varying levels of support are provided. Support is also provided to individuals who live in their own apartments in Manhattan, Junction City and Clay Center through our independent living program.

COVID-19 Budget Impact 2020:

Audited Expenses over Revenue for 2020: (\$490,227)

In last year's report, Big Lakes was projected to experience a loss \$455,000. This projection was fairly close to audited financial statements. While receiving the Paycheck Protection Program loan (PPP), which was forgiven in November, 2020 and a couple of COVID grants to cover revenue losses, expenses were a lot higher than normal. Hazard pay for direct support staff became necessary the entirety of 2020 to retain staff during the pandemic. Purchases of Personal Protective Equipment (PPE) disinfectant supplies and food costs all exceeded budgeted amounts.

COVID-19 Operations

Big Lakes operations were dramatically altered by this global health crisis. Day Services at our two centers in Manhattan and Clay Center were closed on March 20, 2020 and stayed closed for most clients until February 22, 2021. Day Services and supports were provided in residences, including our 17 group homes for 101 individuals. Thirty-nine clients, most enrolled in day services only, self-quarantined with families until April 5, 2021 when day services reopened for all clients. Big Lakes remains in Phase C of our Recovery Plan until such time that we can safely discontinue wearing masks and other safety requirements outlined Phase C. Attached is our Recovery Plan Matrix from April 1st with those requirements.

Big Lakes was successful in keeping COVID-19 out of our group homes until the very end of December, 2020. Thirty-two staff and 20 staff tested positive

in January. Five group homes were quarantined due to exposure to positive staff and three homes were placed in isolation for positive/symptomatic clients. One client passed away 12 days after testing positive. All other clients and staff were fully recovered by the first week of February.

Vaccination clinics were hosted by Big Lakes and administered by Walgreens starting in late January. By March 5th, 126 clients (90%) and 101 staff (60%) were fully vaccinated.

There have been no new cases of COVID-19 among staff or clients since the last week of January.

County Mil Levy Funds

County Mil Levy dollars are expended to support transportation services. Big Lakes maintains a fleet of 35 vehicles for 144 clients that provides daily transportation for our clients from 6am to 10pm, seven days a week. Vehicle type range from wheelchair accessible buses, large and small passenger vans and cars. The vehicles are utilized for employment, medical appointment and community activities during the day and community access in residential services on nights, evenings and weekends. Transportation services enable Big Lakes' to carry out its mission of choice, independence and inclusion for our clients.

The four county bus routes provide daily (M-F) transportation for 41 clients to and from the Manhattan and Clay Center Training Centers. These individuals are enrolled only in day services and not part of our residential program. The Big Lakes Riley County route bus has 11 regular riders. KDOT provides a stipend of \$10,000 per year to Big Lakes for operational expenses, under the 5310 program. Operational expenses for transportation services are paid for using county mil levy funds and fees paid by clients who utilize the transportation program.

Big Lakes encourages independence for our clients as much as possible through the use of public transportation systems (i.e. ATA Bus, taxis, and any other available transportation systems). ATA's demand response program works well for the few clients who can utilize it. However,

specialized transportation services, provided by Big Lakes, is critical for the majority of our clients due to the level of disability (physical, behavioral, intellectual capacity), the need for trained staff support, vehicle accessibility, flexibility of hours and affordability to the recipient.

The fixed route system ATA operates requires higher cognitive function to wait at bus stops and to make transfers. Most of our clients do not have intellectual capacity to navigate a route system. Many also require 24-hour supervision for their safety or the safety of others. Behavioral issues result in violation of ATA policy, loss of riding privileges and subsequent access to Big Lakes' services.

ATA demand response program charges by the ride and the majority of our clients would require a demand response trip at a higher cost. Clients who live outside Manhattan city limits would pay up to \$176 per month for two trips per day (to and from the center). They currently pay Big Lakes a \$50 flat fee for unlimited trips to and from the center, employment access, community outings, shopping and medical appointments.

Client receive income from Social Security that is well below poverty level and they cannot afford to pay for the full cost of transportation services without the subsidies provided by the counties. Most clients average \$700 per month in Social Security disability income to cover all their living expenses. This includes rent, food, utilities, transportation, clothing, etc. Medicaid does NOT pay for these basic living expenses.

99% of our clientele do not have the intellectual, physical and/or financial capacity to drive. Residential services must have vehicles available evenings, nights and weekends for use at each group home and provide access to independent living sites by support staff. Those same vehicles are used by the day program. Scheduled bus route services, available through public transportation, do not provide the flexibility of hours, supervision or affordability necessary for most our clientele. It is simply not possible for Big Lakes to not provide transportation and fulfill our mission and meet the needs of our clients.

2022 Budget Request

Big Lakes continues to apply and qualify for KDOT capital grants that utilize county mil levy as match to purchase/replace large capacity buses and vans/cars to meet the needs of our clients. Those grants require tax dollars to match the grant request. Big Lakes is not planning a large expansion of services in 2022. However, fuel prices are at an 8 year high and maintenance and insurance costs have steadily increased every year for the past three years. Big Lakes has incurred a loss each of the past three years in our transportation program. Our budget has been adjusted accordingly.

Big Lakes is requesting a 2% increase in the County Mil Levy appropriation for 2022. For Riley County, the amount requested is \$221,605.

Riley County Funding History			
2022	\$ 221,605	2.00%	Requested
2021	\$ 217,260	0.00%	
2020	\$ 217,260	2.00%	
2019	\$ 213,000	0.00%	
2018	\$ 213,000	0.00%	

2020 Transportation Operations Revenue/Costs (audited)			
	KDOT 5310 Operating Grant	\$ 10,000	
	Transportation Fees	\$ 14,295	
	County Mil Levies	\$ 542,109	
	2020 Transportation Revenue	\$ 566,404	
	2020 Transportation Expense	\$ 624,102	
	Program Gain/(Loss)	\$ (57,698)	
Transportation Gain/Loss History			
		2020	\$ (57,698)
		2019	\$ (76,680)
		2018	\$ (23,341)
		2017	\$ 9,395
		2016	\$ 65,377

2020 Total Miles Traveled	312,748
2020 Total Rides Provided	66,543

	2020	2020
	Mileage	Rides
Riley	143,858	41,575

Programs and Services Funding

Over 89% of Big Lakes funding is obtained through Federal, State, and County tax entities. Medicaid is the primary source (94%) of direct service funding through the Medicaid-Home and Community Based Service Waiver for the intellectual/developmentally disabled (HCBS/IDD). A 5% increase in the HCBS/IDD reimbursement rates was approved effective July 1, 2020. However, with the onset of the COVID-19 virus, this increase was eliminated by the allotments announced by the governor the end of June, 2020. A 7% increase is currently in the budget on the governor's desk for July 1, 2021. It is not known at this time whether she will sign or veto the bill the budget. On average, Medicaid rates have increased less than 1% per year for the past 25 years.

Big Lakes ability to increase revenue to offset cuts and increasing costs is severely limited. Fund raising and other grant opportunities are actively pursued. Most grants and donors will not pay for operational expenses or supplant Medicaid funds. They are primarily available for special projects or capital expenditures. In 2017, the Big Lakes Foundation launched a campaign called the "10in10" to start an endowment to assist with increased operational costs, the workforce crisis, leadership development and the lack of capacity to serve individuals coming off the waiting list. The Foundation determines the level of giving towards Big Lakes operations each January. In 2021, the Foundation gifted \$120,000 towards operational expenses to offset the loss in revenue the first quarter of 2021. At the present time, Big Lakes does not qualify for any more COVID grants for lost revenue or increased expenses.

Reimbursement rates are not adequate to provide competitive pay and benefits for direct support staff. The ability for Big Lakes to compete for qualified staff is severely disadvantaged and the impact is being felt due to large amount of staff openings. Due to our inability to fill vacant staff positions, Big Lakes stopped new admissions effective in May, 2016. Admissions are opened only to replace individuals who have left day and residential programs. Expansion of services is impossible until the

workforce shortage can be sufficiently addressed.

Waiting List for Services

The local and statewide waiting list continues to grow with no significant progress being made to address lack of funding by the state. The average wait time for services is increasing and is now 9+ years. Even if funded, Big Lakes cannot take new admissions due to the workforce crisis.

Waiting List - March, 2021		BLDC Waiting	
Big Lakes	96	by County - Riley	
Statewide*	4,542	34	
*Per March, 2021 KDADS HCBS Monthly Summary			

Goals for 2022

Our goal for 2022 is to continue to provide quality services for the individuals currently enrolled and transition to a post-COVID-19 service delivery model. **Recruiting and retaining quality staff is our biggest barrier to the delivery of quality services and why Big Lakes has limited new admissions.** Employee vacancies remain extremely high for Big Lakes and the human services field nationwide. The waiting list cannot be addressed until system capacity issues and the adequacy of the rates is acknowledged and addressed in a significant manner.

Conclusion

Big Lakes continues to need the support of all four counties it serves in 2022 to maintain a transportation program that is essential to people with intellectual disabilities served by Big Lakes. Without this support, Big Lakes could not provide the services and supports necessary for our clients. We are appreciative of the financial support received from Riley County.

Big Lakes Budget/Actual Expenses			
History & Projections			
2022	\$9.3 Million	Proj. Budget	4.99%
2021	\$8.9 Million	Budget (w/ COVID)	-12.81%
2020	\$10.2 Million	Includes \$1.7 million	5.74%
		in COVID relief funds	
2019	\$9.7 Million	Actual	3.96%
2018	\$9.3 Million	Actual	7.21%

BIG LAKES DEVELOPMENTAL CENTER, INC.	
2022 PRELIMINARY BUDGET	
Dated 4/15/21	2022
	BUDGET
INCOME	
Targeted Case Management	\$ 155,903
HCBS	6,703,799
Private Pay for Service (School/Individuals)	26,895
Maintenance Fees Room & Board	560,250
Transportation Fees	84,000
NEMT	38,000
Subcontract & Prime Mfg.	126,000
Endowment	120,000
Grant Income	15,000
Interest	32,000
Concessions	4,000
Miscellaneous	2,500
CDDO Assessment Fees	26,000
KDADS - ID/DD Contract	387,475
KDOT Grant	10,000
Riley County*	221,605
Geary County*	91,784
Pott County*	174,017
Clay County*	65,545
	\$ 8,844,773
*2% Increase Requested	
EXPENSES	
Salaries: Staff	\$ 5,289,964
Payroll Taxes: Staff & Clients	421,447
Wages Earned: Client	150,000
Fringe Benefits	1,281,854
Insurance: Worker's Comp	71,312
Insurance: Building/Grounds	78,073
Insurance: Vehicle	43,361
Insurance: General	8,417
Professional/Consultant/Outside Services	49,103
Staff Development	15,000
Data Processing	5,412
Legal & Accounting	14,000
Supplies: Personal	500
Supplies: Program	35,049
Supplies: Production	7,000
Supplies: Food	350,000
Supplies: Non-Food	10,000
Supplies: Décor	1,700
Supplies: Fire/Life Safety	15,000
Supplies: In House Training	4,879
Supplies: Medical	26,193
Supplies: Custodial	64,598
Supplies: Office	17,604
Supplies: Security	500
Postage	13,700
Communications	70,000
Utilities	215,061
Trash Services	12,859
Bldg: Repairs & Maintenance	90,000
Equip: Repairs & Maintenance	33,000
Vehicle: Repairs & Maintenance	105,000
Transportation: Gas/Oil	125,000
Transportation: Other	2,000
Real Estate Taxes (Specials)	11,000
Subscriptions/Publications	6,000
Bank Fees	5,500
Memberships/Dues/Licenses	34,000
Drug Testing	13,892
Background Checks	24,891
Travel for Business	2,500
Advertisement	3,600
Raw Materials & Parts	0
Equipment Expense >\$500	22,255
Equipment Expense <\$500	17,000
Video Camera Monitoring	0
Rental of Equipment	4,000
Emergency Assistance Fund	0
Community Education	9,577
Staff Recruitment	58,097
Concessions	0
Miscellaneous	0
Printing & Duplications	2,475
Client Recreation	2,000
Transportation Costs: Production	400
Depreciation	523,380
TOTAL EXPENSES	9,368,153
Increase(Decrease) Net Assets	
	\$ (523,380)



Pandemic Plan - Stage Five Recovery Matrix

Revised - April 1, 2021

Guidelines - All Phases		
<i>Adherence to State and Local government guidance and best practices for Long-Term Care Facilities</i>		
Hygiene	Health Precautions	Policy
* Strict adherence to Universal Precautions * Avoid touching face * Use elbow to cough/sneeze * Frequent disinfecting	* Daily temperature checks all locations * Proper use of face masks is MANDATORY for staff Clients who are able are encouraged to wear masks * Social Distancing is encouraged wherever possible * COVID-19 Vaccination is encouraged if not yet vaccinated	* Community outings/activities conducted within Health Precaution guidelines * Medical, dental and other health appointments, in compliance with Health Precautions - Telemed whenever possible * Community Employment/Contracts resume to the extent available * Authorized visitors allowed at all Big Lakes facilities, in compliance with Health Precautions
Recovery Phases		
<i>A Recovery phase may be reversed at any time in response to community health factors</i>		
<i>Timeframe for implementation to be determined</i>		
Phase A - 10/19/20	Phase B - 2/22/21	Phase C - 4/5/21
* <i>Limited</i> reopen of MATC & CCATC work centers * All group home clients continue to self-quarantine <i>with a rotating schedule attend work centers in segregated work area</i> * Day Only & Supported Living clients - <i>only those who comply with Hygiene and Health Criteria</i> * Client meets Health Criteria - No significant health conditions - No high risk behavioral issues * Temporary relocation of <u>some</u> residential clients - <i>segregation from self-quarantined group homes for community employment clients who return to work (case by case)</i> * Medical appointments <i>prioritized by critical nature and transportation/ staff availability</i> * Adherence to local guidelines on gatherings & health precautions	* <i>Expanded</i> opening of MATC, CCATC <i>limited interaction within programs and no community outings other than employment contracts and medical appointments</i> * Clients <u>not</u> fully vaccinated and/or non facemask compliant <i>participation and placement determined on case by case basis</i> * Group home clients who left services may return * Client travel to and from family home may commence 2/19/21 <i>if group home is not in quarantine</i> * Vaccinated Supported Living clients commence limited community outings <i>conducted safely within current health precaution guidelines</i> * All administrative staff return * Adherence to local guidelines on gatherings & health precautions	* Day Service Reopening - ALL clients eligible to return to Big Lakes services. <i>Programs and room assignments will change in response to COVID-19 data and individual safety</i> <i>Programs Without Walls is delayed to a later date</i> * Group home and day program community outings <i>conducted safely in compliance with health precaution guidelines</i> * Non-vaccinated client participation in community outings <i>limited to those who can comply with health precaution guidelines</i> * Authorized visitors to Big Lakes facilities commences <i>parents/families and those with a legitimate business reason may enter Big Lakes facilities, attend in-person meetings, etc. in compliance health precaution guidelines</i> * Continued use of technology, in the place of in-person meetings, is highly encouraged * Adherence to local guidelines on gatherings & health precautions
Stage Six - Return to Normal Operations - No Projected Date		
<i>All restrictions imposed during Pandemic are rescinded</i>		
<i>Return to pre-Pandemic operations, protocols, policies and procedures, etc.</i>		



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 3, 2021

SUBJECT: 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests

PRESENTER: Shilo Heger, County Treasurer

Enclosures:

- Treasurer memo 2022 (PDF)
- TREASURER 2022 (PDF)
- MV, Treas Tech memo 2022 (PDF)
- MOTOR VEHICLE 2022 (PDF)
- TREASURER TECH 2022 (PDF)

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6322
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

May 3, 2021

To: Riley County Commissioners
From: Shilo Heger, Riley County Treasurer
RE: 2022 Budget Presentation

Treasurer – Department 07 Budget

My largest expense are my personnel costs. We have had some turnover in the office so we currently have 3 employees in the Customer Service Rep I category. We have also added the lobby receptionist position.

After labor expenses, the next largest part of my budget is comprised of expenses required to fulfill my statutory requirements. These include the following:

- Legal Publications
- Tax Statement preparation and mailing
- Delinquent notice preparation and mailing

I have increased these areas slightly to cover any increases we may see from the vendors providing these services.

Other expenses that are necessary in the operation of the office have been kept consistent based on actual expenses. These include:

- Armor car service
- Photocopier lease
- General office supplies
- Printer supplies

Attachment: Treasurer memo 2022 (10753 : 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

Riley County Treasurer

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Treasurer	1	1	1	1
Tax Supervisor	1	1	1	1
Building Receptionist	0	0	0	1
Clerk Analyst II-MV/Tax	1	1	1	1
Clerk Analyst I-AP	1	1	1	1
Customer Service Rep I	2	2	2	3
Customer Service Rep II	4	4	5	4
TOTAL NUMBER OF EMPLOYEES	10	10	11	12
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 474,054	\$ 586,441	\$ 588,117	\$ 601,861
1005 Salaries (Overtime)	608	788	3,722	3,793
1504 FICA	34,583	43,120	45,276	46,333
1506 Health Insurance	102,517	119,230	129,494	132,335
1508 KPERS	46,944	56,439	58,415	59,960
1510 State Unemployment Tax	316	576	592	605
TOTAL PERSONNEL SERVICES	\$ 659,022	\$ 806,594	\$ 825,616	\$ 844,887
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 21,487	\$ 24,936	\$ 25,000	\$ 28,000
2030 Cell Phone allowance	780	780	780	780
2080 Printing/Duplication Services	906	963	1,000	1,500
2110 Advertising & Legal Publications	11,358	12,738	12,000	14,000
2124 Other Insurance	-	-	1,000	-
2200 Office Equipment Rental	4,251	4,214	4,500	4,500
2250 Armor Car Service	3,533	4,178	3,800	4,300
2490 Other Repairs & Maintenance	1,089	1,089	1,100	1,100
2550 Dues & Memberships	396	-	200	400
2990 Other Contract Services	1,200	1,200	1,200	1,200
TOTAL CONTRACTUAL SERVICES	\$ 45,000	\$ 50,098	\$ 50,580	\$ 55,780
COMMODITIES				
3010 Office Supplies	\$ 59	\$ 1,065	\$ 500	\$ 2,000
3032 Supplies - Printer	2,338	2,178	-	2,500
TOTAL COMMODITIES	\$ 2,397	\$ 3,243	\$ 500	\$ 4,500
CAPITAL OUTLAY				
4990 Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 706,419	\$ 859,935	\$ 876,696	\$ 905,167
TOTAL EXPENDITURES LESS PERSONNEL	\$ 47,397	\$ 53,341	\$ 51,080	\$ 60,280
TOTAL EXPENDITURES	\$ 706,419	\$ 859,935	\$ 876,696	\$ 905,167

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6320
Fax: 785-537-6320

E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

May 3, 2021

To: Riley County Commissioners

From: Shilo Heger, Riley County Treasurer

RE: 2022 Budget Presentation

Treasurer – Motor Vehicle Fund – Fund 130

The Motor Vehicle Fund is used to support the motor vehicle and driver's license aspects of the Treasurer's office. It is funded by the fees allowed by statute associated with vehicle registration, renewals, commercial vehicle registrations, and driver's license transactions. The balance in this fund as of December 31st is transferred to the General Fund the following May. The 2020 ending balance that will be transferred to the general fund is \$56,356.54.

Treasurer – Technology Fund – Fund 108

The Treasurer Technology Fund is used to provide technology to the Treasurer's office.

These budgets are presented to the Commission for information purposes only. The revenues collected in the motor vehicle fund are relatively flat. Last year we moved an employee from the motor vehicle budget to the treasurer's general fund budget. This has allowed much more flexibility to cover the costs associated with the motor vehicle operations. Some areas I have increased is postage due to the fact we have had an increase in online renewals and renewals by mail. I have also budgeted new printers and the queueing system to come out of motor vehicle.

Attachment: MV, Treas Tech memo 2022 (10753 : 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

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Fund #130
Riley County Motor Vehicle Fund

PERSONNEL	2019	2020	2021	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>EST</u>	<u>BUDGET</u>
Vehicle Supervisor	1	1	1	1	1
Asst. Vehicle Supervisor	1	1	1	1	1
Clerk Analyst II-Dr Lic	1	1	1	1	1
Customer Service Rep. II	2	1	1	1	1
Customer Service Rep. I	0	1	0	0	0
TOTAL NUMBER OF EMPLOYEES	5	5	4	4	4
BEGINNING CASH BALANCE					
Fund Balance	\$ 29,015	\$ 12,890	\$ 36,558	\$ 56,357	\$ 8,969
TOTAL BEGINNING CASH BALANCE	\$ 29,015	\$ 12,890	\$ 36,558	\$ 56,357	\$ 8,969
REVENUE					
300 Daily Receipts	\$ 348,805	\$ 341,463	\$ 345,000	\$ 345,000	\$ 345,000
310 Comm Veh Daily Receipts	36,745	36,768	35,000	35,000	35,000
451 Full Privilege Tag	1,575	1,925	1,500	1,500	1,500
503 Non-Collection Revenue	-	19	-	-	-
600 Misc. Reimb	201	244	-	-	-
602 Misc. Collection	138	245	100	100	210
603 Transfer In	-	19,685	-	-	-
TOTAL REVENUE	\$ 387,464	\$ 400,349	\$ 381,600	\$ 381,600	\$ 381,710
TOTAL RESOURCES AVAILABLE	\$ 416,479	\$ 413,239	\$ 418,158	\$ 437,957	\$ 390,679
PERSONNEL SERVICES					
1001 Salaries (Full-Time)	\$ 247,106	\$ 229,591	\$ 221,459	\$ 221,459	\$ 227,845
1005 Overtime	264	347	1,438	1,438	1,481
1504 FICA	17,828	16,473	17,051	17,051	17,544
1506 Health Insurance	57,232	50,298	48,770	48,770	50,108
1508 KPERS	24,465	22,099	22,000	22,000	22,703
1510 State Unemployment Tax	207	267	223	223	229
TOTAL PERSONNEL SERVICES	\$ 347,102	\$ 319,075	\$ 310,941	\$ 310,941	\$ 319,910
CONTRACTUAL SERVICES					
2010 Postage / Freight / Shipping	\$ 6,611	\$ 9,028	\$ 7,000	\$ 7,000	\$ 10,000
2080 Printing/Duplication Services	2,774	2,951	3,000	3,000	3,000
2110 Advertising&Legal Publication	-	-	-	-	1,000
2260 Security Services	-	-	-	-	-
2410 Repair & Maint Office Equip	-	-	1,000	1,000	-
2450 Hardware Maint/Support	374	-	1,000	1,000	-
2510 Mileage / Tolls / Parking / Rental	2,682	683	3,000	3,000	3,000
2520 Lodging	3,313	289	4,000	4,000	4,000
2530 Air Fare	353	376	1,000	1,000	1,000
2540 Meals	447	107	1,000	1,000	1,000
2550 Dues, Memberships, Registrations	875	575	1,000	1,000	1,000
2560 Training	1,273	182	1,500	1,500	1,500
2570 Subscriptions	406	472	500	500	500
2850 Waste Disposal	240	250	300	300	300
2990 Other Contract Services	91	75	1,590	1,590	-
TOTAL CONTRACTUAL SERVICES	\$ 19,439	\$ 14,988	\$ 25,890	\$ 25,890	\$ 26,300

Attachment: MOTOR VEHICLE 2022 (10753 : 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

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	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>BUDGET</u>	2021 <u>EST</u>	2022 <u>BUDGET</u>
COMMODITIES					
3010 Office Supplies	\$ 2,555	\$ 4,155	\$ 5,000	\$ 5,000	\$ 5,000
3020 Books&Publications	450	30	500	500	500
3030 Computer Supplies	920	-	1,000	1,000	500
3032 Supplies - Printer	2,578	4,663	7,500	7,500	7,500
TOTAL COMMODITIES	\$ 6,503	\$ 8,848	\$ 14,000	\$ 14,000	\$ 13,500
CAPITAL OUTLAY					
4010 Office Equipment	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -
4040 Furniture >\$100	325	299	-	-	3,500
4050 Tech Hardware	-	621	-	-	-
4051 Tech Hardware-Notebook	390	-	-	-	-
4054 Tech Hardware-Printers	815	161	10,800	10,800	10,000
4060 Computer Software	-	-	8,500	8,500	8,500
TOTAL CAPITAL OUTLAY	\$ 1,530	\$ 1,081	\$ 21,800	\$ 21,800	\$ 22,000
TRANSFERS					
604 Transfer to General Fund	\$ 28,774	\$ 12,890	\$ 45,527	\$ 56,357	\$ 8,969
TOTAL TRANSFERS	\$ 28,774	\$ 12,890	\$ 45,527	\$ 56,357	\$ 8,969
TOTAL EXPENDITURES	\$ 403,348	\$ 356,882	\$ 418,158	\$ 428,988	\$ 390,679
TOTAL ENDING FUND BALANCE	\$ 13,131	\$ 56,357	\$ -	\$ 8,969	\$ -

Attachment: MOTOR VEHICLE 2022 (10753 : 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

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Fund # 108
Riley County Treasurer Technology

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2021</u>	<u>2022</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>EST</u>	<u>BUDGET</u>
BEGINNING CASH BALANCE					
Fund Balance	\$ 32,916	\$ 39,977	\$ 44,077	\$ 52,160	\$ 65,060
TOTAL BEGINNING CASH BALANCE	\$ 32,916	\$ 39,977	\$ 44,077	\$ 52,160	\$ 65,060
REVENUE					
402 Investment Interest	\$ 797	\$ 307	\$ 400	\$ 400	\$ 300
602 Misc. Collection	14,164	21,776	12,500	12,500	12,500
TOTAL REVENUE	\$ 14,961	\$ 22,083	\$ 12,900	\$ 12,900	\$ 12,800
TOTAL RESOURCES AVAILABLE	\$ 47,877	\$ 62,060	\$ 56,977	\$ 65,060	\$ 77,860
CONTRACTUAL SERVICES					
2990 Other Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
COMMODITIES					
3990 Other Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COMMODITIES	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY					
4050 Computer Hardware	\$ -	\$ 2,000	\$ -	\$ -	\$ 77,860
4060 Computer Software	7,900	7,900	-	-	-
4990 Other Capital	-	-	56,977	-	-
TOTAL CAPITAL OUTLAY	\$ 7,900	\$ 9,900	\$ 56,977	\$ -	\$ 77,860
TOTAL EXPENDITURES	\$ 7,900	\$ 9,900	\$ 56,977	\$ -	\$ 77,860
TOTAL ENDING FUND BALANCE	\$ 39,977	\$ 52,160	\$ -	\$ 65,060	\$ -

Attachment: TREASURER TECH 2022 (10753 : 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 3, 2021

SUBJECT: 2022 Flint Hills Veterans Coalition Appropriation Request

PRESENTER: Mike Kearns, Flint Hills Veterans Coalition

Enclosures:

- Veterans Coalition 2022 (PDF)

FILED

2021 APR -2 PM 12: 36

COUNTY CLERK
RILEY COUNTY, KANSAS

2022 Budget Request of \$1015.00
For
Flint Hills Veterans Coalition

Mission Statement/Entity Description: Please see attached document.

Sources of Funding: Varies from year to year. Constants are-- Riley County, City of Manhattan, Junction City Disabled American Veterans, KSU Veterans Affairs, Knights of Columbus 4th Degree, Ultra Ice Corp, Greater Manhattan Community Foundation, Jack Goldstein Trust, Don Parish Trust.

Use of Requested Funds: Porta Potties \$675.00; Sound System for indoor ceremony \$300.00; postage \$40.00.

Goals For 2022 : Put On The Finest Veterans Day Activities In The State Of Kansas.

Thank you for your past support. We hope we can count on you for 2022.



Michael B. Kearns
Chair Fund Raising
Flint Hills Veterans Coalition
April 4, 2022



THE FLINT HILLS VETERANS COALITION Inc. IS A 501(C)19 NONPROFIT ORGANIZATION LOCATED IN MANHATTAN, KANSAS. IT WAS ORGANIZED IN 1993 BY WW II VETERANS IN ORDER TO FOSTER PATRIOTISM, PROMOTE VETERANS DAY ACTIVITIES AND HONOR VETERANS. OVER THE YEARS, IT HAS ALWAYS DONE SO.

IN FURTHERANCE OF THESE GOALS THE COALITION ENGAGES IN MANY ACTIVITIES SUCH AS THE FOLLOWING WHICH IS NOT AN INCLUSIVE LIST OF SUCH ACTIVITIES:

ORGANIZES ONE OF THE LARGEST VETERANS DAY PARADE AND CELEBRATIONS IN KANSAS. OVER 2000 REGIONAL GRADE SCHOOL CHILDREN PARTICIPATE AND EACH RECEIVES A PATRIOTIC MEMENTO OF PARTICIPATION. FORT RILEY IS A LARGE PARTICIPANT. KSU ROTC CADETS AND CADRE MARSHAL THE PARADE.

PROVIDE COFFEE AND DOUGHNUTS AT PARADE MARSHALING AND REVIEWING STAND AREAS.

ORGANIZE A VETERANS DAY BREAKFAST FOR VETERANS AND THE GENERAL PUBLIC. IT IS FREE OF CHARGE TO VETERANS.

PROVIDE FLAGS TO PARTICIPANTS AND SPECTATORS OF PARADE. OVER 2000.

PROVIDE PHOTO DISPLAYS OF THE VARIOUS CONFLICTS INVOLVING AMERICA.

VISIT AREA SCHOOLS, WHEN ASKED, TO SPEAK ABOUT MILITARY SERVICE.

PROVIDE \$3000.00 IN SCHOLARSHIPS A YEAR TO KSU, MATC, AND MCC STUDENT VETERANS. BASED ON THE NEED WE HAVE SEEN WE WOULD LIKE TO INCREASE THE SCHOLARSHIPS.

HELP DEFRAY THE COST OF SENDING VETERANS TO WASHINGTON, D.C. THRU LOCAL AND STATE HONOR FLIGHT PROGRAMS. ASSIST VETERANS THRU HABITAT FOR HUMANITY.

WE NEED YOUR FINANCIAL SUPPORT. PLEASE ASSIST US IN OUR EFFORTS TO HONOR AND HELP VETERANS.

THANK YOU FOR YOUR CONSIDERATION OF OUR REQUEST AND ANY ASSISTANCE YOU CAN GIVE US. CHECKS SHOULD BE MADE PAYABLE TO: FLINT HILLS VETERANS COALITION Inc. AND SENT TO:

FLINT HILLS VETERANS COALITION Inc.
P.O. BOX 424
MANHATTAN, KS 66505.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 3, 2021

SUBJECT: 2022 Manhattan Emergency Shelter Appropriation Request

PRESENTER: Emily Wagner, Executive Director

Enclosures:

- Emergency Shelter 2022 (PDF)

Manhattan Emergency Shelter, Inc. Appropriation Request for the 2022 Budget

Mission Statement

Manhattan Emergency Shelter, Inc. believes that all people are valuable members of the human family, and when treated with respect and dignity, they are more likely to respond positively toward themselves and the community. It is with this spirit that Manhattan Emergency Shelter, Inc. promotes self-sufficiency and community integration by providing a safe and nurturing transitional shelter environment, supportive housing programs, and housing stabilization services for the homeless of Manhattan.

Agency Description

Manhattan Emergency Shelter, Inc. (MESI) provides homeless services to the Manhattan community and surrounding areas. MESI provides services including emergency and transitional shelter, permanent supportive housing, and rental assistance to meet the growing demands of our community.

Caroline Peine Transitional Shelter provides emergency and transitional shelter as well as individualized case management to meet the immediate needs of the homeless in Riley County. Additional programs are offered to improve the success of clients including referral services, transportation services, medical financial assistance, and advocacy. To qualify for emergency shelter and the aforementioned services, an individual must be literally homeless and requesting shelter and have proper identification. In 2020 through the COVID-19 pandemic, Caroline Peine Transitional Shelter provided emergency shelter to 349 unduplicated individuals including 37 children.

In addition to emergency shelter, MESI operates a *Continuum of Care Program* to target a vulnerable population by providing permanent housing. This program is supported by a federal HUD grant which funds 10 rental units for single individuals with severe and persistent mental illness with the goal of creating accessible and affordable housing options to the community's most population. MESI also provides on-site staff to aid in property management and case management as well as community integration and life skills training.

MESI's *Homeless Rental Assistance Program (HRAP)* aims to rapidly re-house households that are literally homeless and prevent homelessness in households that are facing eviction. HRAP is possible through the federally-funded Emergency Solutions and Community Development Block Grants. By design, the program is intended to help households that typically maintain housing stability but are currently experiencing financial difficulties. Types of assistance provided when funding is available are: rental and rental arrears, security deposits, and utility and utility arrears. Households must be literally homeless or in imminent risk of homelessness and have no other housing options, financial resources, and support networks. Case managers must document clients can stabilize within a reasonable timeframe, which usually requires households to have income great enough to support themselves financially once assistance is discontinued.

Funding Sources

Budgeted Figures	2022
Continuum of Care (HUD)	\$121,000
Emergency Solutions Grant	\$241,600
City of Manhattan (Social Services Advisory Board)	\$86,768
Konza United Way	\$55,000
Community Development Block Grant	\$40,750
Caroline Peine Foundation (HUD Match)	\$12,000
City of Manhattan (Special Alcohol)	\$18,000
Emergency Food and Shelter Program	\$10,000
Kansas Career Work Study	\$8,000
City of Manhattan (Capital Improvement Funds)	\$5,000

MESI brings in approximately \$130,000 each year in unrestricted revenue from contributions and fundraising efforts.

Line Item Budget for Requested Funds

4000	Salaries	\$ 10,500
4001	<u>Payroll Taxes</u>	\$ 500
	Total	\$ 11,000

MESI is requesting funding to support Caroline Peine Transitional Shelter through salaries and payroll taxes for night and weekend staff and the Volunteer and Donations Coordinator. These staff positions are essential to providing 24-hour shelter to the homeless in our community. Night and weekend employees oversee the facility during nontraditional business hours for increased assistance, security, and safety. The Volunteer and Donations Coordinator manages all of the volunteers on a day-to-day basis and assists with all phone and walk-in traffic. Funding from Riley County is vital to maintaining the high quality of services delivered at MESI.

2022 Goals

- Increase the agency endowment fund with a minimum of \$12,000 in contributions through GMCF Grow Green Match Day and active agency promotion of the fund.
- Improve or replace existing grease trap at Caroline Peine Transitional Shelter to eliminate \$2,000/year in maintenance costs due to frequent grease removal.
- Provide emergency shelter to a minimum of 400 homeless individuals at Caroline Peine Transitional Shelter.
- Continue to adapt and adhere to any Centers for Disease Control and Prevention recommendations to reduce risk of COVID-19.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 3, 2021

SUBJECT: 2022 Riley County Council on Aging Appropriation Request

PRESENTER: Sharon Pollman, Riley County Council on Aging

Enclosures:

- Council on Aging 2022 (PDF)

April 19, 2021

Riley County Council on Aging
Kevin Larson, Chair
212 North High Street
Riley, KS 66531

Sharon Pollman, Treasurer
1401 Wreath Avenue
Manhattan, KS 66503

Riley County Commission
115 North 4th Street
Manhattan, KS 66502

Subject: Riley County Council on Aging 2022 Budget Request

Dear Commissioners:

The Riley County Council on Aging requests a total allocation of \$287,694 for 2022 to fund the ten organizations that we support (listed alphabetically): Homecare and Hospice, Leonardville Community Council on Aging, North Central Flint Hills Area Agency on Aging (with the related Kitchen located in the Riley County Senior Service Center), Ogden 60+, Randolph Senior Center, Riley County Senior Service Center, Riley Senior Meals, Flint Hills Volunteer Center (RSVP), Silver-Haired Legislature, and Zeandale Senior Center. The requested amount was derived by reviewing the budget requests and justifications for their requests by our individual board members. A table is attached that shows the requests of the individual agencies and the histories of their funding for 2018-2021, along with their request levels for 2022. The cumulative request is a 4.616% increase over what was approved for 2021. The amount requested for 2021 was \$289,147 so the actual amount requested this year is a small decrease.

The principal functions of these organizations are to provide senior and disabled citizens with meals, healthcare, transportation, and educational and social opportunities. Whenever possible, most organizations have implemented cost-saving plans and/or will be increasing the costs of their services to their clientele; where and when possible, they seek extra sources of funding. Unfortunately, many of the Riley County citizens served by these organizations have severely limited incomes, and any increases in the costs of these services often pose serious economic hardships for them.

As the percentage of older Riley County citizens increases, demands that are being placed on these organizations are rising proportionately. The goals of the RCCOA remain the same - to represent older citizens of Riley County and to provide financial assistance to nonprofit organizations that provide essential services to those in need.

Sincerely,



Kevin Larson, Chair, Riley County Council on Aging

Attachment: Council on Aging 2022 (10757 : 2022 Riley County Council on Aging Appropriation Request)

Sub-Agency Funding requests for 2022

Sub-agency allocations for the past 4 years and request for funding in 2022 showing:

Actual funding from RCCOA to each sub-agency for the past four years (columns B, C, D & E)
 The percent change in funding requested for 2022 (column F) compared to 2021 allocation (column E) = Column G
 The amount requested for 2022 from RCCOA by each sub-agency as a percentage of their total funding from all of their respective sources (column H)
 Total of salaries and benefits for each sub-agency for 2021 (column I) and as budgeted for 2021 (column J).
 The percentage change in salary & benefits for 2022 compared to 2021 by subagency; this includes any increases for existing employees and/or possibly additional employees (column K).
 Totals of each column of dollar amounts and averages of each column of percentages (bottom row); the overall dollar increases and percent increases are at the bottom of columns F and G in bold italics.

A	B	C	D	E	F	G	H	I	J	K
Agencies funded in whole or in part by RCCOA	Approved for 2018	Approved for 2019	Approved for 2020	Approved for 2021	Request for 2022	% increase in funding over 2021	RCCOA funding as % of total	Total in sal/bene in 2021	Total in sal/bene in 2022	% incr in sal/bene for 2022
Homecare and Hospice	72,000	72,090	72,090	72,090	72,090	0.000%	12.780%	490,000	468,000	-4.490%
Leonardville Community Council on Aging	3,200	3,200	3,200	3,200	3,200	0.000%	43.010%	2,900	2,900	0.000%
NC Flint Hills Area Agency on Aging	30,912	30,952	36,298	36,298	45,522	25.412%	---	43,235	45,522	5.290%
....NCFH Area Agency on Aging - Kitchen	14,000	14,020	14,020	14,020	15,589	11.191%	100.000%	14,020	15,589	11.191%
Ogden 60+	900	600	600	900	900	0.000%	100.000%	0	0	NA
Randolph Senior Center	1,500	1,500	1,500	1,500	1,500	0.000%	91.180%	0	0	NA
Riley County Senior Service Center	115,500	115,650	117,793	117,793	117,793	0.000%	61.967%	137,831	140,587	2.000%
Riley Senior Meals	3,016	3,016	3,016	3,016	3,900	29.310%	58.035%	3,310	3,320	0.302%
Flint Hills Volunteer Center (RSVP)	24,000	24,000	24,983	24,983	26,000	4.071%	100.000%	6,051	6,600	9.073%
Silver-Haired Legislature	500	500	500	200	200	0.000%	---	0	0	NA
Zeandale Senior Center	1,000	1,000	1,000	1,000	1,000	0.000%	81.300%	0	0	NA
Total dollars, average percentages	266,528	266,528	275,000	275,000	287,694	4.616%		697,347	682,518	-2.126%

Riley County Council on Aging

Mission Statement: The Riley County Council on Aging, Inc. (RCCOA), represents older citizens of Riley County and provides financial assistance to nonprofit organizations that, in turn, provide essential services to those in need.

Agency Description: The RCCOA is a group of volunteers that works under the auspices of the Riley County, Kansas, Commissioners. It is governed by a 9-member Executive Board. Three more persons appointed by the Riley County Commission act as liaisons between the RCCOA and the County. Its sole source of funding is from Riley County, through the County Commissioners. This money in turn is granted to various agencies (10 at present) based in the county, or with affiliates based in the county, whose functions meet the mission statement of the RCCOA. These grants to the sub-agencies are based on an annual competitive process.

The RCCOA is registered with the Federal Government as a 501(c)3 agency and reports annually to the U. S. Internal Revenue Service and to the Kansas Secretary of State as a Not-for-Profit Corporation.

Goals for 2022: The primary goal of the RCCOA, within the realm of its mission and under the oversight of the Riley County Commission, is to strive to better recognize, understand, and meet the needs of the increasing number of older citizens in Riley County, and to act as a clearing house for people, ideas, and actions that best meet those needs.

Line Item Discussion in alphabetical order (with percentage increases from 2021 budgets).

Homecare and Hospice

Requested increase in 2022 allocation:	0.000%
Budgeted 2022 decrease in salaries and benefits: ...	-4.490%
Percentage of 2022 budget provided by RCCOA:.....	12.780%

No Increase. They are requesting the same amount of budget that they had for the previous year. Most of their services did not change with the pandemic. They had some restructuring so that they could accommodate the people they serve but the care they provide was still much needed and with the help of grants, they were able to keep their expenses down while still providing the care needed.

Leonardville Community Council on Aging

Requested increase in 2022 allocation: -0-
Budgeted increase in salaries and benefits: -0-
Percentage of 2022 budget provided by RCCOA: 43.010%

No increase requested. For a large part of the year, the group was unable to meet. They tried to meet again during July but then were forced to close again. They are hoping to get back to meeting again soon.

North Central Flint Hills Area Agency on Aging (NC FH AAA)

Requested increase in 2022 allocation: 25.412%
Budgeted increase in salaries and benefits: 5.290%
Percentage of 2022 budget provided by RCCOA: ----

Basis for Increase: Most of the increase is an accumulation of the previous year. Last year the request was for \$43,235 but was only allocated \$36,298 based on receiving the same amount for our overall budget. The amount for this year is only a 5.3% increase based on what they requested last year. Most of the increase last year was based on the increase cost of health insurance for employees.

North Central Flint Hills Area Agency on Aging - Kitchen

Requested increase in 2022 allocation: 11.191%
Budgeted increase in salaries and benefits: 11.191%
Percentage of 2022 budget provided by RCCOA: 100.000%

Basis for Increase: Normal increases in salaries for head cook, assistants, etc. and matching FICA taxes.

Ogden 60+

Requested increase in 2022 allocation	0.000%
Budgeted increase in salaries and benefits:	No salaries or benefits
Percentage of 2022 budget provided by RCCOA	100.00%

No Increase. Another group that was unable to meet for most of the year. Several plans are in place to start up this year.

Randolph Senior Center

Requested increase in 2022 allocation:	0.000%
Requested increase in salaries and benefits:	No salaries or benefits
Percentage of 2022 budget provided by RCCOA:	100.00%

No Increase. The building was sold that they were using for their meetings. They have adjusted to meeting in the Church and are starting to again have meetings.

Riley County Senior Service Center

Requested increase in 2022 allocation:	0.000%
Budgeted increase in salaries and benefits:	2.000%
Percentage of 2022 budget provided by RCCO	61.967%

No Increase. The Senior Center faced a very challenging year but adapted to many obstacles. The Friendship Meal program continued on so that seniors could still get their meals. Many citizens who were coming to the Center for lunch were then eligible for the home delivery so those meals as well as the ones they were already fixing continued to be prepared. Exercise groups met on zoom, outside group meetings were held and outdoor luncheons. The Center is back open and slowly building back up to where they were.

Riley Senior Meals

Requested increase in 2022 allocation:	29.310%
Budgeted increase in salaries and benefits:	.302%
Percentage of 2022 budget provided by RCCOA:	58.035%

Basis for increase: Actual increase is much less as they are another organization that asked for more last year - \$3,900 and were only allocated the same amount as the previous year. They are asking for the same amount as last year. They have also had to make adjustments as they are unable to meet in the same building and had to find new accommodations. They were also unable to meet for a lot of the year but are starting back up now.

Flint Hills Volunteer Center (RSVP)

Requested increase in 2022 allocation:	4.071%
Budgeted increase in salaries and benefits:	9.073%
Percentage of 2022 budget provided by RCCOA:	100.00%

Basis for Increase: Allowance for an increase in salaries and benefits. Also, operating expenses have increased.

Silver-Haired Legislature

Requested increase in 2022 allocation:	-0-%
Budgeted increase in salaries and benefits:	No salaries or benefits
Percentage of 2022 budget provided by RCCOA:	100.000%

No Increase: No increase at this time. Allowance needed for travel, etc.

Zeandale Senior Center

Requested increase in 2022 allocation:	-0-%
Budgeted increase in salaries and benefits:	No salaries or benefits
Percentage of 2022 budget provided by RCCOA:	81.300%

No increase requested.