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

Cindy Kabriel
785-565-6200

Board of Riley County Commissioners
Regular Meeting
Agenda
May 05, 2025

Commission Chambers **8:30 AM**

District 1 – John Ford, Member | District 2 – Greg McKinley, Chair | District 3 – Kathryn Focke, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2025 Asphalt Overlay Program Bid Recommendation
4. 2025 Bituminous Chip Seal Project Bid Recommendation
5. Sign a Tax Roll Correction
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 1, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM **Michael Boller, Noxious Weed/HHW Director**

10. 2026 Noxious Weed/HHW Budget Request

9:10 AM **Scott Voos, Be Able**

11. 2026 Be Able Appropriation Request

9:30 AM **Press Conference**

12. RCPD Update - Captain Scott Hajek and Captain Mark French (3-5 minutes)
13. 2024 Second Half Tax Information - Shilo Heger (2-3 minutes)

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

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

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

15. April Staff Update
16. Grant funding Application

10:20 AM **Bryant Parker, Counselor/Director of Administrative Services**

17. Administrative Work Session

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

18. 2026 Fair Budget Request & Preliminary Extension Request

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

19. 2026 Planning and Development Budget Request

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

20. 2026 Downtown Manhattan Appropriation Request

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

21. 2026 Big Lakes Developmental Center Appropriation Request

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

22. 2026 Riley County Genealogical Society Appropriation Request

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

23. 2026 Flint Hills Metropolitan Planning Organization 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.

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

PUBLIC WORKS
Recommendations

COMMISSION AGENDA REPORT

FROM: **Andrea Rose, Administrative Assistant II**

MEETING: **May 5, 2025**

SUBJECT: **2025 Asphalt Overlay Program Bid Recommendation**

PRESENTER: **Lori Muir, Administrative Services Manager**

Public Works staff has reviewed the bids from Bayer Construction Co., and Shilling Construction Co., Inc., of Manhattan, KS for the 2025 asphalt overlay project, and found the bids submitted to be in order.

Staff recommends awarding the bid to Shilling Construction Co., Inc. The contractor proposes a June 15, 2025, start date, and anticipates completion within 25 working days.

POSSIBLE MOTION(S)

Move to approve the bid from Shilling Construction Co., Inc.

Enclosures:
- Bid Tab_2025 Asphalt Overlay (XLSX)

BID TABULATION SHEET

Riley County Public Works

Project: 2025 Asphalt Overlay Project
Date: April 17, 2025 at 9:55 a.m.

Shilling Construction Company PO Box 1568 Manhattan, KS 66505	Bayer Construction Co 120 Deep Creek Rd Manhattan, KS 66505-0889

Alternate No. 1 - Alternate #1
Approximately 8.6 miles of Bituminous Hot Mix Asphalt at six (6) locations in Riley County applied using the Construction Method listed below and performing approximately 145,200 Square Yards of Asphalt Pavement Milling at the two specified locations.

ITEMS	QUANTITY	UNIT PRICE	AMOUNT	ITEMS	QUANTITY	UNIT PRICE	AMOUNT
1.0" Asphalt Pavement Milling	145,200	1.4	$203,280.00	1.0" Asphalt Pavement Milling	145,200	0.8	$116,160.00
1.5" Class A HMA - Commercial Overlay	12,900	84.15	$1,085,535.00	1.5" Class A HMA - Commercial Overlay	12,900	$ 93.75	$1,209,375.00
Class A HMA - Commerical Pavement Patching	1	170	$170.00	Class A HMA - Commerical Pavement Patching	1	$ 170.00	$170.00
			$1,288,985.00				**$1,325,705.00**
Proposed Start Date	6/15/2025			**Proposed Start Date**	6/9/2025		
Proposed Working Days	25			**Proposed Working Days**	30		

Alternate #1
- Rosencu•er Road
- Henton Road
- Moehlman Road
- South Manha•an Avenue
- Stagg Hill Road
- Skyway Drive

Alternate No. 2 - Alternate #2
Approximately 9.5 miles of Bituminous Hot Mix Asphalt at seven (7) locations in Riley County applied using the Construction Method listed below and performing approximately 158,200 Square Yards of Asphalt Pavement Milling at the two specified locations

ITEMS	QUANTITY	UNIT PRICE	AMOUNT	ITEMS	QUANTITY	UNIT PRICE	AMOUNT
1.0" Asphalt Pavement Milling	158,200	1.5	$237,300.00	1.0" Asphalt Pavement Milling	158,200	0.85	$134,470.00
1.5" Class A HMA - Commercial Overlay	14,100	$ 85.60	$1,206,960.00	1.5" Class A HMA - Commercial Overlay	14,100	$ 95.00	$1,339,500.00
Class A HMA - Commerical Pavement Patching	1	$ 170.00	$170.00	Class A HMA - Commerical Pavement Patching	1	$ 170.00	$170.00
			$1,444,430.00				**$1,474,140.00**
Proposed Start Date	6/15/2025			**Proposed Start Date**	6/9/2025		
Proposed Working Days	25			**Proposed Working Days**	30		

Alternate #2
- Rosencu•er Road
- Henton Road
- Moehlman Road
- South Manha•an Avenue
- Stagg Hill Road
- Skyway Drive
- Riley County Transfer Sta•on

PW Staff Recommends

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

PUBLIC WORKS
Recommendations

COMMISSION AGENDA REPORT

FROM: **Andrea Rose, Administrative Assistant II**

MEETING: **May 5, 2025**

SUBJECT: **2025 Bituminous Chip Seal Project Bid Recommendation**

PRESENTER: **Lori Muir, Administrative Services Manager**

Staff has reviewed the bids for 2025 Bituminous Chip Seal Project and found them in order.

Staff recommends awarding the bid to APAC-Kansas Inc., in the amount of $168,504.31 The contractor proposes to complete the project in four days between July 1st and July 31st, 2025.

POSSIBLE MOTION(S)

Move to approve the bid from APAC-Kansas Inc., in the amount of $168,504.31.

Enclosures:
- Bid Tab_2025 Bituminous Chip Seal (XLSX)

BID TABULATION SHEET

Riley County Public Works

Project: **2025 Bituminous Chip Sealing**
Date: **April 17, 2025 at 9:50 a.m.**

			APAC -KANSAS INC. 302 Peyton St Emporia, Ks 66801		Bettis Asphalt & Construction Inc. PO Box 1694 Topeka, KS 66601		Circle C Paving and Construction 630 E Industrial St Goddard, KS 67052		Vance Brothers 5201 Brighton Ave Kansas City, MO 64130	
Alternate No. 1 - Alternate #1										
ITEMS	**QUANTITY TONS**		**UNIT PRICE**	**AMOUNT**	**UNIT PRICE**	**AMOUNT**	**UNIT PRICE**	**AMOUNT**	**UNIT PRICE**	**AMOUNT**
Cover Material Aggregate #1	640		37.47	23,980.80	$37.75	$24,160.00	$45.00	$28,800.00	$34.00	$21,760.00
Emulsified Asphalt CRS-1HP	118		$ 699.22	82,507.96	$690.00	$81,420.00	$654.87	$77,274.66	$505.00	$59,590.00
Manipulation	1		$ 54,209.31	54,209.31	$45,300.00	$45,300.00	$62,900.00	$62,900.00	$98,800.00	$98,800.00
Traffic Control	1		$ 7,806.24	7,806.24	$29,600.00	$29,600.00	$16,000.00	$16,000.00	$36,325.00	$36,325.00
				$ 168,504.31		**$180,480.00**		**$184,974.66**		**$216,475.00**
Proposed Start Date				7/1/2025-7/31/2025		6/16/2025		8/1/2025		8/1/2025
Proposed Working Days				4 DAYS		4 DAYS		3 DAYS		10 DAYS
			PW Staff Recommends							

Alternate No. 2 - Alternate #2										
ITEMS	**QUANTITY TONS**		**UNIT PRICE**	**AMOUNT**	**UNIT PRICE**	**AMOUNT**	**UNIT PRICE**	**AMOUNT**	**UNIT PRICE**	**AMOUNT**
Cover Material Aggregate #1	770		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Emulsified Asphalt CRS-1HP	118		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Manipulation	1		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Traffic Control	1		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				N/A		N/A		N/A		N/A

Proposed Start Date
Proposed Working Days

RILEY COUNTY

COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: **Joe Godown**

MEETING: **May 5, 2025**

SUBJECT: **Sign a Tax Roll Correction**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- tax roll correction (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/05/01 1

Taxpayer ID MURP0066
Owner ID MURP0066

Control # 2025000183

Tax Year 2024
Tract # 046076

MURPHY, ROBERT DONALD
JEANIE L MURPHY
245 SUMMIT AVE

MANHATTAN, KS 66502-3834

CAMA # 216-13-0-40-02-011-00-0-01

TU 2 Manhattan City
Parcel 33190
USD 383

WESTWOOD ADDN
LOT 78

Property Address 245 SUMMIT AVE

APPRAISER SECTION (Value) 2025/05/01 JGODOWN APPROVED

Appraised Prior to Correction: / Appraised After Correction:

CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	26220	259660	285880	RU	26220	243980	270200	15680-
Total	26220	259660	285880	Total	26220	243980	270200	15680-

Assessed Prior to Correction: / Assessed After Correction:

CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	3015	29861	32876	RU	3015	28058	31073	1803-
Total	3015	29861	32876	Total	3015	28058	31073	Total 1803-
SB41	8625			SB41	8625			SB41

CLERK SECTION (Tax) 2025/05/01 JGODOWN ORDER PRINTED

Tax Prior to Correction:		Tax After Correction:		Net Change
Levy 152.66600 Gen Tax	5019.06	Levy 152.66600 Gen Tax	4743.80	275.26-
SB41 $	172.50	SB41 $	172.50	
SB41 Tax Dollars	4846.56	SB41 Tax Dollars	4571.30	275.26-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence) 1803-
Applicable Mill Levy 152.66600
Net Change in Levied Tax Dollars | 275.26- |

Net Change in SB41 Exemption

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 7.00%
Tax Statement # 22973
Comments Per BOTA Docket No.
2025-582-PRSC

=================
Net Change in Total Tax Dollars | 275.26- |
=================

Owner MURP0066
MURPHY, ROBERT DONALD

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

Approved by Commission: ______________________

Attest by County Clerk: ______________________

Attachment: tax roll correction (15773 : Tax Roll Correction)

COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

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

MEETING: **May 5, 2025**

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

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

Enclosures:

- 2025-04 MMcGinnis EAF (DOCX)
- 2025-05 CHoller EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Makenzie McGinnis

Status Change Date: 05/19/2025

Status Change: New Hire

Date of Hire: 05/19/2025

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

Position: Administrative Assistant II

Position Type: Full Time

Pay Range: 7

Pay Type: Hourly

Base Rate: $22.35

Annualized Pay: $46,488.00

Funds Codes: Fire [183] Fire [183]

Supervisor: Laurie Harrison

Department Head: Russel Stukey

BoCC Chair	________________________________	Date:	____________________
BoCC Member	________________________________	Date:	____________________
BoCC Member	________________________________	Date:	____________________

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Caleb Holler

Status Change Date: 05/19/2025

Status Change: New Hire

Date of Hire: 05/19/2025

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

Position: Utility Technician

Position Type: Full Time

Pay Range: 10

Pay Type: Hourly

Base Rate: $26.08

Annualized Pay: $54,246.40

Funds Codes: Public Works [40]

Supervisor: Evan McMillan

Department Head: John Ellermann

BoCC Chair ____________________________________ Date: ______________________

BoCC Member ____________________________________ Date: ______________________

BoCC Member ____________________________________ Date: ______________________

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
May 08, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 1 – John Ford, Member | District 2 – Greg McKinley, Chair | District 3 – Kathryn Focke, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Policy Breakfast
2. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Bryant Parker, Counselor/Director of Administrative Services**

3. Administrative Work Session

9:20 AM **Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**

4. Cash Flow Reports

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

5. Economic development update

10:00 AM **Diane Creek, Health Department Director**

6. Staff update

10:30 AM **Bryant Parker, Counselor/Director of Administrative Services**

7. Executive session to discuss confidential legal advice regarding pending litigation issues

11:05 AM **Diane Creek, Health Department Director**

8. 2026 Health Department Budget Request

11:25 AM **Daphne McNelly, aTa Bus**

9. 2026 aTa Bus Appropriation Request

1:15 PM **Anna Burson, Appraiser**

10. 2026 Appraiser's Budget Request

1:35 PM **Russel Stukey, Emergency Management Director**

11. 2026 EM, Fire, 911, Capital Outlay Budget Requests

1:55 PM **David Adams, EMS/Ambulance Director**

12. 2026 EMS/Ambulance Budget Request

2:15 PM **Amy Manges, Register of Deeds**

13. 2026 Register of Deeds and Register of Deeds Tech Fund Budget Requests

2:35 PM **Emily Wagner, Manhattan Emergency Shelter Director**

14. 2026 Manhattan Emergency Shelter Appropriation Request

2:55 PM **Jason Smith, Manhattan Area Chamber of Commerce Director**

15. 2026 Chamber of Commerce 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.

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

Cindy Kabriel
785-565-6200

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
May 12, 2025

Commission Chambers **8:30 AM**

District 1 – John Ford, Member | District 2 – Greg McKinley, Chair | District 3 – Kathryn Focke, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. National Public Works Week Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Rich Vargo, County Clerk**

2. Year to date budget and expenditure reports

9:15 AM **Brittany Phillips, Budget and Finance Officer**

3. OpenGov Contract

9:30 AM **Press Conference**

4. Presentation of National Public Works Week Proclamation - Greg McKinley and John Ellermann (3-5 minutes)

9:35 AM **Bryant Parker, County Counselor and Russel Stukey, Emergency Management Director/Fire Chief**

5. Fireworks discussion

9:55 AM **Elizabeth Ward, Human Resources Director**

6. Transfer Station Pay Policy

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

7. Project update

10:25 AM **Shilo Heger, Treasurer**

8. Staff update

10:40 AM **Bryant Parker, Counselor/Director of Administrative Services**

9. Administrative Work Session

11:00 AM **Katharine Hensler, Museum Director**

10. Staff update

11:25 AM **Katharine Hensler, Museum Director**

11. 2026 Museum Budget Request

11:45 AM **Brittany Phillips, Budget and Finance Officer**

12. 2026 Commissioners, Bond & Interest, and Coroner Budget Requests
13. 2026 Insurance and Juvenile Supervision and Fees Budget Requests
14. 2026 RCPD, CIP, and Economic Development Budget Requests
15. 2026 General, War Memorial, and Special Alcohol Budget Requests
16. 2026 Sales Tax Budget Request

1:00 PM **Shilo Heger, Treasurer**

17. 2026 Treasurer, Motor Vehicle, & Treasurer Tech Fund Budget Requests

1:15 PM **Cory Meyer, IT/GIS Director**

18. 2026 IT/GIS Budget Request

1:35 PM **Barry Wilkerson, County Attorney**

19. 2026 Riley County Attorney Budget Request

1:55 PM **Megan Lewis, Community Corrections Director**

20. 2026 Community Corrections Budget Request

Adjournment

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

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 5, 2025**

SUBJECT: **2026 Noxious Weed/HHW Budget Request**

PRESENTER: **Mike Boller, Director of Noxious Weed/HHW**

Enclosures:

- 2026 Budget Memo Noxious Weed Dept (DOC)
- Draft 2026 NW (XLSX)

6245 Tuttle Creek Blvd.
Manhattan, Kansas 66503
Phone: 785-539-3202
Fax: 785-565-6288
E-mail: mboller@rileycountyks.gov

NOXIOUS WEED DEPARTMENT
Michael Boller, Director

May 8, 2025

2026 Budget Presentation

Noxious Weed/HHW - 2026 Budget Request

Contractual Services request is $127,710 which is an increase of $1500. This increase is reflected in line item 2122 Vehicle / Fleet insurance as we have been notified of a minimum increase of 30% in premiums. All other line items in contractual services remain neutral from the 2025 budget.

Commodities request is $119,350. All line items in this category remain neutral from the 2025 budget. We have seen stabilization of costs of many materials including chemical, fertilizer, and seed and expect that to continue in 2026.

Capital Outlay request is $10,770 which also remains neutral from the 2025 budget.

Total budget request for 2026 Contractual Services, Commodities, and Capital Outlay is $257,830 which is an increase of $1500 or less than 1% over the 2025 budget.

Total Operating Expenditures including personnel is $916,257 which is an overall reduction of budget 2.72 % from 2025.

Riley County contracts with the State of Kansas to treat state owned roads for noxious weeds. In 2024 the county logged 46 hours for this service and was reimbursed by the state totaling $6,622.28

Riley County contracts with Big Lakes Regional for waste disposal of 10 other surrounding counties. Those counties reimburse Administration Fees, Hourly Labor Rate and building space. That total for 2024 was $42,215.40

Riley County contracts with townships to treat township roads within Riley County. There were 7 townships in 2024 that participated with a total reimbursed amount of $9,596.72

2024 total collections including contractual agreements and chemical sales totaled $107,041.83

Riley County, Kansas
2026 Budget
Noxious Weed & Household Hazardous Waste Department
001-041

		2024	2025	2026
	PERSONNEL			
	Position Title - Full Time	**ACTUAL**	**BUDGET**	**BUDGET**
	Director	1.00	1.00	1.0
	Hazardous Waste Program Coord/Asst Director	1.00	1.00	1.0
	Commercial Pesticide Applicator	2.00	2.00	2.0
	Roadside Maintenance	1.00	1.00	1.0
	Administrative Assistant II	1.00	1.00	1.0
	TOTAL NUMBER OF EMPLOYEES	**6.00**	**6.00**	**6.0**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 435,635	478,274	462,505
1005	Overtime	4,025	13,224	9,486
1504	FICA	32,735	37,600	36,107
1506	Health Insurance	62,336	103,411	99,732
1508	KPERS Retirement	45,110	52,640	49,984
1510	State Unemployment Tax	400	492	614
	TOTAL PERSONNEL SERVICES	**$ 580,240**	**$ 685,640**	**$ 658,427**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 161	500.00	500
2030	Cellular Phone Services	2,382	2,460.00	2,460
2080	Printing/Duplication Services	678	500.00	500
2110	Advertising & Legal Publications	222	200.00	200
2122	Vehicle/Fleet Insurance	3,551	3,000	4,500
2200	Office Equipment Rental	-	400	400
2210	Machinery Equipment Rental	-	5,000	5,000
2300	Tax Payment	168	50	50
2400	Repair/Maintain County Vehicles	1,133	4,000	4,000
2420	Repair/Maintain Other Equipment	5,904	15,000	15,000
2430	Computer Software Maintenance/Support	600	1,000	1,000
2480	Repair/Maintain Buildings & Grounds	5,576	5,000	5,000
2510	Mileage/Tolls/Parking/Rental	24	500	500
2520	Lodging	277	1,000	1,000

2540 Meals		305		500		500
2550 Dues & Memberships		1,000		1,000		1,000
2560 Training & Registrations		1,380		1,000		1,000
2570 Subscriptions		31		100		100
2990 Other Contract Services		70,085		85,000		85,000
TOTAL CONTRACTUAL SERVICES	**$**	**93,475**	**$**	**126,210**	**$**	**127,710**
COMMODITIES						
3010 Office Supplies	$	320		500		500
3032 Supplies-Printers		377		800		800
3040 Clothing		1,048		900		900
3045 Protective Gear		270		500		500
3080 Fuel & Lubricants		745		2,000		2,000
3085 Propane		30		150		150
3090 Custodian Supplies		264		500		500
3100 Chemical		47,413		95,000		95,000
3140 Parts & Tools < $100		896		4,000		4,000
3150 Parts & Tools > $100		7,874		8,000		8,000
3220 Seed & Fertilizer		750		6,000		6,000
3990 Other Supplies/Materials		1,094		1,000		1,000
TOTAL COMMODITIES	**$**	**61,080**	**$**	**119,350**	**$**	**119,350**
CAPITAL OUTLAY						
4020 Other Equipment	$	7,475	$	10,000	$	10,000
4050 Technology Hardware		-		770		770
TOTAL CAPITAL OUTLAY	**$**	**7,475**	**$**	**10,770**	**$**	**10,770**
TOTAL OPERATING EXPENDITURES	**$**	**734,796**	**$**	**931,200**	**$**	**905,487**
TOTAL EXPENDITURES LESS PERSONNEL	**$**	**162,031**	**$**	**256,330**	**$**	**257,830**
TOTAL EXPENDITURES	**$**	**742,271**	**$**	**941,970**	**$**	**916,257**

Attachment: Draft 2026 NW (15706 : 2026 Noxious Weed/HHW Budget Request)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 5, 2025**

SUBJECT: **2026 Be Able Appropriation Request**

PRESENTER: **Scott Voos, Be Able Executive Director**

Enclosures:

- Be Able Budget Request - Riley County (PDF)
- Be Able - RC Appropriation (PPTX)

BE ABLE

431 South 5th Street, Manhattan, KS 66502

(785) 775-1205 || beablecommunity.com

April 21, 2025

Brittany Phillips
Budget & Finance Officer
110 Courthouse Plaza
Manhattan, KS 66502

Dear Ms. Phillips,

I'm writing to respectfully request an appropriation of $10,000 from Riley County to support the launch and operation of Be Able's new Supportive Housing Program, beginning in May 2025. This program is a vital response to the severe shortage of transitional housing options in Riley County and is designed to provide a stable, supportive path forward for individuals seeking to overcome homelessness, addiction, mental illness, and long-term unemployment.

Be Able exists to engage with those in adversity by creating connections, cultivating skills, and opening doors of opportunity. Each year, we serve over 1,200 unique individuals from the most marginalized populations in Riley County. These are individuals who too often fall through the cracks — those experiencing chronic instability with little or no access to the consistent care, accountability, and support needed for lasting change.

To address this, Be Able has acquired three properties just 50 yards from our community center on Yuma Street which include a total of 9 housing units and 15 bedrooms, with the capacity to house up to 25 individuals at one time. This initiative directly meets the current need in our community for transitional housing. At full operation, we expect to serve 50 individuals annually through this program. As Jacob Clarke, former Clinic Supervisor of the Riley County Health Department, noted about our proposal:

"We'd be hard-pressed to find a more cost-effective means for transitional housing in our community."

In line with best practices, we have structured this program around the nationally accepted standards set by the National Alliance of Recovery Residences (NARR). At Jacob Clarke's recommendation, our Housing Director has received formal training through NARR and is preparing to seek full accreditation within the coming year. This ensures our model is grounded in evidence-based strategies and trauma-informed care.

Each resident in our program will be supported by a dedicated team:

- Our Housing Director, Chad Wormstadt, will provide structure, accountability, and community within the home. Chad not only has experience with developing a transitional housing program, but he was also benefited by the opportunity to transition from incarceration into our community over 20 years ago.
- A Be Able Case Manager will assist residents in making tangible progress in health, employment, housing, and addiction recovery.
- A Volunteer Mentor will walk alongside each resident to encourage personal growth and long-term development.

Our annual budget for the Supportive Housing Program is $130,000, which covers all expenses including staffing, utilities, property and program insurance, UA testing, taxes, weekly life skills and recovery programming, and financial assistance for participants graduating into independent living (first month's rent and deposit). This is part of Be Able's overall 2025 organizational budget of $520,000.

We are committed to the sustainability of this program. In addition to seeking local grants and receiving strong donor support, we are currently in the process of pursuing property tax abatement on the three housing properties through Riley County.

Be Able's Supportive Housing Program is not simply a housing solution — it is a strategic intervention built on trusted relationships and individualized care. With your support, we can make lasting progress toward a healthier, more stable community for all. I would welcome the opportunity to meet or answer any questions you may have—please feel free to reach out to me at scott@beablecommunity.com.

Thank you for your time, your service to our county, and your consideration of this request.

Sincerely,

Scott Voos

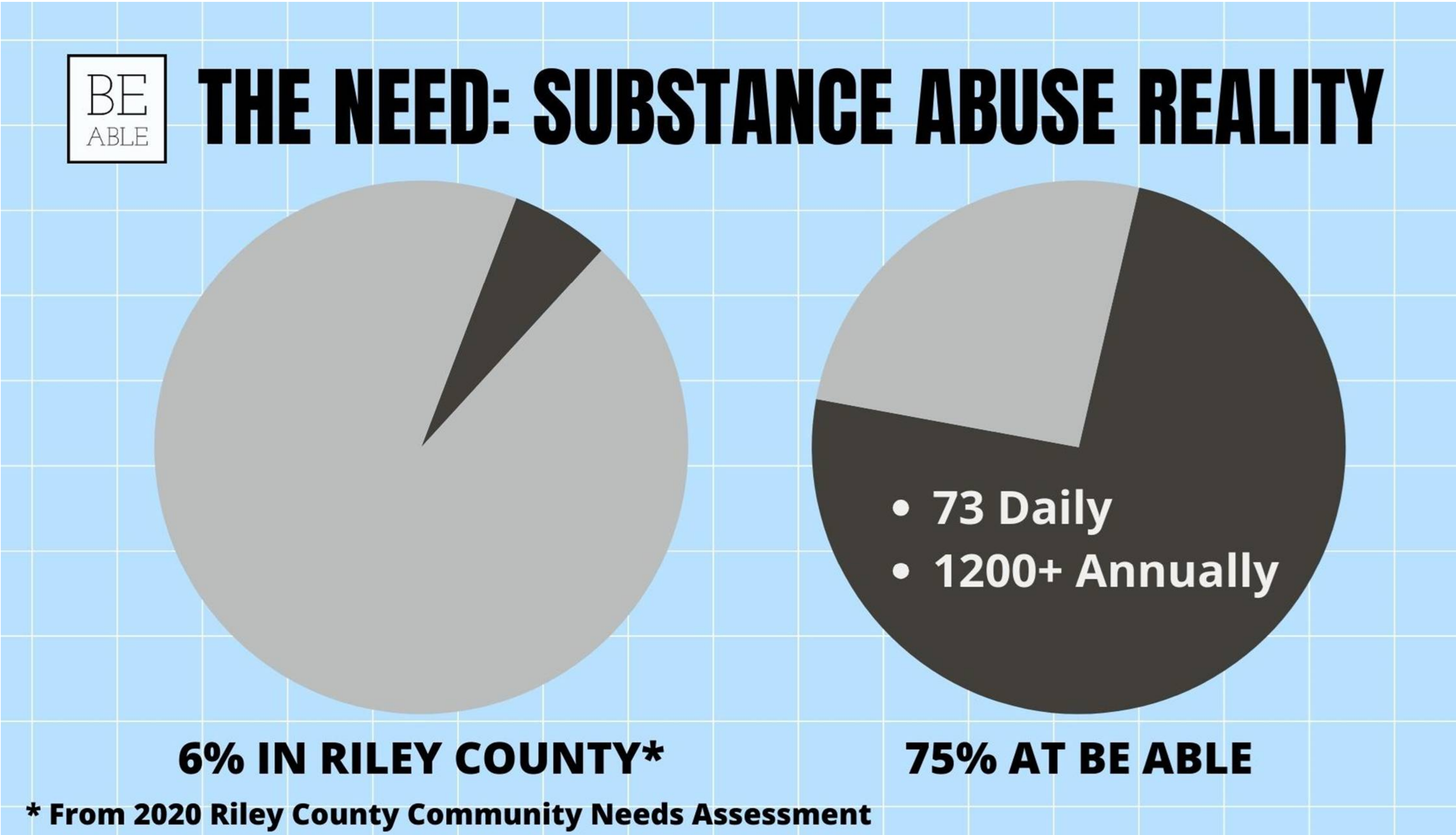
Scott Voos
Executive Director
Be Able


BE
ABLE
COMMUNITY
RISE
ABOVE
BE
ABLE
COMPREHENSIVE RECOVERY SUPPORT

BE ABLE

OUR MISSION & STRATEGY

Be Able engages with those in adversity by creating connections, cultivating skills, and opening doors of opportunity.

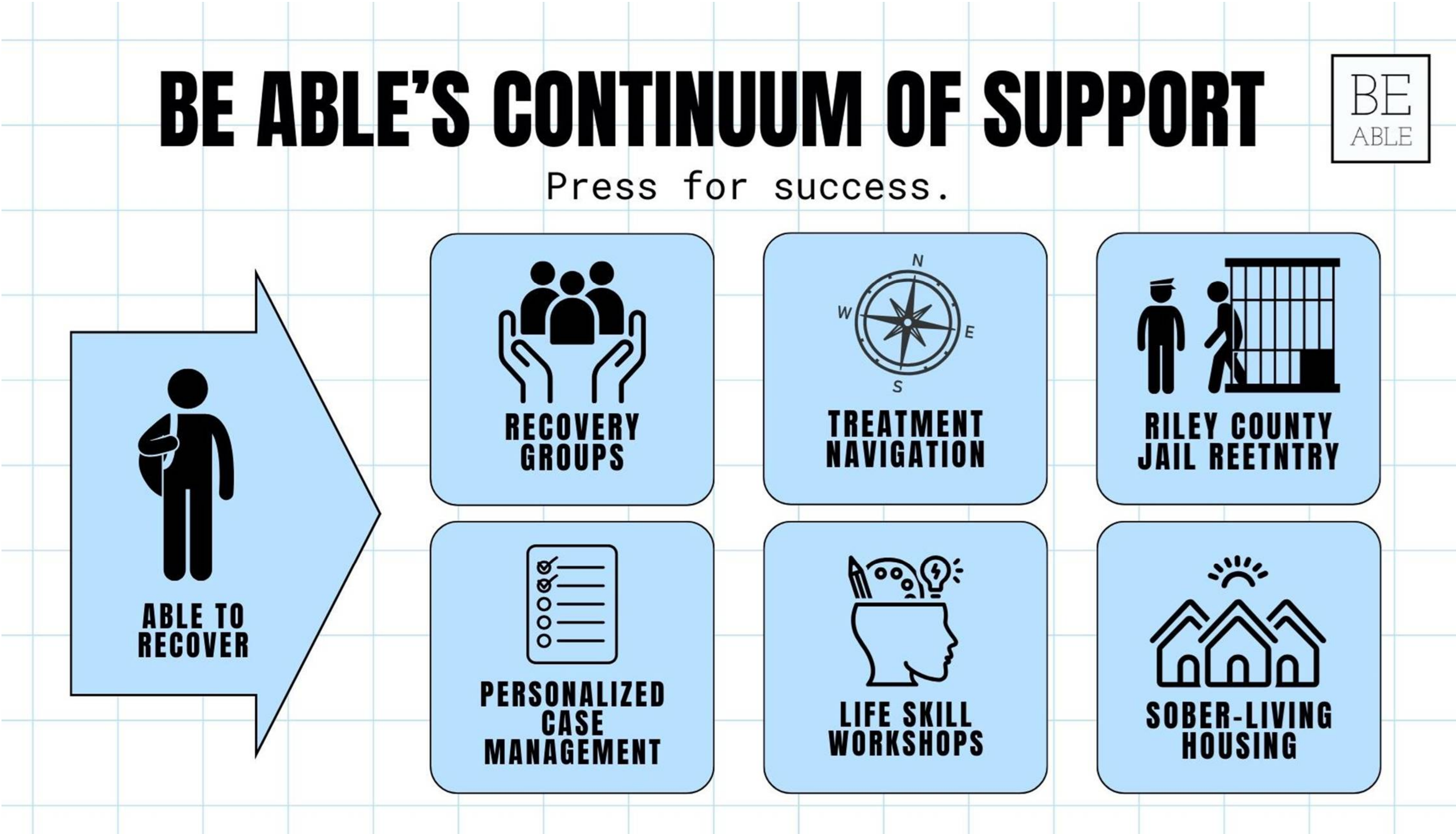

BE ABLE
THE NEED: SUBSTANCE ABUSE REALITY
• 73 Daily
• 1200+ Annually
6% IN RILEY COUNTY*
75% AT BE ABLE
* From 2020 Riley County Community Needs Assessment

BE ABLE

TOP SELF-IDENTIFIED NEEDS

1. HOUSING
2. EMPLOYMENT
3. PHYSICAL HEALTH
4. COMMUNITY
5. MENTAL HEALTH
6. CLOTHING
7. TRANSPORTATION
8. NOURISHMENT

THE MAIN UNDERLYING ISSUE OUR STAFF IDENTIFIES: SUBSTANCE ABUSE


BE ABLE'S CONTINUUM OF SUPPORT
BE ABLE
Press for success.
ABLE TO RECOVER
RECOVERY GROUPS
N
W
E
S
TREATMENT NAVIGATION
RILEY COUNTY JAIL REETNTRY
PERSONALIZED CASE MANAGEMENT
LIFE SKILL WORKSHOPS
SOBER-LIVING HOUSING


BE
ABLE
SOBER-LIVING HOUSING
514
LAUNCHING MAY OF 2025

BE
ABLE

ONLY THE HIGHEST HOUSING STANDARDS:

NARR
National Alliance for Recovery Residences

NARR STANDARDS

- OPERATE WITH INTEGRITY
- UPHOLD RESIDENTS' RIGHTS
- APPLY THE SOCIAL MODEL
- PROVIDE A HOME-LIKE ENVIRONMENT
- CREATE A CULTURE OF EMPOWERMENT
- PROMOTE A SAFE & HEALTHY ENVIRONEMENT
- FACILITATE ACTIVE RECOVERY
- CULTIVATE BELONGING AND RESPONSIBILITY

Attachment: Be Able - RC Appropriation (15709 : 2026 Be Able Appropriation Request)

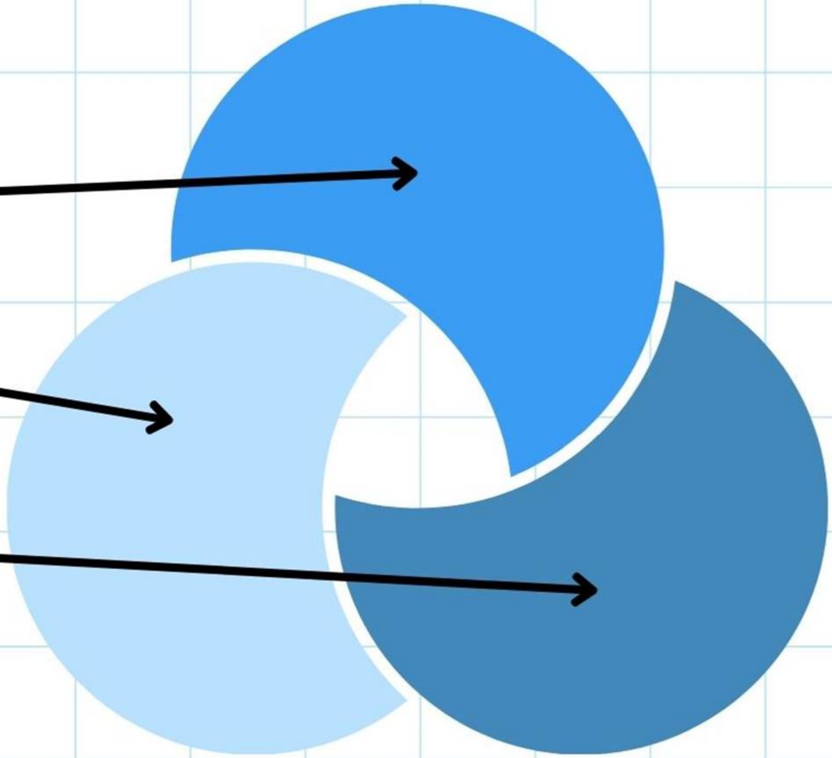
OUR UNIQUE APPROACH

Relational Case Management Team

CASE MANAGER - PRACTICAL STEPS

HOUSING DIRECTOR - ACCOUNTABILITY

MENTOR - PERSONAL DEVELOPMENT



THANK YOU FOR YOUR CONSIDERATION!
QUESTIONS?

BE ABLE

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 5, 2025**

SUBJECT: **2024 Second Half Tax Information - Shilo Heger (2-3 minutes)**

PRESENTER: **Shilo Heger**

2024 Real Estate and Personal Property Tax 2nd Half Payments

- Due Date: May 12, 2025
  - **Tax payments must be postmarked by this date**
  - Interest will start accruing on May 13th
- 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 12th
- We offer several ways to pay:
  - In person at 110 Courthouse Plaza 7:30 am to 5:00 pm Monday-Thursday and 7:30 am to 12:00 pm on Friday
  - Drop box located on the front of the building
  - Online - credit/debit card or E-Check: https://rileycountytreasurer.us
    - Credit/Debit card payments will incur 2.5% fee with a minimum charge of $2.95
    - E-Check will incur a $1.50 fee
  - Pay by telephone - 785-377-5385 - convenience fee will be added
  - By mail if postmarked by May 12th, 2025
- Call our office at 785-537-6321 if you have any questions or if you need any additional information

Enclosures:

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

EMERGENCY MANAGEMENT/FIRE
Staff Update

STAFF REPORT

FROM: **Russel Stukey Emergency Services Director**

MEETING: **May 5, 2025**

SUBJECT: **April Staff Update**

PRESENTER: **Russel Stukey Emergency Services Director**

EM/Fire/911 monthly Staff Update

Enclosures:

- 4, 2025 April staff time (1) (DOCX)

Riley County Emergency Management
Riley County Fire District #1
115 N. 4th Street
Manhattan, Kansas 66502
Phone: 785-537-6333
Fax: 785-537-6338
www.rileycountyks.gov

Monthly staff time report to BOCC, for the month of **April 2025**

911- Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- L3 Harris has asked me to participate in the APCO conference in the first week of August
- Updated Riley County Radio system programming key held by the FBI

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Monitored and advised about severe weather affecting the area
- Activated the EOC multiple times
- Participated in ESD meeting
- Participated in Employee Training Committee meetings
- Chaired NE KS Homeland Security Council meeting
- Presented staff update to BOCC
- Working with committee, architect and BHS to finalize plans for EM/EOC remodel of old EMS building
- Participated in KSU EM advisory committee
- Attended monthly KEMA meeting
- Attended Intergovernmental meeting presented severe weather webinar and discussion G2300 training
- Preparing for 2026 budget
- Requested BOCC retain AHJ for remodel permit and plans review
- Working with John Ellerman to facilitate temporarily moving our office to the Konza space.

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer
Participate in Conference Committee planning
Attend NE KEMA meeting
Attend Board meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test
Update contacts
Serve as NE regional account administrator
Meet with Wabaunsee County officials for using Everbridge

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list
Serve as account administrator
Create regional CRMCS data share project

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Northeast Regional Homeland Security Council (NERHSC):
- Serve as project manager for Everbridge
- Serve as project manager for CRMCS
- Serve as KEMA representative

Emergency Management fund and 911 fund:
- Oversee invoice payment process
- Pay invoices
- Track expenses and income
- Provide 911 budget overview for 911 working group

Exercises:
- Participate in Ft Riley tabletop

Volunteer Management:
- Attend CERT training on mental health

Training:
- Attend CRMCS training

Community Outreach:
- Present Emergency Preparedness:
  - County Clerk statewide conference, A local church group
  - USD 383 transportation drivers, Riley County Public Works employees

Misc:
- Attend KSU EM advisory group meeting
- Attend LEPC meeting
- Attend Hazardous Mitigation plan meeting
- Participate in Admin Asst candidate interviews
- Respond to Harmony Rd Fire scene for accountability and staging
- Activate and staff EOC for severe weather on 4/28/2025

Hazardous Materials Emergency Planning Grant (HMEP):
- Serve as grant admin for commodity flow study project
- Complete and submit quarterly report

PHEP:
- Attend NE Healthcare Coalition meeting
- Prepare and Submit Riley County PHEP 3rd quarter report
- Prepare and Submit Wildcat PHEP 3rd quarter report

EM Planner-Robert Cox

COOP:
- Reviewed all County Department COOP plans
- Developed method for reviewing COOP plans
  - lowest grade to highest and
  - waiting on those moving or getting new Key personnel

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Met with 3 out of 18 DH's to review plans and discuss updates an ideas

LEPC:

Met with 3 out of 20 voting members to review process and discuss/identify their needs

- Regulatory
- Rule/Law
- Grant
- Other

Creating spreadsheet to help align identified whole community's requirements and needs

TIER II:

Updated with all submitted Tier II's as of 3/12/2025

Plans:

Reviewed and updated LEOP Archive. Updated Maintenance Tab with updates
Identified and reviewed all MOU's and MOA's associated with EM (expired and need updating)
Reviewed Farm Bureau Dam Plan. Scheduling meeting to update plan and schedule regulatory exercise.
Reviewed and updated partners about upcoming Mitigation Plan meeting (Apr 2nd)
Reviewed Debris Mgmt Plan (needs updating)
Reviewed Pre identified Shelter location folder (needs updating)
Helping identify preparedness priorities

EOC :

Built out PIO/JIC board on WebEOC for better communication capabilities an situational awareness.
Developed SITREP with Community Lifelines board on WebEOC for better situational awareness.

Training:

Attended Staging Area Manager on Mar 26& 27
Scheduling G2300 Intermediate EOC Functions (Sept 25-27, 2025)
CERT Train the Trainer Course (Mid-May or June)

Fire-Russel

- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Participated in RCFD# fire trainings
- Reviewing RCFD policies/SOG's
- Attended area Fire Chiefs meeting
- Discussed SB199 year-round fireworks sales with legal
- Working on 2026 budget
- Managing hiring process to replace administrative assistant
- Hosted Fire Advisory board quarterly meeting

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- Large fire broke out on Harmony Rd, near USACE and KS Wildlife and Parks ground, requested disaster declaration from BOCC Chair, request air support and a hand crew task force from KDEM. We were able to contain the fire the same evening.
- Completed Admin. Asst. interviews and made a conditional offer and it was accepted
- Participated in statewide Fire Working Group meeting
-

Admin. Asst. M. Horstmeier

Continued to process firefighter applications by reviewing, setting up interviews, sending pre-hiring courses, and providing gear.
Continued to record and code all invoices to complete the AP process, as well as Purchase Card submittals.
Continued to maintain the Burn Permits by issuing permits to applicants, updating information, recording burns on the Burn Map, and submitting burning records to the Kansas Forest Service for their records. Continued to update Riley County Dispatch with the most up-to-date burn permits for their records.
Process records requests and provide necessary information to the requesters.
Assisted with gathering necessary information and documentation for the April Advisory Board meeting.
Created and distributed the May 2025 issue of the *Extinguisher Newsletter.*
Assisted in the meeting to review and discuss the Riley County Fire District #1 budget for 2026 budget year.
Provided Riley County Dispatch with treats for Telecommunications Week to show our appreciation for Dispatch.
Attended the April Onboarding Committee meeting.
Attended NWS Webinar Briefings as needed for storms.
Attended the weekly Kansas Forest Service Wildfire briefings on the Wildfire situation and current conditions.
Attended the Salamander V3 training in Wamego along with Laurie and Robert.
Attended the TC Energy “Upland Prairie Liaison” webinar on Pipeline safety.
Attended Region 7’s webinars on Infectious Disease Briefing, Enhancing Healthcare Preparedness w/ NWS, and an additional Infection Disease Briefing over Measles.
Attended the Kansas Association of Counties Workshop on “Serving the Public: It’s a Tough Job But Somebody’s Gotta Do It” at KCCA conference
Attended the Responder Strong April webinar for Peer Support for First Responders.
See below for Firefighter statistics for May.

Riley County Emergency Management
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May FF Stats	Total Number
New Applications	1
Rejected/Withdrawn Candidates	1
Hired Candidates	3
Probationary Firefighters	16
Trained Firefighters	106
Total Active Members	126
Terminations	0
Resignations	1
Retirements	0

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Station 110
  - Working with Evergy on power
  - Waiting on water and sewer
  - Public works hauling dirt to site
  - Riley Construction nearing completion.
  - Material on sight for bathroom construction by RCFD
  - Ordering the last reaming items needed for occupancy
- Working with Admin Assistant to outfit new FFs.
- Admin Assistant interviews
- Station maintenance items.
- Working with DC of Admin on First Due software implementation items.
- Multiple truck repairs.
- HB112 At KACOMM getting lights installed.
- B114 in Service
- Old B114 returned to Forestry and has already been reissued to another department.
- Cleaning stations

Deputy Chief Jake Konrardy

- County Trainings

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- Respond to Calls
- Deal with personnel issues
- Review New Hire Applications
- Assist DCO with truck repairs
- Assist DCO with finishing new truck builds
- Submit NFIRS report to The Office of The State Fire Marshal
- Work on New Software conversion from Emergency Reporting to First Due
- Zoom meetings with First Due on software implementation
- Attend 911 Working Group Meeting
- Start beta testers for new First Due Software
- Kansas Forest Service Weekly Operational Briefing
- Attend Meeting with KDOT and other agencies on Roundabout Projects on Hwy-24
- On board new Volunteer Firefighter
- Meetings for Rock the Plains event at Tuttle Creek State Park
- Interviews for Administrative Assistant
- Biscuits and Gravy Fundraiser in Leonardville benefitting Firefighter Hofmann

Submitted by:
Russel Stukey
EM Director/ Fire Chief
Riley County

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

EMERGENCY MANAGEMENT/FIRE
Grant

COMMISSION AGENDA REPORT

FROM: **Russel Stukye Emergency Services Director**

MEETING: **May 5, 2025**

SUBJECT: **Grant funding Application**

PRESENTER: **Russel Stukey**

BACKGROUND

Occasionally there is hazard mitigation grant funding available for storm shelters. Since we are remodeling the current EMS HQ for EM/Fire occupancy we would like to include a storm shelter for staff.

DISCUSSION

We must complete a Notice of Intent (NOI) to be eligible for grant funding for a storm shelter.

FISCAL IMPACT

The intent is to include a storm shelter as part of the new facility. Any grant funding we could get should lower the overall cost of adding a storm shelter.

RECOMMENDATION(S)

Staff recommends completing the NOI for Hazard Mitigation grant funding.

POSSIBLE MOTION(S)

Move to approve staff complete the NOI for potential storm shelter grant funding for the EM/Fire remodel project.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM:	**Brittany Phillips, Budget & Finance Officer**
MEETING:	**May 5, 2025**
SUBJECT:	**2026 Fair Budget Request & Preliminary Extension Request**
PRESENTER:	**Daniel Skucius, Director of Riley County Extension**

Enclosures:

- Fairgrounds Budget Memo 2025 (PDF)
- Draft 2026 Fair (XLSX)
- 2026 Extension Budget Request (PDF)

To: Riley County Commission
From: Daniel Skucius, Director, Riley County Extension
Date: 4/16/25
Subject: Fairgrounds Budget Request

The fair board budget committee requests a $1,500 (1%) fairgrounds budget increase.

This budget would add funds to three line items:

- $250 For Security services
    - Added to keep up with the inflation of manpower compensation
- $250 for Fair judges
    - This request is to address rising travel costs for judges
- $ 1,000 for other supplies/materials
    - This line item provides supplies/materials for the fairground's year-round operational needs. The increase is to cover the rising cost of these goods which has caused this line item to be overspent.

The fair board requested that the budget be changed to “Fairgrounds budget” from “Fair” budget. This is to better reflect how the budget is spent on contractual and commodity needs throughout the year for Pottorf and the fairgrounds, not just at fair times.

Riley County, Kansas
2026 Budget
Fair Department
001-016

	EXPENDITURES	2024	2025	2026
	CONTRACTUAL SERVICES	**ACTUAL**	**BUDGET**	**BUDGET**
2010	Postage/Freight/Shipping	$ 1,746	$ 1,530	$ 1,530
2110	Advertising & Legal Publications	14,043	9,410	9,410
2245	Other Rental Services	7,456	9,500	9,500
2260	Security Services	-	3,300	3,550
2550	Dues & Memberships	75	75	75
2605	Administration/Clerical Fees	32,400	32,435	32,435
2680	Fair Judges	8,000	8,000	8,250
2695	Labor/Temporary Services	1,200	1,500	1,500
2990	Other Contract Services	9,017	10,250	10,250
	TOTAL CONTRACTUAL SERVICES	**$ 73,938**	**$ 76,000**	**$ 76,500**
	COMMODITIES			
3010	Office Supplies	$ 857	2400	2400
3032	Supplies Printer	$ -	100	100
3090	Custodian Supplies	3,069	6500	6500
3160	Fair Supplies	18,454	12500	12500
3990	Other Supplies/Materials	3,615	3000	4000
	TOTAL COMMODITIES	**$ 25,995**	**$ 24,500**	**25,500.00**
	CAPITAL OUTLAY			
4020	Other Equipment	$ 4,725	$ 5,000	5,000.00
4130	Building Improvements	5,162	5,000	5,000.00
	TOTAL CAPITAL OUTLAY	**$ 9,888**	**$ 10,000**	**$ 10,000**
	TOTAL EXPENDITURES	**$ 109,821**	**$ 110,500**	**$ 112,000**

To: Riley County Commission

Re: Riley County Extension Council Budget Request

I have attached the information requested to support the Extension Council's budget request. Our 2026 appropriation request is $667,380. This amount is level with 2024 and 2025.

Mission: We are dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families and youth through integrated research, analysis and education.

Description: Riley County Extension is part of the national Cooperative Extension network designed to extend technical expertise and research findings to help people improve their homes, families, farms, businesses and communities. Extension programs are a part of a federal, state and county government partnership, and administered at Kansas State University, the land-grant university. The educational programs are supported and expanded by hundreds of volunteers and community leaders. Riley County Extension employs five Extension Agents who program in agriculture and natural resources, horticulture, 4-H youth development, family and consumer sciences and community development. Extension programs make a positive impact on the physical, mental and financial health and well-being of Riley County residents.

Staffing Notes

Our new agriculture and natural resources agent will begin on June 8th. This will provide us with a full staff of five agents and three office professionals. New staff this year include:

- County Director: Daniel Skucius
- Administrative Assistant: Sherri Rogers
- Agriculture and Natural Resources Agent: Lindsay Shorter

Sincerely,

Daniel Skucius
County Extension Director

Riley County Extension Council
2026 Budget Narrative

The overall appropriation request being submitted by Riley County Extension represents a flat request. More detail is provided below.

Income
The Riley County Extension Council receives funding from Kansas State University in addition to an appropriation from the Riley County Commission. At this time we have not been advised of cuts to the university's portion of our budget.

The Extension Council also receives an administrative stipend from the Riley County Fair Board to administer the Riley County Fair. The Fair Board does not employ any staff, or own any of its own office equipment. The administrative stipend compensates for the additional work Extension does to manage the fair and take reservations for the use of the fair grounds.

As shown in our budget under non-appropriated funds, we do generate additional dollars for our budget by charging for programs and some services. These generated funds are used to pay for program supplies and fees. Staff also generate funds from grants for specific programs.

Expenses
Overall, our budget has decreased from 2025. This was done to try and more closely align our budget with county and state appropriation amounts. However, our budget is still higher than allocated appropriations. This difference is made up by $17,00 of unencumbered funds.

Goals For 2026

- Work jointly with Kansas State University and local program development committees access community needs and provide high quality educational programs in the areas of agriculture, horticulture, 4-H youth development, family & consumer sciences, and community development.

- Continue to increase the public's awareness of the existence and breadth of Extension programs and services available to them.

- Each program area within Extension has a comprehensive set of program action plans that can be provided at the commission's request.

K·STATE Research and Extension | Riley County

BUDGET FOR THE **Riley County Extensio** COUNTY EXTENSION COUNCIL
For the period from January 1, 2026 to December 31, 2026 This budget is prepared in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance	$10,00
Telephone	$6,00
Rent, Heat and Lights	$
Supplies, Stationery, and Postage	$7,50
Equipment	$13,34
Educational Program Support	$13,50
Travel	$12,00
Subsistence	$3,00
Salaries and Wages	$580,00
Employee Benefits	$150,00
	$
	$
Sub-Total	$795,34
Nonappropriated Funds (Reimbursable Transactions)	$75,00
Capital Outlay Reserve	$
TOTAL EXPENDITURES	$870,34

Receipts

Unencumbered Cash balance	$17,00
Kansas State University	$74,62
County Appropriation	$667,38
Interest	$4,00
Other	$32,34
Sub-Total	$795,34
Nonappropriated Funds (Reimbursable Transactions)	$75,00
Capital Outlay Reserve	$
TOTAL RECEIPTS	$870,34

Proposed______________________________ Date____________
Representing County Extension Council

Proposed and Approved*______________________________ Date____________
Representing the Director of Extension

Approved______________________________ Date____________
Representing Board of County Commissioners

*The signature of the Director of Extension or the Director's representative constitutes approval of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended. KSU 8-1 (2011)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 5, 2025**

SUBJECT: **2026 Planning and Development Budget Request**

PRESENTER: **Amanda Webb, Planning and Development Director**

Enclosures:
- Budget memo (PDF)
- Draft 2026 Planning and Development (XLSX)

PLANNING & DEVELOPMENT

Date: May 5, 2025

To: Brittany Phillips, Budget & Finance Officer
Riley County Board of County Commissioners

From: Amanda Webb, Planning Director

Re: Planning & Development Department 2026 Budget request

Budget changes:

Commodities

3304 – Programing Services:
There will be a $1,454 increase to this line item due to the 5% annual technology fee increase that is part of GovBuilt's approved contract.

Overall

My proposed portion of the budget including contractual services, commodities, and capital outlay (the "3 Cs") represents an overall increase of only $1454 from 2025's budget. This equates to a 2.3% increase to this portion.

Riley County, Kansas
2026 Budget
Planning & Development Department
001-024

			2024		2025		2026
	PERSONNEL		**2024**		**2025**		**2026**
	Position Title - Full Time		**ACTUAL**		**BUDGET**		**BUDGET**
	Director		1.00		1.00		1.0
	Planner		1.00		1.00		1.0
	Administrative Assistant-II		1.00		1.00		1.0
	Administrative Assistant		0.00		1.00		1.0
	Planning Compliance Specialist		1.00		1.00		1.0
	Environmental Health Specialist		1.00		1.00		1.0
	As-Needed Clerical		0.50		1.00		0.0
	TOTAL NUMBER OF EMPLOYEES		**5.50**		**7.00**		**6.0**
	EXPENDITURES						
	PERSONNEL SERVICES						
1001	Salaries (Full Time)	$	403,550	$	476,160	$	489,19
1001-057	Salaries (Full Time)-HD		60,914		69,176		72,30
1003	Seasonal/Temporary		14,404		-		
1005	Overtime		50		2,614		2,66
1504	FICA		31,637		36,626		37,62
1504-057	FICA-HD		3,985		5,292		5,53
1506	Health Insurance		53,352		100,735		103,93
1506-057	Health Insurance-HD		19,591		14,554		15,27
1508	KPERS Retirement		41,409		51,278		52,08
1508-057	KPERS Retirement-HD		6,250		7,408		7,65
1510	State Unemployment Tax		388		480		63
1510-057	State Unemployment Tax-HD		48		68		9
	TOTAL PERSONNEL SERVICES	**$**	**635,577**	**$**	**764,389**		**787,00**
	CONTRACTUAL SERVICES						
2010	Postage/Freight/Shipping	$	1,181	$	1,500	$	1,50
2030	Cellular Phone Services		3,120		3,120		3,12
2080	Printing/Duplication Services		-		100		10
2110	Advertising & Legal Publications		6,665		3,000		3,00
2122	Vehicle/Fleet Insurance		1,074		1,000		1,00
2200	Office Equipment Rental		3,886		3,600		3,60
2220	Building Space Rental		-		-		
2330	Transportation Services		-		50		5
2400	Repair/Maintain County Vehicles		-		500		50
2410	Repair/Maintain Office Equipment		-		300		30
2430	Computer Software Maintenance/Support		-		-		
2450	Hardware Maint/Support		10				

2510 Mileage/Tolls/Parking/Rental		408		1,800		1,800
2520 Lodging		961		2,000		2,000
2530 Airfare		-		1,200		1,200
2540 Meals		249		500		500
2550 Dues & Memberships		905		1,500		1,500
2560 Training & Registrations		1,910		3,000		3,000
2570 Subscriptions		305		350		350
2605 Administration/Clerical Fees		-		500		500
2615 Recording Fees		-		350		350
2640 Legal Services		-		500		500
2765 Contract Fees		-		-		
TOTAL CONTRACTUAL SERVICES	**$**	**20,674**	**$**	**24,870**	**$**	**24,870**
COMMODITIES						
3010 Office Supplies	$	1,893	$	2,000	$	2,000
3020 Books & Publications		-		100		100
3030 Computer Supplies		-		200		200
3040 Clothing		-		50		50
3080 Fuel & Lubricants		-		100		100
3100 Chemical		-		1,600		1,600
3135 Furniture < $100		41		300		300
3140 Parts and Tools < $100		140		50		50
3150 Parts and Tools > $100		-		300		300
3304 Programming Services		27,727		29,114		30,568
3990 Other Supplies/Materials		-		300		300
TOTAL COMMODITIES	**$**	**29,801**	**$**	**34,114**	**$**	**35,568**
CAPITAL OUTLAY						
4010 Office Equipment			$	500	$	500
4020 Other Equipment				500		500
4030 Telecommunications Equipment						
4040 Furniture > $100				1,500		1,500
4050 Technology Hardware						
4060 Computer Software		793		1,000		1,000
TOTAL CAPITAL OUTLAY	**$**	**793**	**$**	**3,500**	**$**	**3,500**
TOTAL OPERATING EXPENDITURES	**$**	**686,053**	**$**	**823,373**	**$**	**847,445**
TOTAL EXPENDITURES LESS PERSONNEL	**$**	**51,269**	**$**	**62,484**	**$**	**63,938**
TOTAL EXPENDITURES	**$**	**686,846**	**$**	**826,873**	**$**	**850,945**

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 5, 2025**

SUBJECT: **2026 Downtown Manhattan Appropriation Request**

PRESENTER: **Gina Snyder, Director**

Enclosures:

- FY2026 County Funding (PDF)

DWNTWN
MANHATTAN, KS

County Funding Request FY2026
April 22nd, 2025

Downtown Manhattan, Inc is requesting that Riley County allocate $5,000 to support our continued work in economic development in the downtown district. We are facing rising costs in all areas of our operations including labor, street decor and event programming. In order to maintain our reputation as a clean, safe and economically vibrant downtown, we need to meet both our stakeholders and patrons expectations.

The Houston Street Improvement Projects are finally coming to an end. Once completed, the gateway area to Downtown will have new lighting, flower beds and trees creating a seamless transition from the core downtown to all other areas of our community. Like Poyntz Avenue, the 3rd and Houston streets will need to have flower baskets, holiday lighting and flags welcoming all to our beautiful downtown. These beautification efforts are part of what makes Riley County an attractive place to live, visit, shop and dine! *The American Planning Association gave us the ultimate stamp of approval when we were awarded the 2024 Great Places in Kansas designation!*

Downtown Manhattan, Inc cannot maintain this pace without the support of our public partners. I look forward to sharing our initiatives and reporting on the state of downtown.

On behalf of the DMI Board of Directors,

Gina Snyder

Gina Snyder, Executive Director

Downtown Manhattan, Inc.
2026 Pro-Forma Budget
January through December 2026

Ordinary Income/Expense			
Income			
City of Manhattan Contributions	$.	183,000.00	
BID Fees	$	106,600.00	
Riley County Contributions	$	5,000.00	
Friends of the Neighborhood Memberships	$	6,000.00	
Downtown Partner Sponsorships	$	20,000.00	
Sponsorships / Donations / Events	$	6,500.00	
Total Income			$ 327,100.00
Expense			
Payroll Expenses	$	189,600.00	
Total Expense			$ 189,600.00
Net Ordinary Income			$ 137,500.00
Other Income/Expense			
Other Expense			
Design & Streetscape Programs	$	75,000.00	
Promotion, Events, Economic Development	$	30,000.00	
Operating Expenses	$	32,000.00	
Total Other Expenses			$ 137,000.00
Net Other Income / Expense			$ (137,000.00)
Total Income			$ 500
Net Income			$ 500

Mission Statement/Agency Description

Downtown Manhattan, Inc is a not-for profit community volunteer organization working in the areas of economic development, street design, retail and business recruitment and marketing and promotion. It is our mission to increase consumer awareness; to strengthen retail and professional business institutions; to increase the economic vitality of the City's center and to promote and attract new businesses to the downtown.

DWNTWN
MANHATTAN, KS

Goals and Objectives
2025

Downtown Manhattan, Inc. Board of Directors work to uphold the mission of the organization when setting goals, objectives and initiatives.

- **Organizational and Administrative Processes and Efficiencies**
  - Secure Partners for 2025 Downtown Partners Corporate Sponsorship Program
  - Create 501c3 for the purpose of writing/receiving grants and accepting tax deductible donations
  - Advocate for economic opportunities that enhance or improve the downtown district as a whole and are aesthetically appealing and maintain our walkability.
  - Secure FY2026 funding for improved programming; work with city staff on metrics guidelines
  - Hire Administrative Assistant
  - New Website
- **Partnerships, Sponsorships and Collaborative Efforts**
  - Create regional partnerships to support our mission of growing our patronage while strengthening entertainment districts through shared knowledge
  - Grow existing partnerships with Kansas State University through annual programming and events and shared human capital
- **Events, Programming and Management**
  - Hire Event Manager
  - Hire Event Assistant
  - Enhance event processes/procedures under new Event Manager
  - Ordinance for CCA
  - 2025 fundraising event
- **Within 5 Years**
  - Work with Public Works to develop a process for use of public rights-of-way during construction
  - Work with Department of Commerce to establish Creative District designation and incentive program
  - Work with Public Works to ensure maintenance on district infrastructure is done in a timely manner
  - Advocate for funding Frost Plaza
  - Sound system for outdoor events

Ongoing/In Progress Completed

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 5, 2025**

SUBJECT: **2026 Big Lakes Developmental Center Appropriation Request**

PRESENTER: **Lori Feldkamp, Big Lakes Developmental Center Director**

Enclosures:
- Big Lakes - Riley County Budget 2026 (PDF)

Big Lakes Developmental Center, Inc.
Riley County 2026 Appropriation Request
April 2025

Mission, Vision, Values
Our Mission: *Deliver quality services that promote choice, independence and inclusion for persons with intellectual and developmental disabilities.*

Our Vision: *Provide opportunities for a full and meaningful life.*

Our Values: *WE STRIVE - Support, Teamwork, Respect, Integrity, Valor, and Enthusiasm*

Agency/Entity Description
Big Lakes Developmental Center, Inc. has provided services for 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 serve approximately 200 clients and have 229 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: 24
Geary: 27
Pottawatomie: 51
Riley: 172
Other: 6

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 options, day activities and retirement services. The Manhattan day program serves 140 individuals. The Clay Center day program serves 13 individuals.

Residential services are provided to 112 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. Supports are also provided to individuals in the four-county area who live in their own apartments through our independent living program.

County Mil Levy Funds

County Mil Levy dollars are expended to support transportation services. Transportation is NOT an allowable expense under Medicaid/HCBS funding, the primary funding source for services at Big Lakes. However, services are not possible for the I/DD population without transportation. Big Lakes maintains a fleet of 40 vehicles for 153 clients for whom we provide transportation services from 6am to 10pm, seven days a week. Vehicle types range from large wheelchair accessible buses to smaller passenger vans and cars.

Bus routes run in all four counties and provide daily (M-F) transportation for 43 clients to and from the Manhattan and Clay Center Training Centers for individuals enrolled solely in day services. An additional 110 clients utilize transportation services as a part of our day and residential programs. The Big Lakes Riley County day program route bus has 15 regular riders. KDOT provides a stipend of $10,000 per year to Big Lakes for administrative expenses, under the 5310 programs but no other funds for operations. Expenses for transportation services are paid for using these KDOT funds, county mil levy and fees paid by the clients who utilize the program.

Big Lakes encourages independence 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 the people we serve, due to the level of disability (physical, behavioral, intellectual), the need for trained staff support, vehicle accessibility, flexibility of hours and affordability to the recipient.

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

ATA demand response program charges for a ride and most of our clients would require a demand response trip at a higher cost. Clients who live outside Manhattan city limits would pay up to $175 per month for two trips per day (to and from the center).

Big Lakes' clients are charged a $65 flat fee for unlimited trips to and from the center, employment access, community outings, shopping and medical appointments. The fee was increased by $5 in 2024 due to increasing transportation costs.

Clients 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 subsidy provided by the counties. Most clients average $800 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 or physical capacity to drive. Residential services must have vehicles available evenings, nights and weekends for use at each group home and provide access to individuals in independent living and the staff who support them. Those same vehicles are used by the day program for access to employment, medical appointments and community activities. Scheduled bus route services, available through public transportation, do not provide the flexibility of hours, supervision or affordability necessary for our clientele. It is simply not possible for Big Lakes to not provide transportation and meet the needs of our clients.

2026 Budget Request

Big Lakes is requesting a 2% increase in the County Mil Levy appropriation for 2025. For Riley County, the amount requested is $237,339 or an increase of $4,654.

Riley County Funding History			
2026	*$ 237,339*	*2.00%*	*Requested*
2025	$ 232,685	2.00%	
2024	$ 228,123	5.00%	
2023	$ 217,260	0.00%	
2022	$ 217,260	0.00%	

Total Mileage by County		
	2024	2024
	Mileage	Rides
Riley	190,090	87,659

Big Lakes continues to apply and qualify for KDOT capital grants that utilize county mil levy as a match to replace aging/high mileage, large capacity, accessible buses to meet the needs of our clients. Those grants require tax dollars to match the grant request. In March 2024, Big Lakes recently received two large buses approved for purchase by KDOT in 2020. Vehicle maintenance costs are increasing as a direct result of the inability to replace vehicles on a timely basis. Big Lakes is not planning an expansion of services in 2026 due to our inability to recruit and retain employees. However, new rules in development for programs and services provided may require an increase in access to the larger community in 2026, which will result in additional costs in fuel and maintenance.

Inflation has hit Big Lakes' budget very hard for the past four years. The 2% increase received in 2025 from all four counties served by Big Lakes was greatly appreciated and helped to catch up on some increased expenses. Obtaining and installing vehicle parts in 2026 is expected to get more expensive if tariffs on countries who manufacture needed vehicle parts are continue forward. As gas prices and maintenance costs are not expected to decrease in 2026, another increase in county support is needed to keep pace with expected increasing costs.

	Big Lakes' Audited Transportation Revenue/Expenses				
	4 Year Change	2024	2023	2022	2021
Fees	53.75%	$ 106,819	$ 98,108	$ 86,343	$ 69,476
KDOT	-33.33%	$ 10,000	$ 10,000	$ 10,000	$ 15,000
County Mil	7.98%	$ 585,393	$ 557,518	$ 547,606	$ 542,109
TOTAL REVENUE	12.39%	$ 704,236	$ 665,626	$ 643,949	$ 626,585
Personnel	10.62%	$ 304,582	$ 319,682	$ 304,896	$ 275,342
Gas/Oil	21.70%	$ 113,500	$ 112,661	$ 123,783	$ 93,266
Vehicle Maintenance	28.32%	$ 96,315	$ 111,340	$ 104,410	$ 75,059
Insurance	15.18%	$ 54,897	$ 47,625	$ 49,512	$ 47,664
Depreciation	26.10%	$ 142,484	$ 110,977	$ 124,431	$ 112,995
Overhead	113.43%	$ 47,360	$ 28,318	$ 27,315	$ 22,190
TOTAL EXPENSES	21.17%	$ 759,138	$ 730,603	$ 734,347	$ 626,516
PROGRAM GAIN/LOSS		$ (54,902)	$ (64,977)	$ (90,398)	$ 69

Big Lakes Budget/Actual Expenses			
History & Projections			
2026	$12.2 Million	Proj. Budget	0.02%
2025	$12.2 Million	Budget	0.79%
2024	$12.1 Million	Actual	3.10%
2023	$11.7 Million	Actual	5.85%
2022	$11.1 Million	Actual	12.49%

Programs and Services Funding

Over 90% of Big Lakes funding is obtained through Federal, State, and County tax entities. Medicaid is the primary source of funding for direct service. The Medicaid-Home and Community Based Service Waiver (HCBS/IDD) is the primary source of funding to pay wages/benefits for the staff who support the clients. This portion of Medicaid is not an entitlement service. Waiver services can be reduced or eliminated at any time.

In mid-2022, Big Lakes was able to increase starting wages for direct support staff to $16 per hour with an increase in Medicaid/HCBS reimbursement rates. There were no increases in Medicaid/HCBS funding in FY24 and FY25. A small 1.64% increase was allocated for FY26. This increase will not be enough to increase starting wages. Other cost increases incurred over the past three years must be paid first, such as insurance (property, liability, work comp and health), utilities and facility maintenance. Recruitment and retention of staff remains Big Lakes' biggest obstacle to providing and expanding services. Thirty-four FTE direct support positions remain open as of April 2025.

Other Funding Sources

Big Lakes ability to increase revenue to offset increasing costs is severely restricted. Fund raising and grant opportunities are actively pursued. Most grantors or donors will not pay for administrative or overhead expenses. Grant opportunities are more available for special projects or capital expenditures. In 2017, the Big Lakes Foundation launched a campaign called the "10in10 Endowment Campaign" to fund an endowment to assist with 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 and has supported Big Lakes operations every year since 2018. In 2025, the Foundation will provide $175,000 towards operational expenses.

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 10 years.*** For the second year in a row, the FY26 state budget has an allocation to fund 200 (500-FY25) individuals from the waiting list. However, the Big Lakes area will likely receive funds for a few individuals. Most of the funds will go to larger metropolitan areas with a larger portion of the list. Big Lakes opened admissions in 2023 to backfill open beds in residential and available day services slots due to attrition in the past six years. Expansion of services is not possible until the workforce shortage can be sufficiently addressed.

Funding Waiting List - March, 2025			Waiting List by County:	
Big Lakes:	122		Riley	46
Statewide*:	4706			
*Per March, 2025 KDADS HCBS Monthly Summary				

Goals for 2026 and beyond

Our goals for 2026 and beyond are to continue to provide quality services for the individuals currently enrolled, fill open beds in residential services, admit more individuals in day services, increase community employment placements and fill staffing vacancies. ***Recruiting and retaining quality staff is our biggest barrier to the delivery of quality services and why Big***

***Lakes has limited new admissions for services*.** Employee vacancies remain extremely high for Big Lakes and the human services field nationwide. The waiting list cannot be significantly addressed until system capacity issues are acknowledged and addressed in a substantial manner.

In late 2022, the Big Lakes Foundation launched a $2 million, 2-year capital campaign called Raise the Roof Capital Improvement Project to make needed improvements to Big Lakes' headquarters on Hayes Drive in Manhattan. To date, 80% of the funds have been raised. In 2023, phases one and two were completed. The 43-year-old roof (45,000 sq ft) was replaced and solar panels were added to the roof to achieve long term savings on electricity through renewable energy. Phases three through five include remodeling the 29-year-old interior finishes, HVAC system and parking lot which will be completed once the funds are raised.

Conclusion

Big Lakes continues to need the support of all four counties it serves in 2026 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 support necessary for daily living. We appreciate the steadfast financial support received from Riley County.

BIG LAKES DEVELOPMENTAL CENTER, INC.
2026 PRELIMINARY OPERATIONS BUDGET

Dated 4/21/2025	2023 AUDITED	2024 AUDITED	2025 BUDGET	2026 PRELIMINARY BUDGET
INCOME				
Targeted Case Management	$ 244,228	$ 286,206	$ 307,800	$ 307,800
Medicaid - HCBS	8,536,766	9,308,439	9,593,503	9,593,503
Medicaid - Assessment Fees	41,250	24,600	58,625	58,625
VR Fees	14,830	29,922	17,993	17,993
Private Pay	18,945	96,508	6,758	6,758
Room & Board	595,921	674,910	684,600	684,600
Transportation	93,008	106,819	105,300	105,300
Medicaid - NEMT	21,449	44,294	31,280	31,280
Subcontract & Prime Mfg.	110,468	89,333	84,421	84,421
Foundation - Endowment	165,000	175,000	175,000	175,000
Interest	33,437	35,840	32,101	32,101
Concessions	6,315	8,074	10,959	10,959
Miscellaneous	28,948	41,975	6,374	6,374
KDADS - ID/DD Contract	470,311	479,134	442,700	442,700
KDOT Grant	10,000	10,000	10,000	10,000
Riley County*	217,260	228,124	232,685	237,339
Pott County*	179,238	188,199	191,963	195,802
Geary County*	93,508	98,183	100,147	102,150
Clay County*	67,512	70,887	72,305	73,751
	$ 10,948,394	$ 11,996,447	$ 12,164,515	$ 12,176,457
* 2% Increase Requested in 2026				
EXPENSES				
Salaries: Staff	$ 7,316,610	$ 7,410,931	$ 7,557,211	$ 7,557,211
Payroll Taxes: Staff & Clients	564,828	582,129	594,874	594,874
Wages Earned: Client	169,547	132,129	170,000	170,000
Fringe Benefits	1,221,332	1,261,787	1,463,621	1,463,621
Insurance: Worker's Comp	79,977	97,432	91,391	91,391
Insurance: Building/Grounds	53,790	123,803	130,341	130,341
Insurance: Vehicle	47,625	74,897	68,776	68,776
Insurance: General	7,615	7,718	6,470	6,470
Professional/Consultant/Outside Servi	103,971	154,507	28,000	28,000
Staff Development	39,784	32,904	85,500	85,500
Data Processing	34,276	39,525	39,784	39,784
Legal & Accounting	14,811	27,177	34,276	34,276
Supplies: Personal	165	19,202	20,000	20,000
Supplies: Program	30,936	37,315	46,530	46,530
Supplies: Production	4,370	4,728	7,000	7,000
Supplies: Food	377,626	370,101	407,929	407,929
Supplies: Non-Food	15,980	13,128	10,982	10,982
Supplies: Décor	2,915	2,530	2,915	2,915
Supplies: Fire/Life Safety	17,015	14,375	17,015	17,015
Supplies: In House Training	4,957	4,634	7,101	7,101
Supplies: Medical	13,904	18,652	26,193	26,193
Supplies: Custodial	57,722	51,866	64,601	64,601
Supplies: Office	15,292	20,524	15,934	15,934
Supplies: Security	392	740	500	500
Postage	14,184	12,871	14,184	14,184
Communications	52,011	51,017	65,000	65,000
Utilities	234,759	231,131	252,308	252,308
Trash Services	14,183	16,167	14,637	14,637
Bldg: Repairs & Maintenance	154,004	156,652	122,000	122,000
Equip: Repairs & Maintenance	54,395	51,540	54,395	54,395
Vehicle: Repairs & Maintenance	111,744	98,900	111,744	111,744
Transportation: Gas/Oil	121,231	122,014	152,875	152,875
Transportation: Other	3,039	3,077	3,651	3,651
Real Estate Taxes (Specials)	8,737	8,571	8,918	8,918
Subscriptions/Publications	4,261	3,547	4,261	4,261
Bank Fees	4,561	9,215	5,000	5,000
Memberships/Dues/Licenses	45,831	42,869	45,831	45,831
Drug Testing	13,919	5,806	4,728	4,728
Background Checks	19,062	13,800	19,062	19,062
Travel for Business	1,895	3,665	1,895	1,895
Advertisement	280	1,334	500	500
Equipment Expense >$500	23,596	29,462	36,000	36,000
Equipment Expense <$500	7,226	11,117	17,000	17,000
Rental of Equipment	12,958	13,973	12,958	12,958
Community Education	7,247	7,857	11,460	11,460
Staff Recruitment	29,410	26,848	40,000	40,000
Concessions	4,890	6,332	4,890	4,890
Miscelleanous	56,334	51,457	2,423	2,423
Printing & Duplications	7,484	8,936	11,000	11,000
Client Recreation	2,226	5,501	2,226	2,226
Transportation Costs: Production	1,022	278	1,199	1,199
Depreciation	522,357	573,473	573,473	573,473
TOTAL EXPENSES	$ 11,726,633	$ 12,068,337	$ 12,490,563	$ 12,490,563
Increase(Decrease) Net Assets	(778,239)	(71,890)	(326,048)	(314,106)
Fundraising/Capital Grants	400,000	758,721	235,000	900,000
Capital Expenditures	(1,103,699)	(535,579)	(235,000)	(900,000)

Attachment: Big Lakes - Riley County Budget 2026 (15724 : 2026 Big Lakes Developmental Center Appropriation Request)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 5, 2025**

SUBJECT: **2026 Riley County Genealogical Society Appropriation Request**

PRESENTER: **Ginny Peterson - Riley County Genealogical Society**

Enclosures:
- 2025 Request for Financial Support for the Riley County Genealogical Society Library (DOCX)

Request for Financial Support for the Riley County Genealogical Society Library Located in the County-Owned Platt House at 2005 Claflin Rd.

Mission Statement:

- Provide educational and research opportunities for genealogy and family history researchers
- Maintain a genealogical research library
- Collect, preserve and publish genealogical and historical records for Riley County and surrounding area.

Agency Description: The RCGS Library is the center of genealogical and family history research for a 60-mile radius of Manhattan. It contains over 6000 volumes of reference materials and publications from almost all states. These resources provide census information, information on wills and probates, family history files and other historical references. We provide a Surname Search with over 1,343,000 local area surnames for people looking for information about their ancestors. The Library offers on-line genealogical research through the use of its computers, subscription-based genealogy websites, and the RCGS website, www.rileycgs.com. Volunteers assist patrons with their personal research, which can also be requested online. The Library is staffed entirely by volunteers as librarians, computer assistants, and board members. Our volunteers maintain the landscaping and provide maintenance on the house itself. Volunteers procure and schedule exceptional programs for the public on topics related to family history. Volunteers publish a semi-annual journal in color, and an online monthly newsletter.

Sources of Funding and Expenditures:

The following chart shows the RCGS Income and Expenditures for 2024.

Income		**Expenditures**	
Riley County Commission	$3,500	Utilities for Platt House	$4,531
Dues	$4,350	RCGS Website Fee	$484
Donations	$7,405	Computer Contract & Software	$262
Research	$169	Subscriptions/Dues	$350
Sales & Publications	$631	Insurance	$1,117
Trail Project Income	$11,350	Trail Project Expenses	$8,412
	$27,462.00	Building and Grounds	$189
*We had additional Income earmarked for the Trail Marker Project which has not yet been spent.		Publications	$412
		Kansas Kin Publication	$1,957
		Publicity/Postage/Supplies	$332
		Meeting & Classroom Expenses	$250
			$18,297

Line-Item Budget for Use of Funds Requested:

The Riley County Genealogical Society is asking for $5,000 to support payment of utilities for the historic Platt House. As the cost of utilities has increased nationwide, so have those for this 1871 home which houses our collections, and provides work space for volunteers and patrons.

Riley County Genealogical Society Goals for 2026:

- Serve people with roots in Riley and surrounding counties with resources and assistance with family history research, both in person and through the rileycgs.com website.
- Maintain the historic Platt House which serves as a family research library.
- Continue to digitize local resources, working in close contact with the Manhattan Public Library and **Riley County archives**.
- Continue to provide educational programs and classes on family history topics for the public, such as our frequent monthly programs at the Manhattan Public Library.
- **Complete the installation of ten historical markers along the hiking trails in Manhattan.**

Submitted to: Riley County Commissioners April 16, 2025

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 5, 2025**

SUBJECT: **2026 Flint Hills Metropolitan Planning Organization Appropriation Request**

PRESENTER: **Jared Tremblay, Flint Hills Metropolitan Planning Organization**

Enclosures:

- RL County 2026 Budget Request (PDF)

Flint Hills Metropolitan Planning Organization
2805 Claflin Rd. Ste. 100 | Manhattan, KS | 66502
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

April 18, 2025

Brittany Phillips
Budget & Finance Officer
110 Courthouse Plaza
Manhattan, KS 66502

SUBJECT: 2026 RL County Budget Request

Ms. Phillips,

This document outlines the Flint Hills MPO's 2026 budget request, as well as the other items identified in your Appropriations Request letter.

Mission Statement: Provide a regional forum to coordinate, encourage, and promote a safe, efficient, affordable, and integrated transportation system for all users; in support of livable communities and economic competitiveness.

Agency Description: The Flint Hills Metropolitan Planning Organization (MPO) is the designated entity to provide regional transportation planning and programming services across portions of Geary, Pottawatomie, and Riley Counties.

At both the local and regional scale, the MPO places special emphasis on providing equal access to a variety of transportation modes; including, transit, bicycling, walking, vehicles, and freight.

The Flint Hills MPO (designated February 2013 by the Designation Agreement) was the first MPO designated by the State of Kansas in over three decades. Federal law requires any Urbanized Area population exceeding 50,000 persons to create a Metropolitan Planning Organization to carry out the multi-modal transportation planning for the metropolitan area. The Manhattan Urbanized Area exceeded this population threshold in the 2010 Census.

In 2017, the Policy Board voted to expand the MPO boundary to include the City of Wamego and more of Pottawatomie County along the US-24 corridor. The boundary expansion took effect January 1, 2018.

The MPO is governed by a Policy Board made up of local elected officials from the jurisdictions in the metropolitan area and a representative from the Kansas Department of Transportation (KDOT). The Policy Board is supported by a Technical Advisory Committee (TAC), consisting of staff level representatives from various local, state, and federal agencies.

Funding Sources: The Flint Hills MPO's budget is created and documented through our Unified Planning Work Program (UPWP), which is approved by our Policy Board, KDOT, FHWA, and FTA. The sources of funding for carrying out the planning activities within the UPWP come from the Consolidated Planning Grant (CPG), which is comprised of Planning (PL) funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Section 5303 funds, FTA Section 5307 funds, and local contributions. The CPG is administered by the Kansas Department of Transportation (KDOT) and allocated to the MPO each year based on a formula. The CPG funds (80% of budget) require a non-federal match (20%) which is provided by the Cities of Manhattan, Junction City, and Wamego and the Counties of Riley, Geary, and Pottawatomie. This local share is split based upon the percentage of population for each entity within the FHPMO.

Line-Item Budget: The table on the following page is the current draft budget for the 2026 UPWP. This document will be approved during the May Policy Board meeting.

2026 Goals:

- Complete the Big Blue River 2nd Connection Cost-Benefit Analysis study & public outreach
- Amend 2026-2029 Transportation Improvement Program (TIP) as required.
- Lead local efforts on the US-24 Corridor Management Plan update and public outreach
- Lead local call for projects for Transportation Emissions Reduction Strategy (TERS) funds

If you or the Commisison have any questions or comments, please reach out to me directly at Tremblay@FlintHillsMPO.org

Thank you

Jared Tremblay
Planning Manager

2026 Budget - May Estimate				
UPWP Task	**Activities**	**May Estimate**	**CPG (80%)**	**Local Funds (20%)**
1.0	**MPO Support and Administration**	**$ 111,660.99**	**$ 89,328.79**	**$ 22,332.20**
1.1	**General Program Administration**	**$ 88,157.65**	**$ 70,526.12**	**$ 17,631.53**
	Salaries and Benefits	$ 44,057.65	$ 35,246.12	$ 8,811.53
	Total Operating Expenses	**$ 44,100.00**	**$ 35,280.00**	**$ 8,820.00**
	Administration	$ 15,590.00	$ 12,472.00	$ 3,118.00
	Advertising	$ 600.00	$ 480.00	$ 120.00
	Annual Audit	$ 5,000.00	$ 4,000.00	$ 1,000.00
	Communications	$ 400.00	$ 320.00	$ 80.00
	Demo/Counter Supplies	$ 450.00	$ 360.00	$ 90.00
	Office Expenses/Supplies	$ 10,660.00	$ 8,528.00	$ 2,132.00
	Printing and Copying Services	$ 1,400.00	$ 1,120.00	$ 280.00
	Mileage Reimbursement	$ 4,000.00	$ 3,200.00	$ 800.00
	Professional Development	$ 6,000.00	$ 4,800.00	$ 1,200.00
1.2	**Unified Planning Work Program**	**$ 7,136.53**	**$ 5,709.23**	**$ 1,427.31**
1.3	**MPO Committee Support**	**$ 6,211.73**	**$ 4,969.38**	**$ 1,242.35**
1.4	**Professional Development and Training**	**$ 10,155.09**	**$ 8,124.07**	**$ 2,031.02**
2.0	**Involvement & Outreach**	**$ 24,000.51**	**$ 19,200.40**	**$ 4,800.10**
2.1	**Outside Agency Committees/Presentations**	**$ 19,804.11**	**$ 15,843.29**	**$ 3,960.82**
2.2	**Internal Documents & Outreach Efforts**	**$ 4,196.39**	**$ 3,357.11**	**$ 839.28**
3.0	**Regional Planning Initiatives**	**$ 150,828.26**	**$ 125,146.09**	**$ 25,682.17**
3.1	**Long-Range Transportation Plan**	**$ 7,726.32**	**$ 6,181.06**	**$ 1,545.26**
	Salaries and Benefits	$ 2,726.32	$ 2,181.06	$ 545.26
	Consultant Services: Travel Demand Model	$ 5,000.00	$ 4,000.00	$ 1,000.00
3.2	**Transportation Improvement Program**	**$ 4,196.39**	**$ 3,357.11**	**$ 839.28**
3.3	**Community Initiatives & projects**	**$ 103,074.80**	**$ 82,459.84**	**$ 20,614.96**
3.4	**Regional Datasets & Analytics**	**$ 13,413.32**	**$ 10,730.66**	**$ 2,682.66**
3.5	**Complete Streets***	**$ 22,417.43**	**$ 22,417.43**	$ -
	TOTAL	**$ 286,489.76**	**$ 233,675.29**	**$ 52,814.47**

2026 MPO Funding Breakout	Total Budget	CPG: Complete Streets*	Non-Complete Streets Total	CPG	Local Funds
Budget Breakout	**$286,489.76**	$22,417.43	**$264,072.33**	$211,257.86	$52,814.47
Percentage of Budget	**100%**	7.8%	**92.2%**	80.0%	20.0%

* FHWA requires that Complete Streets (Task 3.5) work be >= 2.5% Planning budget. Task 3.5 will be funded at 100% CPG match.

2026 Local Match Breakout		
Jurisdiction	**% of population**	**Match Amount**
Manhattan	54.1%	$ 28,572.63
Junction City	22.9%	$ 12,094.51
Pottawatomie County	9.9%	$ 5,228.63
Riley County	5.0%	$ 2,640.72
Wamego	4.8%	$ 2,535.09
Geary County	3.3%	$ 1,742.88
TOTAL	**100.0%**	**$ 52,814.47**

Attachment: RL County 2026 Budget Request (15704 : 2026 Flint Hills Metropolitan Planning Organization Appropriation Request)