



**Board of Riley County  
Commissioners  
Regular Meeting  
Agenda  
May 08, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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

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

[District 1 – John Ford, Vice Chair](#)

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

3. Highway Use Permit, Raymond Shultz and Thunder Pump & Plumbing
4. Highway Use Permit, Larson Construction

**Review Minutes**

5. Board of Riley County Commissioners - Regular Meeting - May 4, 2023 8:30 AM

**Review Tentative Agenda**

6. Tentative Agenda

**Press Conference Topics**

7. Discuss Press Conference

**9:00 AM**

**Rich Vargo, County Clerk**

8. Year to date budget and expenditure reports

**9:15 AM**

**Amanda Webb, Planning/Special Projects Director**

9. Consider and approve the annual review of the Riley County Solid Waste Management Plan as completed by the Riley County Solid Waste Management Committee

**9:30 AM**

**Press Conference**

10. RCPD Update - Greg Steere (2-3 minutes)
11. 2022 Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (2 minutes)

- 9:35 AM**      **Clancy Holeman, Counselor/Director of Administrative Services**  
12.    Executive session to discuss confidential legal advice regarding potential litigation issues
- 10:05 AM**      **Laurie Harrison, Emergency Management Coordinator**  
13.    EM out of state travel request
- 10:10 AM**      **John Ellermann, Public Works Director/County Engineer**  
14.    Public Works Project Update  
15.    Out of State Travel to PWX 2023
- 10:25 AM**      **Katharine Hensler, Museum Director**  
16.    Riley County Historical Museum Staff Report
- 10:40 AM**      **Clancy Holeman, Counselor/Director of Administrative Services**  
17.    Administrative Work Session  
18.    Pending County Projects County Counselor
- 10:50 AM**      **Clancy Holeman, Counselor/Director of Administrative Services**  
19.    2024 BUDGET REQUEST
- 11:00 AM**      **Elizabeth Ward, Human Resource Director**  
20.    2024 Budget Requests for Additional and Expanded Positions  
21.    Request to Fill Budget and Finance Manager position
- 11:45 AM**      **Lunch**
- 1:30 PM**      **Emily Wagner, Manhattan Emergency Shelter**  
22.    2024 Manhattan Emergency Shelter Appropriation Request
- 1:45 PM**      **Erica Christie, Three Rivers, Inc.**  
23.    2024 3 Rivers Funding Request
- 2:00 PM**      **Russel Stukey, Emergency Management Director**  
24.    2024 BUDGETS FOR FIRE DISTRICT #1, 911, EMERGENCY MANAGEMENT AND FIRE STATION PROJECTS
- 2:10 PM**      **Anna Burson, Appraiser**  
25.    2024 APPRAISER BUDGET
- 2:20 PM**      **Vickie James, Food and Farm Council Coordinator**  
26.    2024 FOOD AND FARM COUNCIL FUNDING
- 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 9, 2023 (GM).

A Groundbreaking Ceremony for the North County EMS in Leonardville will be held today at 3:30 p.m. at 506 E Barton Road, Leonardville, Kansas.

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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.



**PUBLIC WORKS**  
*Permit*

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

## COMMISSION AGENDA REPORT

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**FROM:** Shannon Sterling, Administrative Assistant II

**MEETING:** May 8, 2023

**SUBJECT:** Highway Use Permit, Raymond Shultz and Thunder Pump & Plumbing

**PRESENTER:** John Ellermann, PE, Director of Public Works

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### **BACKGROUND**

Raymond Shultz is requesting permission to have Thunder Pump & Plumbing work in the right of way to install residential sewer line under School Branch Road at 18750 School Branch Road.

### **RECOMMENDATION(S)**

Staff recommends approval of the Highway Use Permit as presented

### **POSSIBLE MOTION(S)**

Move to approve the Highway Use Permit granting Thunder Pump & Plumbing permission to complete the work as outlined on the permit.

The Board agreed by consensus to

#### Enclosures:

- 04.12.23\_Raymond Shultz\_School Branch Rd (PDF)

**Riley County Public Works Department  
Highway Use Permit - Document Management Form**

**Project Number:** 18750 School Branch Road, Randolph, KS

**Requesting Party:** Raymond Shultz, 18790 N Otter Rd, Randolph, KS

**Processing Procedure:** Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Signature:  4/24/23

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: May Day: No additional comments

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date 5/4/23 by SS

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces **2** copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.
  - CC: Petitioner ☐
  - Operations Manager ☐
  - Township Trustee: \_\_\_\_\_ (if on Township Road) ☐
  - Highway Use Permit filed with Document Management Form attached ☐

Date \_\_\_\_\_ by \_\_\_\_\_

Submitted by: Shannon Sterling

Date Submitted: 4/24/23

Attachment: 04.12.23\_Raymond Shultz\_School Branch Rd (13389 : Highway Use Permit)

Permit No. \_\_\_\_\_

**APPLICATION FOR HIGHWAY USE PERMIT**

Riley County, Kansas

Raymond Shultz Sewer line  
 Applicant Name Type of Construction  
18790 N. Otter Br Randolph KS 66554  
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: residential sewer line under School Branch Rd at 18750 School Branch, Randolph

**A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.**

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: Raymond L Shultz 4-6-2023  
 Submitter's signature Date  
Raymond L Shultz, owner  
 Printed Name & Title  
785-562-6171 Todd Anderson  
 Submitter's Telephone Number Contractor Name  
rays@valleyvet.com 785-652-0419  
 Submitter's Email Address Contractor Telephone Number  
April 17, 2023 1 day  
 Proposed Date of Construction Estimated Duration of Construction

RECOMMENDED BY:

John Ell  
 Riley County Engineer

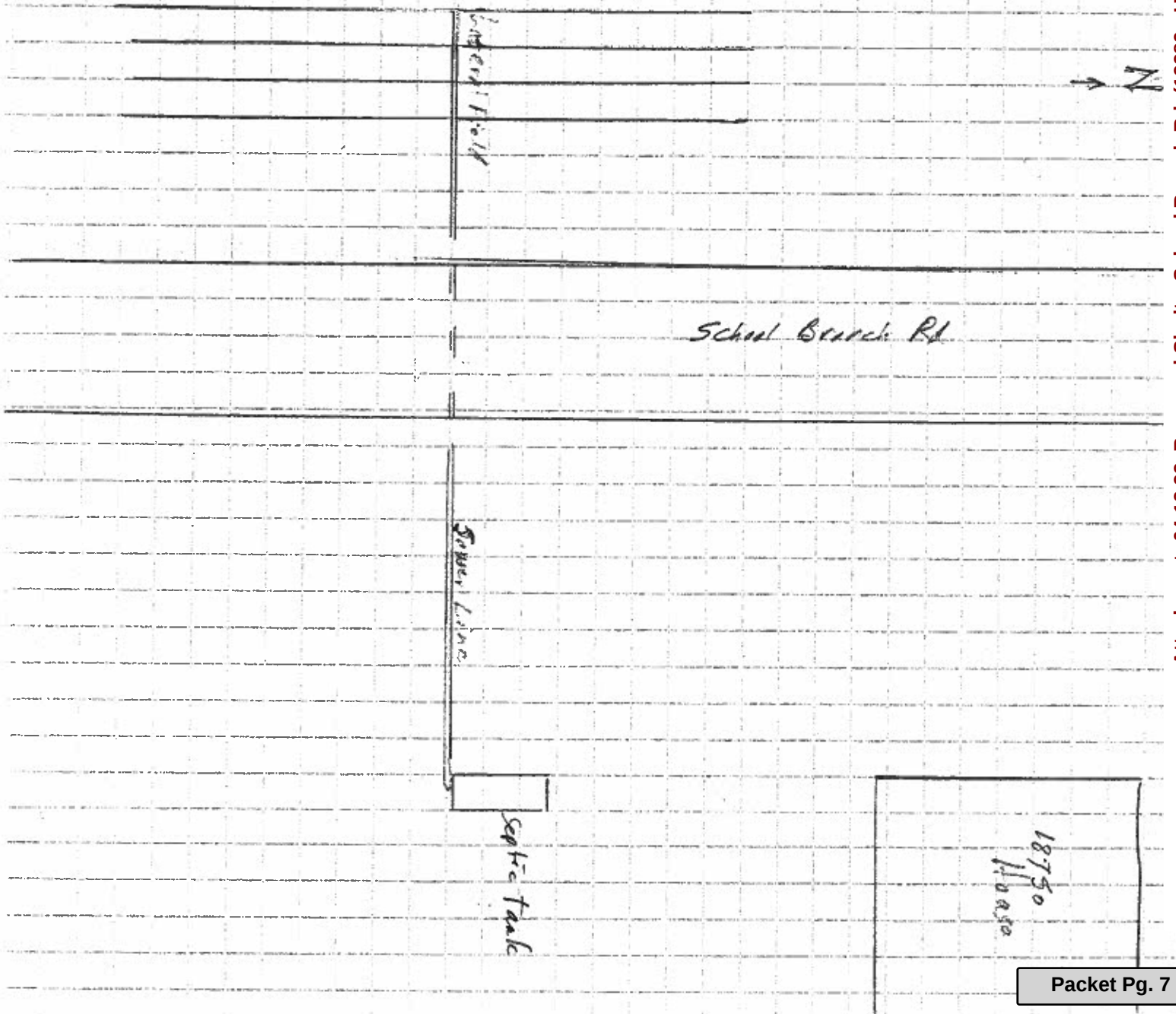
Permit granted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
 RILEY COUNTY, KANSAS

\_\_\_\_\_  
 Chairperson

## OFFICE USE ONLY:

Application Fee: paid \$100.00  
 \$1,000 Deposit \_\_\_\_ Bond \_\_\_\_ Letter \_\_\_\_  
 Receipt No. 013057 Date: 4-17-23  
 Signature: [Signature]





**PUBLIC WORKS**  
*Permit*

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

## COMMISSION AGENDA REPORT

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**FROM:** Shannon Sterling, Administrative Assistant II

**MEETING:** May 8, 2023

**SUBJECT:** Highway Use Permit, Larson Construction

**PRESENTER:** John Ellermann, PE, Director of Public Works

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### **BACKGROUND**

Larson Construction is requesting permission to work in the right of way to install water service under Kitten Creek Road to serve 7203 Neef Dr.

### **RECOMMENDATION(S)**

Staff recommends approval of the Highway Use Permit as presented

### **POSSIBLE MOTION(S)**

Move to approve the Highway Use Permit granting Larson Construction permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

#### Enclosures:

- 04.18.23\_Larson Construction\_Kitten Creek Rd (PDF)

**Riley County Public Works Department  
Highway Use Permit - Document Management Form**

**Project Number:** New Water Line under Kitten Creek Rd to serve 7203 Neef Drive  
**Requesting Party:** Larson Construction, 2616 Eureka Terr., Manhattan, KS 66503

**Processing Procedure:** Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Signature: \_\_\_\_\_

*[Handwritten Signature]* 4/24/23

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: *Wildcat: No additional comments*

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date 5/4/23 by SS

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.
 

|                                                                 |                                                |
|-----------------------------------------------------------------|------------------------------------------------|
| CC: Petitioner                                                  | <input type="checkbox"/>                       |
| Operations Manager                                              | <input type="checkbox"/>                       |
| Township Trustee: _____                                         | (if on Township Road) <input type="checkbox"/> |
| Highway Use Permit filed with Document Management Form attached | <input type="checkbox"/>                       |

Date \_\_\_\_\_ by \_\_\_\_\_

Submitted by: Shannon Sterling

Date Submitted: 4/24/23

Attachment: 04.18.23\_Larson Construction\_Kitten Creek Rd (13394 : Highway Use Permit)

Permit No. \_\_\_\_\_

## APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Riley County Rural WATER DISTRICT #1 WATER SERVICE Road Bore  
 Applicant Name Type of Construction

2616 Eureka Terrace MANHATTAN KS 66503  
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to INSTALL WATER SERVICE under Kitten Creek Rd to Serve 7203 Neef.  
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

**A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.**

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: Bob Rogers  
 Submitter's signature

4-7-2023

Date

Bob ROGERS MGR  
 Printed Name & Title

785-537-4440  
 Submitter's Telephone Number

bob@larcoinc.biz  
 Submitter's Email Address

Approx. 4-25-23  
 Proposed Date of Construction

LARSON CONSTRUCTION INC  
 Contractor Name

785-537-0160  
 Contractor Telephone Number

1 week  
 Estimated Duration of Construction

RECOMMENDED BY:

John Ells  
 Riley County Engineer

Permit granted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
 RILEY COUNTY, KANSAS

Chairperson

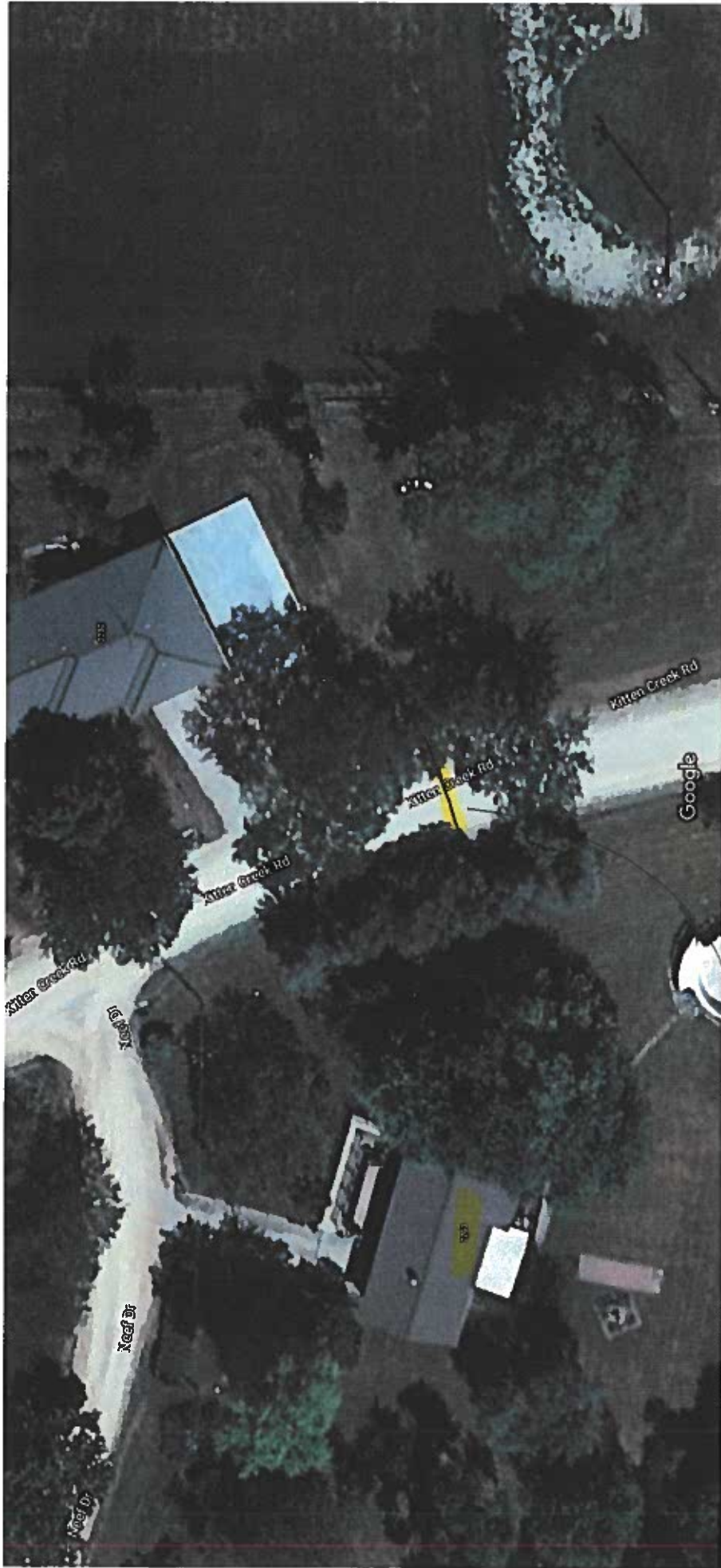
## OFFICE USE ONLY:

Application Fee: \$100.00

\$1,000 Deposit \_\_\_\_\_ Bond X Letter \_\_\_\_\_

Receipt No. 013062 Date: 4/18/23

Signature: [Signature]



Directional Bore 2" casing pipe to install 1" service line under Kitten Creek Road to serve 7203 Neef Drive whose well is failing.



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
May 11, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

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

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

[District 1 – John Ford, Vice Chair](#)

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Discuss Joint City/County/County Meeting

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

**9:20 AM**

**Judge Bannister, District Court**

3. 2024 District Court Budget Request

**9:30 AM**

**Shilo Heger, Treasurer**

4. Monthly Revenue Reports

**9:45 AM**

**Jason Smith, Manhattan Area Chamber of Commerce**

5. Economic development update

**10:00 AM**

**Jason Smith, Manhattan Area Chamber of Commerce**

6. 2024 Chamber of Commerce Appropriation Request

**10:10 AM**

**Budget and Planning Committee - Darell Edie, Budget and Finance Officer**

7. Monthly Cash Flow Reports

Attachment: 05-11-23 tentative agenda (12836 : Tentative Agenda)

- 10:20 AM Ron Fehr, Manhattan City Manager**  
8. Manhattan City General Update
- 10:50 AM David Adams, EMS/Ambulance Director**  
9. Riley County Public Safety Headquarters update
- 11:35 AM Kevin Larson, Riley County Council on Aging**  
10. 2024 Riley County Council on Aging Appropriation Request
- 1:15 PM Robbin Cole, Pawnee Mental Health Services Director**  
11. 2024 Pawnee Mental Health Services Appropriation Request
- 1:30 PM Jared Garren, Be Able**  
12. 2024 Be Able Appropriation Request
- 1:45 PM Lori Feldkamp, Big Lakes Developmental Center Director**  
13. 2024 Big Lakes Development Center Appropriation Request
- 2:00 PM Vernon Turner, Flint Hills Veterans Coalition**  
14. 2024 Flint Hills Veterans Coalition Appropriation Request
- 2:10 PM Katharine Hensler, Museum Director**  
15. 2024 Riley County Historical Museum Budget Request
- 2:20 PM Amanda Webb, Planning/Special Projects Director**  
16. 2024 Planning and Development Budget Request
- 2:30 PM David Adams, EMS/Ambulance Director**  
17. 2024 EMS/Ambulance Budget Request
- 2:45 PM Michael Boller, Noxious Weed Director**  
18. 2024 Noxious Weed/HHW Budget Request

### Adjournment

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

Attachment: 05-11-23 tentative agenda (12836 : Tentative Agenda)



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
May 15, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

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

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

[District 1 – John Ford, Vice Chair](#)

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Amanda Webb, Planning/Special Projects Director**

1. Out of State Travel Request

**9:15 AM**

**David Adams, EMS/Ambulance Director**

2. Staff update

**9:30 AM**

**Press Conference**

**9:40 AM**

**Elizabeth Ward, Human Resource Director**

3. New and expanded positions

**10:10 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

4. Administrative Work Session

**10:30 AM**

**Shelly Williams, Community Corrections Director**

5. 2024 Community Corrections Budget Request

**10:45 AM**

**Barry Wilkerson, County Attorney**

6. 2024 Riley County Attorney Budget Request

Attachment: 05-15-23 tentative agenda (12836 : Tentative Agenda)

- 11:00 AM**      **Gina Snyder, Downtown Manhattan Director**  
7.      2024 Downtown Manhattan Inc. Appropriation Request
- 11:10 AM**      **Dennis Cook, Aggieville Business District**  
8.      2024 Aggieville Business Association Appropriation Request
- 11:20 AM**      **Patrick Gormely, Riley County Genealogical Society**  
9.      2024 Riley County Genealogical Society Appropriation Request
- 11:30 AM**      **Amy Manges, Register of Deeds**  
10.      2024 Register of Deeds/Tech fund budget Requests
- 12:00 PM**      **Law Enforcement Agency Meeting**
- 2:00 PM**      **Shilo Heger, Treasurer**  
11.      2024 Treasurer, Motor Vehicle, & Tech Fund Budget Requests
- Adjournment**

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

Attachment: 05-15-23 tentative agenda (12836 : Tentative Agenda)



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## STAFF REPORT

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**FROM:** Rich Vargo, County Clerk

**MEETING:** May 8, 2023

**SUBJECT:** Year to date budget and expenditure reports

**PRESENTER:** Rich Vargo, County Clerk

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**Enclosures:**

- 2023 YTD Wage-Overtime Report Overview 2023-04 (PDF)
- 2023 YTD Wage-Overtime Report Detail Page 2023-04 (PDF)
- April Financial Reports 2023 (PDF)

## 2023 YTD Wages/Overtime Compared to Budget

% of Year Used

33.33%

| April                            | YTD Wages             | Budgeted Wages         | YTD OT              | Budgeted Overtime     | OT Spent - % of wages | Total YTD Wages & OT  | 2023 Total Budget      | Budget Spent |
|----------------------------------|-----------------------|------------------------|---------------------|-----------------------|-----------------------|-----------------------|------------------------|--------------|
| <b>Department</b>                |                       |                        |                     |                       |                       |                       |                        |              |
| 1 Attorney                       | \$503,767.77          | \$1,663,906.62         | \$1,514.17          | \$4,291.25            | 0.09%                 | \$505,281.94          | \$1,668,197.87         | 30.2         |
| 2 Clerk                          | \$264,979.82          | \$860,540.00           | \$36.51             | \$4,723.00            | 0.00%                 | \$265,016.33          | \$865,263.00           | 30.6         |
| 3 Commissioners                  | \$49,577.04           | \$161,125.00           | \$0.00              | \$0.00                | 0.00%                 | \$49,577.04           | \$161,125.00           | 30.7         |
| 4 Administrative Services        | \$158,807.23          | \$539,658.00           | \$0.00              | \$1,616.00            | 0.00%                 | \$158,807.23          | \$541,274.00           | 29.3         |
| 6 Register of Deeds              | \$102,031.48          | \$341,888.00           | \$0.00              | \$928.00              | 0.00%                 | \$102,031.48          | \$342,816.00           | 29.7         |
| 7 Treasurer                      | \$286,353.43          | \$944,071.00           | \$5,582.72          | \$5,941.00            | 0.59%                 | \$291,936.15          | \$950,012.00           | 30.7         |
| 10 Emergency Mgt                 | \$61,968.20           | \$176,699.00           | \$44.46             | \$0.00                | 0.03%                 | \$62,012.66           | \$176,699.00           | 35.1         |
| 17 Museum                        | \$109,434.83          | \$331,141.00           | \$0.00              | \$0.00                | 0.00%                 | \$109,434.83          | \$331,141.00           | 33.0         |
| 19 Election                      | \$70,812.27           | \$411,932.00           | \$0.00              | \$3,114.00            | 0.00%                 | \$70,812.27           | \$415,046.00           | 17.0         |
| 20 EMS/Ambulance                 | \$625,361.14          | \$2,111,572.00         | \$263,413.30        | \$1,293,562.00        | 12.47%                | \$888,774.44          | \$3,405,134.00         | 26.1         |
| 22 Appraiser                     | \$349,770.48          | \$1,083,795.00         | \$1,914.63          | \$11,323.00           | 0.18%                 | \$351,685.11          | \$1,232,935.00         | 28.5         |
| 24 Planning & Development        | \$133,475.61          | \$466,581.00           | \$45.71             | \$950.66              | 0.01%                 | \$133,521.32          | \$467,531.66           | 28.5         |
| 29 Information Tech-GIS          | \$179,267.84          | \$697,157.00           | \$165.24            | \$7,081.15            | 0.02%                 | \$179,433.08          | \$704,238.15           | 25.4         |
| 30 General Serv.-Separation      | \$9,227.25            | \$75,000.00            | \$0.00              | \$0.00                | 0.00%                 | \$9,227.25            | \$75,000.00            | 12.3         |
| 40 Public Works                  | \$1,009,720.42        | \$3,588,192.00         | \$11,220.68         | \$90,716.00           | 0.31%                 | \$1,020,941.10        | \$3,678,908.00         | 27.7         |
| 41 Noxious Weed                  | \$124,993.15          | \$415,646.14           | \$1,066.58          | \$7,770.88            | 0.26%                 | \$126,059.73          | \$423,417.02           | 29.7         |
| <b>NON-GENERAL FUNDS</b>         |                       |                        |                     |                       |                       |                       |                        |              |
| <b>Solid Waste payroll</b>       | \$57,502.63           | \$200,506.38           | \$622.69            | \$12,788.03           | 0.31%                 | \$58,125.32           | \$213,294.41           | 27.2         |
| <b>Fire District #1</b>          | \$94,301.35           | \$333,259.00           | \$14.78             | \$553.00              | 1.98%                 | \$94,316.13           | \$333,812.00           | 28.2         |
| <b>Subtotal-All County Funds</b> | <b>\$4,191,351.94</b> | <b>\$14,402,669.14</b> | <b>\$285,641.47</b> | <b>\$1,445,357.97</b> | <b>1.98%</b>          | <b>\$4,476,993.41</b> | <b>\$15,985,844.11</b> |              |
| <b>Health Dept.-General Fund</b> | \$141,198.71          | \$423,806.43           | \$241.34            | \$1,579.79            | 0.06%                 | \$141,440.05          | \$425,386.22           | 33.2         |
| <b>Health Dept.-Grant Funds</b>  | \$807,244.61          | \$2,602,104.41         | \$397.03            | \$12,717.45           | 0.02%                 | \$807,641.64          | \$2,614,821.86         | 30.8         |
| <b>Grant Funds</b>               |                       |                        |                     |                       |                       |                       |                        |              |
| Youth Court Svcs                 | \$16,686.04           | \$0.00                 | \$444.36            | \$0.00                | #DIV/0!               | \$17,130.40           | \$0.00                 | 0.0          |
| Juvenile Services                | \$79,739.95           | \$335,248.79           | \$712.12            | \$0.00                | 0.21%                 | \$80,452.07           | \$335,248.79           | 24.0         |
| Adult Services                   | \$96,050.77           | \$311,345.38           | \$2,241.21          | \$0.00                | 0.72%                 | \$98,291.98           | \$311,345.38           | 31.5         |
| <b>Subtotal Grant Funds</b>      | <b>\$192,476.76</b>   | <b>\$646,594.17</b>    | <b>\$3,397.69</b>   | <b>\$0.00</b>         | <b>0.53%</b>          | <b>\$195,874.45</b>   | <b>\$646,594.17</b>    |              |
| <b>Totals</b>                    | <b>\$5,332,272.02</b> | <b>\$18,075,174.15</b> | <b>\$289,677.53</b> | <b>\$1,459,655.21</b> | <b>1.60%</b>          | <b>\$5,621,949.55</b> | <b>\$19,672,646.36</b> |              |

Attachment: 2023 YTD Wage-Overtime Report Overview 2023-04 (13383 : Year to date budget and expenditure reports)

| Dept |                     |                  | 1st Quarter | April        | May          | June   | 2nd Quarter  | 3rd Quarter | 4th Quarter | YTD 2023     | 2023 Budget    |
|------|---------------------|------------------|-------------|--------------|--------------|--------|--------------|-------------|-------------|--------------|----------------|
|      | Department          |                  |             |              |              |        |              |             |             |              |                |
| 1    | Attorney            | Regular Salaries | 1001        | \$377,874.47 | \$125,893.30 |        | \$125,893.30 | \$0.00      | \$0.00      | \$503,767.77 | \$1,636,816.62 |
|      |                     | Seasonal/ASND    | 1003        |              | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$0.00       | \$27,090.00    |
|      |                     | Overtime         | 1005        | \$1,105.92   | \$408.25     |        | \$408.25     | \$0.00      | \$0.00      | \$1,514.17   | \$4,291.25     |
|      |                     |                  |             | \$378,980.39 | \$126,301.55 | \$0.00 | \$126,301.55 | \$0.00      | \$0.00      | \$505,281.94 | \$1,668,197.87 |
| 2    | Clerk               | Regular Salaries | 1001        | \$195,148.93 | \$65,049.64  |        | \$65,049.64  | \$0.00      | \$0.00      | \$260,198.57 | \$845,370.00   |
|      |                     | Seasonal/ASND    | 1003        | \$3,465.00   | \$1,316.25   |        | \$1,316.25   | \$0.00      | \$0.00      | \$4,781.25   | \$15,170.00    |
|      |                     | Overtime         | 1005        | \$36.51      | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$36.51      | \$4,723.00     |
|      |                     |                  |             | \$198,650.44 | \$66,365.89  | \$0.00 | \$66,365.89  | \$0.00      | \$0.00      | \$265,016.33 | \$865,263.00   |
| 3    | Commissioners       | Regular Salaries | 1001        | \$37,182.78  | \$12,394.26  |        | \$12,394.26  | \$0.00      | \$0.00      | \$49,577.04  | \$161,125.00   |
| 4    | Administrative Svcs | Regular Salaries | 1001        | \$119,105.43 | \$39,701.80  |        | \$39,701.80  | \$0.00      | \$0.00      | \$158,807.23 | \$539,658.00   |
|      |                     | Overtime         | 1005        | \$0.00       | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$0.00       | \$1,616.00     |
|      |                     |                  |             | \$119,105.43 | \$39,701.80  | \$0.00 | \$39,701.80  | \$0.00      | \$0.00      | \$158,807.23 | \$541,274.00   |
| 6    | Register of Deeds   | Regular Salaries | 1001        | \$78,547.22  | \$23,484.26  |        | \$23,484.26  | \$0.00      | \$0.00      | \$102,031.48 | \$341,888.00   |
|      |                     | Seasonal/ASND    | 1003        | \$0.00       | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$0.00       | \$0.00         |
|      |                     | Overtime         | 1005        | \$0.00       | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$0.00       | \$928.00       |
|      |                     |                  |             | \$78,547.22  | \$23,484.26  | \$0.00 | \$23,484.26  | \$0.00      | \$0.00      | \$102,031.48 | \$342,816.00   |
| 7    | Treasurer           | Regular Salaries | 1001        | \$213,834.26 | \$72,512.47  |        | \$72,512.47  | \$0.00      | \$0.00      | \$286,346.73 | \$944,071.00   |
|      |                     | Seasonal/ASND    | 1003        | \$0.00       | \$6.70       |        | \$6.70       | \$0.00      | \$0.00      | \$6.70       | \$0.00         |
|      |                     | Overtime         | 1005        | \$346.60     | \$5,236.12   |        | \$5,236.12   | \$0.00      | \$0.00      | \$5,582.72   | \$5,941.00     |
|      |                     |                  |             | \$214,180.86 | \$77,755.29  | \$0.00 | \$77,755.29  | \$0.00      | \$0.00      | \$291,936.15 | \$950,012.00   |
| 10   | Emergency Mgt       | Regular Salaries | 1001        | \$46,479.11  | \$15,489.09  |        | \$15,489.09  | \$0.00      | \$0.00      | \$61,968.20  | \$152,041.00   |
|      |                     | Seasonal/ASND    | 1003        | \$0.00       | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$0.00       | \$24,658.00    |
|      |                     | Overtime         | 1005        | \$0.00       | \$44.46      |        | \$44.46      | \$0.00      | \$0.00      | \$44.46      | \$0.00         |
|      |                     |                  |             | \$46,479.11  | \$15,533.55  | \$0.00 | \$15,533.55  | \$0.00      | \$0.00      | \$62,012.66  | \$176,699.00   |
| 17   | Museum              | Regular Salaries | 1001        | \$72,761.08  | \$24,133.75  |        | \$24,133.75  | \$0.00      | \$0.00      | \$96,894.83  | \$323,791.00   |
|      |                     | Seasonal/ASND    | 1003        | \$9,228.75   | \$3,311.25   |        | \$3,311.25   | \$0.00      | \$0.00      | \$12,540.00  | \$7,350.00     |
|      |                     | Overtime         | 1005        | \$0.00       | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$0.00       | \$0.00         |
|      |                     |                  |             | \$81,989.83  | \$27,445.00  | \$0.00 | \$27,445.00  | \$0.00      | \$0.00      | \$109,434.83 | \$331,141.00   |
| 19   | Election            | Regular Salaries | 1001        | \$50,179.82  | \$16,729.94  |        | \$16,729.94  | \$0.00      | \$0.00      | \$66,909.76  | \$213,206.00   |
|      |                     | Seasonal/ASND    | 1003        | \$2,628.23   | \$1,274.28   |        | \$1,274.28   | \$0.00      | \$0.00      | \$3,902.51   | \$198,726.00   |
|      |                     | Overtime         | 1005        | \$0.00       | \$0.00       |        | \$0.00       | \$0.00      | \$0.00      | \$0.00       | \$3,114.00     |
|      |                     |                  |             | \$52,808.05  | \$18,004.22  | \$0.00 | \$18,004.22  | \$0.00      | \$0.00      | \$70,812.27  | \$415,046.00   |
| 20   | EMS/Ambulance       | Regular Salaries | 1001        | \$453,169.44 | \$152,574.50 |        | \$152,574.50 | \$0.00      | \$0.00      | \$605,743.94 | \$2,075,167.00 |
|      |                     | Seasonal/ASND    | 1003        | \$17,061.31  | \$2,555.89   |        | \$2,555.89   | \$0.00      | \$0.00      | \$19,617.20  | \$36,405.00    |
|      |                     | Overtime         | 1005        | \$201,596.53 | \$61,816.77  |        | \$61,816.77  | \$0.00      | \$0.00      | \$263,413.30 | \$1,293,562.00 |

8.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-04 (13383 : Year to date budget and

| Dept |                        |                   |      | 1st Quarter  | April        | May    | June   | 2nd Quarter  | 3rd Quarter | 4th Quarter | YTD 2023       | 2023 Budget    | 8.b |
|------|------------------------|-------------------|------|--------------|--------------|--------|--------|--------------|-------------|-------------|----------------|----------------|-----|
|      | Department             |                   |      |              |              |        |        |              |             |             |                |                |     |
|      |                        |                   |      | \$671,827.28 | \$216,947.16 | \$0.00 | \$0.00 | \$216,947.16 | \$0.00      | \$0.00      | \$888,774.44   | \$3,405,134.00 |     |
| 22   | Appraiser              | Regular Salaries  | 1001 | \$264,019.82 | \$82,993.51  |        |        | \$82,993.51  | \$0.00      | \$0.00      | \$347,013.33   | \$1,206,442.00 |     |
|      |                        | Seasonal/ASND     | 1003 | \$2,028.99   | \$728.16     |        |        | \$728.16     | \$0.00      | \$0.00      | \$2,757.15     | \$15,170.00    |     |
|      |                        | Overtime          | 1005 | \$499.50     | \$1,415.13   |        |        | \$1,415.13   | \$0.00      | \$0.00      | \$1,914.63     | \$11,323.00    |     |
|      |                        |                   |      | \$266,548.31 | \$85,136.80  | \$0.00 | \$0.00 | \$85,136.80  | \$0.00      | \$0.00      | \$351,685.11   | \$1,232,935.00 |     |
| 24   | Planning & Development | Regular Salaries  | 1001 | \$102,754.95 | \$28,995.66  |        |        | \$28,995.66  | \$0.00      | \$0.00      | \$131,750.61   | \$451,411.00   |     |
|      |                        | Seasonal/ASND     | 1003 | \$645.00     | \$1,080.00   |        |        | 1080         | \$0.00      | \$0.00      | \$1,725.00     | \$15,170.00    |     |
|      |                        | Overtime          | 1005 | \$0.00       | \$45.71      |        |        | \$45.71      | \$0.00      | \$0.00      | \$45.71        | \$950.66       |     |
|      |                        |                   |      | \$103,399.95 | \$30,121.37  | \$0.00 | \$0.00 | \$30,121.37  | \$0.00      | \$0.00      | \$133,521.32   | \$467,531.66   |     |
| 29   | Information Tech-GIS   | Regular Salaries  | 1001 | \$134,450.88 | \$44,816.96  |        |        | \$44,816.96  | \$0.00      | \$0.00      | \$179,267.84   | \$697,157.00   |     |
|      |                        | Seasonal/ASND     | 1003 | \$0.00       | \$0.00       |        |        | \$0.00       | \$0.00      | \$0.00      | \$0.00         | \$0.00         |     |
|      |                        | Overtime          | 1005 | \$0.00       | \$165.24     |        |        | \$165.24     | \$0.00      | \$0.00      | \$165.24       | \$7,081.15     |     |
|      |                        |                   |      | \$134,450.88 | \$44,982.20  | \$0.00 | \$0.00 | \$44,982.20  | \$0.00      | \$0.00      | \$179,433.08   | \$704,238.15   |     |
| 30   | General-General        | Regular Salaries  | 1001 | \$0.00       | 0            |        |        | \$0.00       | \$0.00      |             | \$0.00         |                |     |
|      |                        | Separation Payout | 1005 | \$9,227.25   | \$0.00       |        |        | \$0.00       | \$0.00      | \$0.00      | \$9,227.25     | \$75,000.00    |     |
|      |                        |                   |      | \$9,227.25   | \$0.00       | \$0.00 | \$0.00 | \$0.00       | \$0.00      | \$0.00      | \$9,227.25     | \$75,000.00    |     |
| 40   | Public Works           | Regular Salaries  | 1001 | \$755,639.18 | \$253,764.95 |        |        | \$253,764.95 | \$0.00      | \$0.00      | \$1,009,404.13 | \$3,477,827.00 |     |
|      |                        | Seasonal/ASND     | 1003 | \$57.04      | \$259.25     |        |        | \$259.25     | \$0.00      | \$0.00      | \$316.29       | \$110,365.00   |     |
|      |                        | Overtime          | 1005 | \$10,344.11  | \$876.57     |        |        | \$876.57     | \$0.00      | \$0.00      | \$11,220.68    | \$90,716.00    |     |
|      |                        |                   |      | \$766,040.33 | \$254,900.77 | \$0.00 | \$0.00 | \$254,900.77 | \$0.00      | \$0.00      | \$1,020,941.10 | \$3,678,908.00 |     |
| 41   | Noxious Weed           | Regular Salaries  | 1001 | \$92,981.24  | \$32,011.91  |        |        | \$32,011.91  | \$0.00      | \$0.00      | \$124,993.15   | \$415,646.14   |     |
|      |                        | Seasonal/ASND     | 1003 | \$0.00       | 0            |        |        | \$0.00       | \$0.00      | \$0.00      | \$0.00         | \$0.00         |     |
|      |                        | Overtime          | 1005 | \$1,026.56   | \$40.02      |        |        | \$40.02      | \$0.00      | \$0.00      | \$1,066.58     | \$7,770.88     |     |
|      |                        |                   |      | \$94,007.80  | \$32,051.93  | \$0.00 | \$0.00 | \$32,051.93  | \$0.00      | \$0.00      | \$126,059.73   | \$423,417.02   |     |
| 150  | Solid Waste Payroll    | Regular Salaries  | 1001 | \$43,751.70  | \$13,750.93  |        |        | \$13,750.93  | \$0.00      | \$0.00      | \$57,502.63    | \$128,990.33   |     |
|      |                        | Seasonal/ASND     | 1003 | \$0.00       | \$0.00       |        |        | \$0.00       | \$0.00      | \$0.00      | \$0.00         | \$71,516.05    |     |
|      |                        | Overtime          | 1005 | \$622.69     | \$0.00       |        |        | \$0.00       | \$0.00      | \$0.00      | \$622.69       | \$12,788.03    |     |
|      |                        |                   |      | \$44,374.39  | \$13,750.93  | \$0.00 | \$0.00 | \$13,750.93  | \$0.00      | \$0.00      | \$58,125.32    | \$213,294.41   |     |
| 183  | Fire District #1       | Regular Salaries  | 1001 | \$58,030.78  | \$19,139.57  |        |        | \$19,139.57  | \$0.00      | \$0.00      | \$77,170.35    | \$274,896.00   |     |
|      |                        | Seasonal/ASND     | 1003 | \$7,625.00   | \$9,506.00   |        |        | \$9,506.00   | \$0.00      | \$0.00      | \$17,131.00    | \$58,363.00    |     |
|      |                        | Overtime          | 1005 | \$14.78      | \$0.00       |        |        | \$0.00       | \$0.00      | \$0.00      | \$14.78        | \$553.00       |     |
|      |                        |                   |      | \$65,670.56  | \$28,645.57  | \$0.00 | \$0.00 | \$28,645.57  | \$0.00      | \$0.00      | \$94,316.13    | \$333,812.00   |     |
| 400  | Health Dept.-General   | Regular Salaries  | 1001 | \$98,898.61  | \$33,295.98  |        |        | \$33,295.98  | \$0.00      | \$0.00      | \$132,194.59   | \$369,385.00   |     |
|      |                        | Seasonal/ASND     | 1003 | \$5,475.62   | \$3,528.50   |        |        | \$3,528.50   | \$0.00      | \$0.00      | \$9,004.12     | \$54,421.43    |     |
|      |                        | Overtime          | 1005 | \$0.00       | \$241.34     |        |        | \$241.34     | \$0.00      | \$0.00      | \$241.34       | \$1,579.79     |     |
|      |                        |                   |      | \$104,374.23 | \$37,065.82  | \$0.00 | \$0.00 | \$37,065.82  | \$0.00      | \$0.00      | \$141,440.05   | \$425,386.22   |     |

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-04 (13383 : Year to date budget and

| Dept |                       |                  | 1st Quarter | April          | May            | June   | 2nd Quarter    | 3rd Quarter | 4th Quarter | YTD 2023       | 2023 Budget     |
|------|-----------------------|------------------|-------------|----------------|----------------|--------|----------------|-------------|-------------|----------------|-----------------|
|      | <u>Department</u>     |                  |             |                |                |        |                |             |             |                |                 |
| 410  | Health Dept.-Grants   | Regular Salaries | 1001        | \$607,426.37   | \$199,818.24   |        | \$199,818.24   | \$0.00      | \$0.00      | \$807,244.61   | \$2,557,401.41  |
|      |                       | Part Time        | 1003        | \$0.00         | \$0.00         |        | \$0.00         | \$0.00      | \$0.00      | \$0.00         | \$44,703.00     |
|      |                       | Overtime         | 1005        | \$40.50        | \$356.53       |        | \$356.53       | \$0.00      | \$0.00      | \$397.03       | \$12,717.45     |
|      |                       |                  |             | \$607,466.87   | \$200,174.77   | \$0.00 | \$200,174.77   | \$0.00      | \$0.00      | \$807,641.64   | \$2,614,821.86  |
| 500  | Community Corrections | Regular Salaries | 1001        | \$72,101.12    | \$23,949.65    |        | \$23,949.65    | \$0.00      | \$0.00      | \$96,050.77    | \$311,345.38    |
|      | -Adult                | Seasonal/ASND    | 1003        | \$0.00         | \$0.00         |        | \$0.00         | \$0.00      | \$0.00      | \$0.00         | \$0.00          |
|      |                       | Overtime         | 1005        | \$1,541.35     | \$699.86       |        | \$699.86       | \$0.00      | \$0.00      | \$2,241.21     | \$0.00          |
|      |                       |                  |             | \$73,642.47    | \$24,649.51    | \$0.00 | \$24,649.51    | \$0.00      | \$0.00      | \$98,291.98    | \$311,345.38    |
| 501  | Community Corrections | Regular Salaries | 1001        | \$55,511.77    | \$18,139.32    |        | \$18,139.32    | \$0.00      | \$0.00      | \$73,651.09    | \$287,602.99    |
|      | -Juvenile             | Seasonal/ASND    | 1003        | \$4,275.87     | 1812.99        |        | \$1,812.99     | \$0.00      | \$0.00      | \$6,088.86     | \$47,645.80     |
|      |                       | Overtime         | 1005        | \$621.25       | \$90.87        |        | \$90.87        | \$0.00      | \$0.00      | \$712.12       | \$0.00          |
|      |                       |                  |             | \$60,408.89    | \$20,043.18    | \$0.00 | \$20,043.18    | \$0.00      | \$0.00      | \$80,452.07    | \$335,248.79    |
| 502  | Community Corrections | Regular Salaries | 1001        | \$12,564.44    | \$4,121.60     |        | \$4,121.60     | \$0.00      | \$0.00      | \$16,686.04    |                 |
|      | -Youth Court          | Seasonal/ASND    | 1003        | \$0.00         | \$0.00         |        | \$0.00         | \$0.00      | \$0.00      | \$0.00         |                 |
|      |                       | Overtime         | 1005        | \$96.60        | \$347.76       |        | \$347.76       | \$0.00      | \$0.00      | \$444.36       | \$0.00          |
|      |                       |                  |             | \$12,661.04    | \$4,469.36     | \$0.00 | \$4,469.36     | \$0.00      | \$0.00      | \$17,130.40    | \$0.00          |
|      | Totals                |                  |             | \$4,222,024.36 | \$1,399,925.19 | \$0.00 | \$1,399,925.19 | \$0.00      | \$0.00      | \$5,621,949.55 | \$19,672,646.36 |
|      |                       |                  |             |                |                |        |                |             |             | \$5,621,949.55 | \$19,672,646.36 |

8.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-04 (13383 : Year to date budget and

## 2023 YTD BUDGET ACTIVITY

% of Year 33.3%

|      | DEPARTMENT                              | BUDGET       | 1st QTR<br>EXPENSES | APR<br>EXPENSES | MAY<br>EXPENSES | JUN<br>EXPENSES | 2nd QTR<br>EXPENSES | 3rd QTR<br>EXPENSES | 4TH QTR<br>EXPENSES | TOTAL<br>EXPENSES | AVAILABLE<br>BUDGET | % USED  |
|------|-----------------------------------------|--------------|---------------------|-----------------|-----------------|-----------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------|
|      | Attorney                                | \$2,529,299  | \$532,383           | \$191,240       |                 |                 | \$191,240           | \$0                 | \$0                 | \$723,623         | \$1,805,676         | 28.61%  |
|      | Clerk                                   | \$1,322,992  | \$274,991           | \$88,976        |                 |                 | \$88,976            | \$0                 | \$0                 | \$363,967         | \$959,025           | 27.51%  |
|      | County Commissioners                    | \$276,310    | \$52,164            | \$22,543        |                 |                 | \$22,543            | \$0                 | \$0                 | \$74,707          | \$201,603           | 27.04%  |
|      | Admin. Svcs/Counselor                   | \$803,003    | \$160,211           | \$53,893        |                 |                 | \$53,893            | \$0                 | \$0                 | \$214,104         | \$588,899           | 26.66%  |
|      | Register of Deeds                       | \$537,353    | \$103,195           | \$39,532        |                 |                 | \$39,532            | \$0                 | \$0                 | \$142,727         | \$394,626           | 26.56%  |
|      | Treasurer                               | \$1,386,845  | \$303,700           | \$102,099       |                 |                 | \$102,099           | \$0                 | \$0                 | \$405,799         | \$981,046           | 29.26%  |
|      | District Court                          | \$177,000    | \$35,666            | \$16,217        |                 |                 | \$16,217            | \$0                 | \$0                 | \$51,882          | \$125,118           | 29.31%  |
| 1.00 | Emergency Management                    | \$311,312    | \$66,747            | \$26,489        |                 |                 | \$26,489            | \$0                 | \$0                 | \$93,236          | \$218,076           | 29.95%  |
|      | Coroner                                 | \$117,000    | \$22,927            | \$19,695        |                 |                 | \$19,695            | \$0                 | \$0                 | \$42,622          | \$74,378            | 36.43%  |
|      | Juvenile Detention                      | \$101,650    | \$17,409            | \$17,409        |                 |                 | \$17,409            | \$0                 | \$0                 | \$34,818          | \$66,832            | 34.25%  |
|      | Fair                                    | \$110,500    | \$10,269            | \$4,296         |                 |                 | \$4,296             | \$0                 | \$0                 | \$14,565          | \$95,935            | 13.18%  |
| 1.00 | Museum                                  | \$466,472    | \$105,974           | \$35,260        |                 |                 | \$35,260            | \$0                 | \$0                 | \$141,234         | \$325,238           | 30.28%  |
|      | Election                                | \$732,394    | \$96,945            | \$26,435        |                 |                 | \$26,435            | \$0                 | \$0                 | \$123,380         | \$609,014           | 16.85%  |
|      | Ambulance                               | \$5,393,865  | \$1,039,159         | \$331,932       |                 |                 | \$331,932           | \$0                 | \$0                 | \$1,371,092       | \$4,022,773         | 25.42%  |
|      | Appraiser                               | \$1,878,456  | \$386,705           | \$121,182       |                 |                 | \$121,182           | \$0                 | \$0                 | \$507,887         | \$1,370,569         | 27.04%  |
|      | Planning & Development                  | \$707,392    | \$168,004           | \$41,199        |                 |                 | \$41,199            | \$0                 | \$0                 | \$209,203         | \$498,189           | 29.57%  |
|      | Budget Appropriations                   | \$1,877,098  | \$859,499           | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$859,499         | \$1,017,599         | 45.79%  |
|      | Insurance                               | \$811,218    | \$254,210           | -\$164          |                 |                 | -\$164              | \$0                 | \$0                 | \$254,046         | \$557,172           | 31.32%  |
|      | Information Systems                     | \$1,753,072  | \$281,193           | \$74,838        |                 |                 | \$74,838            | \$0                 | \$0                 | \$356,032         | \$1,397,040         | 20.31%  |
|      | County General-General                  | \$10,369,446 | \$302,683           | \$82,046        |                 |                 | \$82,046            | \$0                 | \$0                 | \$384,730         | \$9,984,716         | 3.71%   |
|      | Public Works                            | \$9,098,647  | \$1,406,511         | \$632,362       |                 |                 | \$632,362           | \$0                 | \$0                 | \$2,038,873       | \$7,059,774         | 22.41%  |
|      | Noxious Weed                            | \$833,997    | \$182,800           | \$97,572        |                 |                 | \$97,572            | \$0                 | \$0                 | \$280,372         | \$553,625           | 33.62%  |
|      | Juvenile Supervision                    | \$1,400      | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$1,400             | 0.00%   |
|      | Payroll Clearing                        | \$0          | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$0                 | 0.00%   |
|      | General Fund Transfers                  | \$3,368,922  | \$3,368,922         | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$3,368,922       | \$0                 | 100.00% |
|      | County General subtotal                 | \$44,965,643 | \$10,032,268        | \$2,025,052     | \$0             | \$0             | \$2,025,052         | \$0                 | \$0                 | \$12,057,320      | \$32,908,323        | 26.81%  |
|      | Less Budget Stabilization               | \$3,050,000  |                     |                 |                 |                 |                     |                     |                     |                   |                     |         |
|      | General Fund w/out Budget Stabilization | \$41,915,643 |                     |                 |                 |                 |                     |                     |                     |                   |                     |         |

Attachment: April Financial Reports 2023 (13383 : Year to date budget and expenditure reports)

## 2023 YTD BUDGET ACTIVITY

% of Year 33.3%

|      | DEPARTMENT                             | BUDGET      | 1st QTR<br>EXPENSES | APR<br>EXPENSES | MAY<br>EXPENSES | JUN<br>EXPENSES | 2nd QTR<br>EXPENSES | 3rd QTR<br>EXPENSES | 4TH QTR<br>EXPENSES | TOTAL<br>EXPENSES | AVAILABLE<br>BUDGET | % USED |
|------|----------------------------------------|-------------|---------------------|-----------------|-----------------|-----------------|---------------------|---------------------|---------------------|-------------------|---------------------|--------|
| 2.00 | Riley County Health Dept #30           | \$5,321,818 | \$1,295,689         | \$426,435       |                 |                 | \$426,435           | \$0                 | \$0                 | \$1,722,124       | \$3,599,694         | 32.36% |
|      | Disaster Fund #3                       | \$7,112,736 | \$206               | \$85            |                 |                 | \$85                | \$0                 | \$0                 | \$291             | \$7,112,445         | 0.00%  |
|      | EMS Grants #52                         | \$5,356     | \$833               | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$833             | \$4,523             | 15.55% |
|      | Register of Deeds Tech Fund #106       | \$166,459   | \$1,752             | \$20,979        |                 |                 | \$20,979            | \$0                 | \$0                 | \$22,731          | \$143,728           | 13.66% |
|      | Clerk's Tech Fund #107                 | \$163,713   | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$163,713           | 0.00%  |
|      | Treasurer's Tech Fund #108             | \$88,985    | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$88,985            | 0.00%  |
|      | War Memorial #112                      | \$11,370    | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$11,370            | 0.00%  |
|      | County Auction #118                    | \$238,637   | \$589               | \$58            |                 |                 | \$58                | \$0                 | \$0                 | \$647             | \$237,990           | 0.27%  |
|      | P.A.T.F #128                           | \$0         | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$0                 | 0.00%  |
|      | Motor Vehicle Operations #130          | \$381,700   | \$4,323             | \$8,589         |                 |                 | \$8,589             | \$0                 | \$0                 | \$12,912          | \$368,788           | 3.38%  |
|      | Special Alcohol Programs #132          | \$7,883     | \$5,325             | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$5,325           | \$2,558             | 67.55% |
| 2.00 | Community Corrections #144             | \$1,180,778 | \$273,158           | \$80,893        |                 |                 | \$80,893            | \$0                 | \$0                 | \$354,051         | \$826,727           | 29.98% |
|      | Capital Improvements Fund #145         | \$7,987,210 | \$340,614           | \$466,438       |                 |                 | \$466,438           | \$0                 | \$0                 | \$807,053         | \$7,180,157         | 10.10% |
|      | Economic Development #146              | \$472,636   | \$84,052            | \$1,000         |                 |                 | \$1,000             | \$0                 | \$0                 | \$85,052          | \$387,584           | 18.00% |
|      | Emergency 911 #148                     | \$907,952   | \$176,295           | \$7,591         |                 |                 | \$7,591             | \$0                 | \$0                 | \$183,885         | \$724,067           | 20.25% |
|      | Solid Waste #150                       | \$2,700,393 | \$472,540           | \$228,375       |                 |                 | \$228,375           | \$0                 | \$0                 | \$700,915         | \$1,999,478         | 25.96% |
|      | County Building #152                   | \$393,000   | \$72,211            | \$65,361        |                 |                 | \$65,361            | \$0                 | \$0                 | \$137,572         | \$255,428           | 35.01% |
|      | Road & Bridge Capital Projects #157    | \$3,736,590 | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$3,736,590         | 0.00%  |
|      | RCPD Operations #173                   | \$5,362,913 | \$1,400,594         | \$1,365,584     |                 |                 | \$1,365,584         | \$0                 | \$0                 | \$2,766,177       | \$2,596,736         | 51.58% |
|      | Landfill Closure #180                  | \$56,143    | \$1,341             | \$612           |                 |                 | \$612               | \$0                 | \$0                 | \$1,953           | \$54,190            | 3.48%  |
|      | Bond & Interest # 181                  | \$545,592   | \$33,644            | \$99,535        |                 |                 | \$99,535            | \$0                 | \$0                 | \$133,179         | \$412,413           | 24.41% |
|      | Riley Co Fire Dist #1 #183             | \$1,258,295 | \$227,309           | \$120,423       |                 |                 | \$120,423           | \$0                 | \$0                 | \$347,732         | \$910,563           | 27.64% |
|      | Riley Co Fire Dist Cap Out #184        | \$412,666   | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$412,666           | 0.00%  |
|      | Fire Station Projects #185             | \$1,014,000 | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$1,014,000         | 0.00%  |
|      | Keats Capital Project #236             | \$0         | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$0                 | 0.00%  |
|      | Exp of Univ Park/Lakeside Heights #235 | \$0         | \$0                 | \$0             |                 |                 | \$0                 | \$0                 | \$0                 | \$0               | \$0                 | 0.00%  |

Attachment: April Financial Reports 2023 (13383 : Year to date budget and expenditure reports)

## 2023 YTD BUDGET ACTIVITY

% of Year 33.3%

|  |                                     |              | 1st QTR      | APR         | MAY      | JUN      | 2nd QTR     | 3rd QTR  | 4TH QTR  | TOTAL        | AVAILABLE    |        |
|--|-------------------------------------|--------------|--------------|-------------|----------|----------|-------------|----------|----------|--------------|--------------|--------|
|  | DEPARTMENT                          | BUDGET       | EXPENSES     | EXPENSES    | EXPENSES | EXPENSES | EXPENSES    | EXPENSES | EXPENSES | EXPENSES     | BUDGET       | % USED |
|  | University Park W&S #230            | \$164,165    | \$13,881     | \$6,084     |          |          | \$6,084     | \$0      | \$0      | \$19,964     | \$144,201    | 12.16% |
|  | Univ Park W/S Reserve #284          | \$141,624    | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$141,624    | 0.00%  |
|  | Hunters Island Water #238           | \$31,335     | \$3,247      | \$1,365     |          |          | \$1,365     | \$0      | \$0      | \$4,613      | \$26,722     | 14.72% |
|  | Hunters Island Reserve #241         | \$10,123     | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$10,123     | 0.00%  |
|  | Carson Sewer Operations #239        | \$64,083     | \$1,636      | \$948       |          |          | \$948       | \$0      | \$0      | \$2,583      | \$61,500     | 4.03%  |
|  | Carson Sewer Reserve #237           | \$71,533     | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$71,533     | 0.00%  |
|  | Deep Creek Sewer #242               | \$15,334     | \$513        | \$184       |          |          | \$184       | \$0      | \$0      | \$696        | \$14,638     | 4.54%  |
|  | Deep Creek Reserve #243             | \$26,056     | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$26,056     | 0.00%  |
|  | Moehlman Bottoms #244               | \$18,462     | \$978        | \$622       |          |          | \$622       | \$0      | \$0      | \$1,601      | \$16,862     | 8.67%  |
|  | Moehlman Bottoms Reserve #245       | \$7,353      | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$7,353      | 0.00%  |
|  | Terra Hts Sewer #252                | \$47,229     | \$1,986      | \$436       |          |          | \$436       | \$0      | \$0      | \$2,422      | \$44,807     | 5.13%  |
|  | Terra Hts Sinking #254              | \$85,216     | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$85,216     | 0.00%  |
|  | Konza Water Operations #256         | \$109,703    | \$7,433      | \$3,636     |          |          | \$3,636     | \$0      | \$0      | \$11,069     | \$98,634     | 10.09% |
|  | Konza Water Reserve #257            | \$164,327    | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$164,327    | 0.00%  |
|  | Valleywood Cap Reserve #282         | \$94,740     | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$94,740     | 0.00%  |
|  | Valleywood Operations #248          | \$42,015     | \$333        | \$95        |          |          | \$95        | \$0      | \$0      | \$428        | \$41,587     | 1.02%  |
|  | Mertz/McGehee Drainage #322         | \$6,183      | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$6,183      | 0.00%  |
|  | Lakeside Heights Sewer #285         | \$2,500      | \$71         | \$2         |          |          | \$2         | \$0      | \$0      | \$73         | \$2,427      | 2.94%  |
|  | Lakeside Heights Sewer Capital #286 | \$5,759      | \$0          | \$0         |          |          | \$0         | \$0      | \$0      | \$0          | \$5,759      | 0.00%  |
|  |                                     | \$40,634,565 | \$4,420,554  | \$2,905,329 | \$0      | \$0      | \$2,905,329 | \$0      | \$0      | \$7,325,883  | \$33,308,682 |        |
|  | Total including General Fund        | \$85,600,208 | \$14,452,823 | \$4,930,380 | \$0      | \$0      | \$4,930,380 | \$0      | \$0      | \$19,383,203 | \$66,217,005 |        |

Attachment: April Financial Reports 2023 (13383 : Year to date budget and expenditure reports)

## 2023 COUNTY GENERAL-GENERAL

% of Year: 33.3%

| COUNTY GENERAL-GENERAL    |      | BUDGET       | JAN<br>EXP. | FEB<br>EXP. | MAR<br>EXP. | 1st QTR<br>EXP. | APR<br>EXP. | MAY<br>EXP. | JUN<br>EXP. | 2nd QTR<br>EXP. | 3rd QTR<br>EXP. | 4th QTR<br>EXP. | TOTAL<br>EXP. | AVAILABLE<br>BUDGET | % USED |
|---------------------------|------|--------------|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|-----------------|-----------------|-----------------|---------------|---------------------|--------|
| Personnel                 | 1000 | \$87,883     | \$0         | \$3,958     | \$5,678     | \$9,636         | \$0         |             |             | \$0             | \$0             | \$0             | \$9,636       | \$78,247            | 10.96% |
| Contractual               | 2000 | \$1,292,150  | \$88,470    | \$124,476   | \$79,855    | \$292,801       | \$81,798    |             |             | \$81,798        | \$0             | \$0             | \$374,599     | \$917,551           | 28.99% |
| Commodities               | 3000 | \$2,500      | \$0         | \$0         | \$247       | \$247           | \$248       |             |             | \$248           | \$0             | \$0             | \$495         | \$2,005             | 19.79% |
| Misc-Budget Stabilization |      | \$3,050,000  | \$0         | \$0         |             | \$0             | \$0         |             |             | \$0             | \$0             | \$0             | \$0           | \$3,050,000         | 0.00%  |
| Capital Outlay            | 4000 | \$2,508,389  | \$0         | \$0         | \$0         | \$0             | \$0         |             |             | \$0             | \$0             | \$0             | \$0           | \$2,508,389         | 0.00%  |
| Transfers Out             | 604  | \$3,428,524  | \$0         | \$0         | \$0         | \$0             | \$0         |             |             | \$0             | \$0             | \$0             | \$0           | \$3,428,524         | 0.00%  |
| Grand Total               |      | \$10,369,446 | \$88,470    | \$128,434   | \$85,779    | \$302,683       | \$82,046    | \$0         | \$0         | \$82,046        | \$0             | \$0             | \$384,730     | \$9,984,716         | 3.71%  |
|                           |      |              |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
|                           |      |              |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
|                           |      |              |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
|                           |      |              |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Other Expense Totals      |      | Year-To-Date | Budget      |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Indigent Attorney         |      | \$141,017    | \$400,550   |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Incidentals:              |      |              |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Postage                   |      | \$60         |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Computer Software         |      | \$0          |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Mileage                   |      | \$422        |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Copies                    |      | \$0          |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Misc Fees                 |      | \$2,153      |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Meals                     |      | \$0          |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
|                           |      | \$2,635      |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Base Panel fees           |      | \$0          |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |
| Off Panel                 |      | \$141,017    |             |             |             |                 |             |             |             |                 |                 |                 |               |                     |        |

Attachment: April Financial Reports 2023 (13383 : Year to date budget and expenditure reports)

## COMPARISON OF 2022 TO 2023 EXPENSES

| DEPARTMENT              | April       |             | April<br>DIFFERENCE | YEAR-TO-DATE THRU APRIL |             | Y-T-D<br>DIFFERENCE | 2023<br>BUDGET |
|-------------------------|-------------|-------------|---------------------|-------------------------|-------------|---------------------|----------------|
|                         | 2022        | 2023        |                     | 2022                    | 2023        |                     |                |
| Attorney                | \$129,092   | \$191,240   | \$62,148            | \$565,055               | \$723,623   | \$158,568           | \$2,529,299    |
| Clerk                   | \$64,218    | \$88,976    | \$24,759            | \$288,779               | \$363,967   | \$75,189            | \$1,322,992    |
| County Commissioners    | \$22,931    | \$22,543    | -\$388              | \$65,201                | \$74,707    | \$9,506             | \$276,310      |
| Admin. Svcs/Counselor   | \$43,635    | \$53,893    | \$10,258            | \$178,512               | \$214,104   | \$35,592            | \$803,003      |
| Register of Deeds       | \$50,993    | \$39,532    | -\$11,461           | \$138,850               | \$142,727   | \$3,878             | \$537,353      |
| Treasurer               | \$62,085    | \$102,099   | \$40,014            | \$259,525               | \$405,799   | \$146,274           | \$1,386,845    |
| District Court          | \$21,325    | \$16,217    | -\$5,108            | \$58,284                | \$51,882    | -\$6,401            | \$177,000      |
| Emergency Management    | \$17,351    | \$26,489    | \$9,138             | \$74,326                | \$93,236    | \$18,910            | \$311,312      |
| Coroner                 | \$4,465     | \$19,695    | \$15,230            | \$24,774                | \$42,622    | \$17,848            | \$117,000      |
| Juvenile Detention      | \$0         | \$17,409    | \$17,409            | \$22,074                | \$34,818    | \$12,744            | \$101,650      |
| Fair                    | \$4,041     | \$4,296     | \$255               | \$13,418                | \$14,565    | \$1,147             | \$110,500      |
| Museum                  | \$22,183    | \$35,260    | \$13,077            | \$89,004                | \$141,234   | \$52,230            | \$466,472      |
| Election                | \$21,220    | \$26,435    | \$5,215             | \$170,843               | \$123,380   | -\$47,464           | \$732,394      |
| Ambulance               | \$248,064   | \$331,932   | \$83,868            | \$1,076,918             | \$1,371,092 | \$294,174           | \$5,393,865    |
| Appraiser               | \$99,537    | \$121,182   | \$21,645            | \$447,754               | \$507,887   | \$60,133            | \$1,878,456    |
| Planning & Development  | \$42,087    | \$41,199    | -\$888              | \$170,956               | \$209,203   | \$38,247            | \$707,392      |
| Budget Appropriations   | \$0         | \$0         | \$0                 | \$817,851               | \$859,499   | \$41,648            | \$1,877,098    |
| Insurance               | -\$25,853   | -\$164      | \$25,689            | \$274,620               | \$254,046   | -\$20,575           | \$811,218      |
| Information Systems/GIS | \$128,478   | \$74,838    | -\$53,640           | \$356,724               | \$356,032   | -\$693              | \$1,753,072    |
| County General-General  | \$64,546    | \$82,046    | \$17,501            | \$318,888               | \$384,730   | \$65,842            | \$6,612,038    |
| Public Works            | \$524,025   | \$632,362   | \$108,337           | \$1,719,983             | \$2,038,873 | \$318,891           | \$9,098,647    |
| Noxious Weed            | \$70,824    | \$97,572    | \$26,748            | \$232,684               | \$280,372   | \$47,687            | \$833,997      |
| General Fund            | \$1,615,246 | \$2,025,052 | \$409,805           | \$7,365,023             | \$8,688,398 | \$1,323,376         | \$37,837,913   |

Attachment: April Financial Reports 2023 (13383 : Year to date budget and expenditure reports)

## COMPARISON OF 2022 TO 2023 EXPENSES

| DEPARTMENT                     | April       |             | April<br>DIFFERENCE | YEAR-TO-DATE THRU APRIL |             | Y-T-D<br>DIFFERENCE | 2023<br>BUDGET |
|--------------------------------|-------------|-------------|---------------------|-------------------------|-------------|---------------------|----------------|
|                                | 2022        | 2023        |                     | 2022                    | 2023        |                     |                |
| Health Department              | \$352,042   | \$426,435   | \$74,393            | \$1,443,908             | \$1,722,124 | \$278,216           | \$5,321,818    |
| Disaster Fund                  | \$0         | \$85        | \$85                | \$0                     | \$291       | \$291               | \$7,112,736    |
| EMS Grants Fund                | \$53        | \$0         | -\$53               | \$53                    | \$833       | \$780               | \$5,356        |
| Register of Deeds Tech Fund    | \$0         | \$20,979    | \$20,979            | \$12,938                | \$22,731    | \$9,793             | \$166,459      |
| Clerk's Tech Fund              | \$0         | \$0         | \$0                 | \$0                     | \$0         | \$0                 | \$163,713      |
| Treasurer's Tech Fund          | \$0         | \$0         | \$0                 | \$0                     | \$0         | \$0                 | \$88,985       |
| War Memorial                   | \$0         | \$0         | \$0                 | \$0                     | \$0         | \$0                 | \$11,370       |
| County Auction                 | \$777       | \$58        | -\$719              | \$784                   | \$647       | -\$137              | \$318,637      |
| P.A.T.F                        | \$0         | \$0         | \$0                 | \$0                     | \$0         | \$0                 | \$0            |
| Motor Vehicle Operations       | \$25,774    | \$8,589     | -\$17,185           | \$100,601               | \$12,912    | -\$87,688           | \$381,700      |
| Special Alcohol Programs       | \$0         | \$0         | \$0                 | \$0                     | \$5,325     | \$5,325             | \$7,883        |
| Community Corrections          | \$69,849    | \$80,893    | \$11,044            | \$292,840               | \$354,051   | \$61,211            | \$1,180,778    |
| Capital Improvements Fund      | \$500       | \$466,438   | \$465,938           | \$341,280               | \$807,053   | \$465,772           | \$7,987,210    |
| Economic Development           | \$0         | \$1,000     | \$1,000             | \$82,394                | \$85,052    | \$2,659             | \$472,636      |
| Emergency 911                  | \$888       | \$7,591     | \$6,703             | \$156,221               | \$183,885   | \$27,664            | \$907,952      |
| Solid Waste                    | \$224,726   | \$228,375   | \$3,649             | \$613,229               | \$700,915   | \$87,687            | \$2,700,393    |
| County Building                | \$26,061    | \$65,361    | \$39,300            | \$69,342                | \$137,572   | \$68,230            | \$393,000      |
| Road & Bridge Capital Projects | \$7,561     | \$0         | -\$7,561            | \$18,213                | \$0         | -\$18,213           | \$3,736,590    |
| RCPD Operations                | \$1,170,503 | \$1,365,584 | \$195,081           | \$2,374,647             | \$2,766,177 | \$391,530           | \$5,362,913    |
| Landfill Closure               | \$1,245     | \$612       | -\$634              | \$2,567                 | \$1,953     | -\$614              | \$56,143       |
| Bond & Interest                | \$0         | \$99,535    | \$99,535            | \$37,909                | \$133,179   | \$95,270            | \$545,592      |
| Riley Co Fire Dist #1          | \$129,841   | \$120,423   | -\$9,418            | \$331,529               | \$347,732   | \$16,203            | \$1,258,295    |
| Riley Co Fire Dist Cap Ou      | \$0         | \$0         | \$0                 | \$86,006                | \$0         | -\$86,006           | \$412,666      |

Attachment: April Financial Reports 2023 (13383 : Year to date budget and expenditure reports)

## COMPARISON OF 2022 TO 2023 EXPENSES

| DEPARTMENT                          | April              |                    | April<br>DIFFERENCE | YEAR-TO-DATE THRU APRIL |                     | Y-T-D<br>DIFFERENCE | 2023<br>BUDGET      |
|-------------------------------------|--------------------|--------------------|---------------------|-------------------------|---------------------|---------------------|---------------------|
|                                     | 2022               | 2023               |                     | 2022                    | 2023                |                     |                     |
| Fire Station Projects               | \$0                | \$0                | \$0                 | \$150                   | \$0                 | -\$150              | \$1,014,000         |
| University Park W&S                 | \$6,870            | \$6,084            | -\$787              | \$21,474                | \$19,964            | -\$1,510            | \$164,165           |
| University Park Sewer Cap           | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$0                 |
| Keats Capital Project               | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$0                 |
| Exp of Univ Park/Lakeside Heights   | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$0                 |
| Univ Park W/S Reserve               | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$141,624           |
| Hunters Island Water                | \$1,443            | \$1,365            | -\$77               | \$7,663                 | \$4,613             | -\$3,050            | \$31,335            |
| Hunters Island Reserve              | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$10,123            |
| Carson Sewer Operations             | \$1,258            | \$948              | -\$310              | \$4,088                 | \$2,583             | -\$1,504            | \$64,083            |
| Carson Sewer Reserve                | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$71,533            |
| Deep Creek Sewer                    | \$341              | \$184              | -\$158              | \$1,790                 | \$696               | -\$1,094            | \$15,334            |
| Deep Creek Reserve                  | \$0                | \$0                | \$0                 | \$9,146                 | \$0                 | -\$9,146            | \$26,056            |
| Moehlman Bottoms                    | \$151              | \$622              | \$471               | \$1,997                 | \$1,601             | -\$397              | \$18,462            |
| Moehlman Botoms Reserve             | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$7,353             |
| Terra Hts Sewer                     | \$1,515            | \$436              | -\$1,078            | \$3,973                 | \$2,422             | -\$1,551            | \$47,229            |
| Terra Hts Sinking                   | \$0                | \$0                | \$0                 | \$1,809                 | \$0                 | -\$1,809            | \$85,216            |
| Konza Water Operations              | \$2,389            | \$3,636            | \$1,246             | \$13,878                | \$11,069            | -\$2,809            | \$109,703           |
| Konza Water Reserve                 | \$0                | \$0                | \$0                 | \$815                   | \$0                 | -\$815              | \$164,327           |
| Valleywood Cap Reserve              | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$94,740            |
| Valleywood Operations               | \$7                | \$95               | \$88                | \$524                   | \$428               | -\$97               | \$42,015            |
| Mertz/McGehee Drainage              | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$6,183             |
| Lakeside Heights Sewer              | \$59               | \$2                | -\$56               | \$146                   | \$73                | -\$72               | \$2,500             |
| Lakeside Heights Sewer Cap          | \$0                | \$0                | \$0                 | \$0                     | \$0                 | \$0                 | \$5,759             |
| <b>Total Including General Fund</b> | <b>\$3,639,100</b> | <b>\$4,930,380</b> | <b>\$1,291,280</b>  | <b>\$13,396,936</b>     | <b>\$16,014,281</b> | <b>\$2,617,345</b>  | <b>\$78,552,478</b> |

**RCPD EXPENSES PAID BY RILEY COUNTY  
2023 YTD EXPENSES**

|                                 | BUDGET             | JAN                | FEB             | MAR             | 1st Quarter        | APR                | MAY        | JUN        | 2nd Quarter        | 3rd Quarter | 4th Quarter | TOTAL<br>EXPENSES  | Remaining<br>Budget |
|---------------------------------|--------------------|--------------------|-----------------|-----------------|--------------------|--------------------|------------|------------|--------------------|-------------|-------------|--------------------|---------------------|
| Physician                       | \$165,000          | \$17,456           | \$16,162        | \$16,162        | \$49,781           | 16,219.26          |            |            | \$16,219           | \$0         | \$0         | \$66,000           | \$99,000            |
| Laboratory                      | \$0                | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$0                 |
| Hospital                        | \$10,000           | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$10,000            |
| Advertising/Legal               | \$0                | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$0                 |
| Prescriptions/ Medical Supplies | \$1,000            | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$1,000             |
| Bldg Maintenance                | \$100,000          | \$1,200            | \$3,886         | \$2,235         | \$7,321            | 7,700.32           |            |            | \$7,700            | \$0         | \$0         | \$15,021           | \$84,979            |
| Land Rental/Lease               | \$0                | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$0                 |
| Office Supplies                 | \$500              | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$500               |
| Office Space Rental             | \$10,500           | \$900              | \$900           | \$900           | \$2,700            | 900.00             |            |            | \$900              | \$0         | \$0         | \$3,600            | \$6,900             |
| Juvenile Transport              | \$6,000            | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$6,000             |
| Water, Electric                 | \$15,000           | \$32               | \$0             | \$32            | \$64               | 35.00              |            |            | \$35               | \$0         | \$0         | \$99               | \$14,901            |
| Storm Drainage                  | \$2,000            | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$2,000             |
| Other Commodities/Contractual   | \$0                | \$0                | \$0             | \$0             | \$0                | 0.00               |            |            | \$0                | \$0         | \$0         | \$0                | \$0                 |
| Budget Appropriation            | \$5,362,913        | \$1,340,728        | \$0             | \$0             | \$1,340,728        | 1,340,729          |            |            | \$1,340,729        | \$0         | \$0         | \$2,681,457        | \$2,681,456         |
| <b>TOTAL</b>                    | <b>\$5,672,913</b> | <b>\$1,360,316</b> | <b>\$20,948</b> | <b>\$19,330</b> | <b>\$1,400,594</b> | <b>\$1,365,584</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,365,584</b> | <b>\$0</b>  | <b>\$0</b>  | <b>\$2,766,177</b> | <b>\$2,906,736</b>  |

**RCPD EXPENSES PAID BY RILEY COUNTY**  
**1/1/2016 - 12/31/2023**

|                                      | 2016               | 2017               | 2018               | 2019               | 2020               | 2021               | 2022               | 2023               | Total               |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Dental</b>                        | \$131              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$131</b>        |
| <b>Physician</b>                     | \$134,751          | \$113,307          | \$136,454          | \$145,388          | \$163,648          | \$191,373          | \$206,854          | \$66,000           | <b>\$1,157,775</b>  |
| <b>Laboratory</b>                    | \$69               | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$69</b>         |
| <b>Hospital</b>                      | \$3,323            | \$0                | \$500              | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$3,823</b>      |
| <b>Advertising/Legal</b>             | \$0                | \$210              | \$473              | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$683</b>        |
| <b>Prescriptions</b>                 | \$15               | \$391              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$406</b>        |
| <b>Bldg Maintenance</b>              | \$97,115           | \$106,071          | \$51,596           | \$88,000           | \$103,569          | \$71,043           | \$60,486           | \$15,021           | <b>\$592,901</b>    |
| <b>Land Rental/Lease</b>             | \$1,216            | \$0                | \$2,480            | \$1,272            | \$0                | \$0                | \$0                | \$0                | <b>\$4,969</b>      |
| <b>Office Supplies</b>               | \$125              | \$251              | \$0                | \$125              | \$0                | \$0                | \$0                | \$0                | <b>\$501</b>        |
| <b>Office Space Rental</b>           | \$10,225           | \$10,200           | \$10,200           | \$10,525           | \$9,625            | \$10,500           | \$10,500           | \$3,600            | <b>\$75,375</b>     |
| <b>Juvenile Transport</b>            | \$9,313            | \$10,749           | \$3,001            | \$3,735            | \$2,144            | \$152              | \$237              | \$0                | <b>\$29,332</b>     |
| <b>Water, Electric</b>               | \$0                | \$0                | \$0                | \$0                | \$252              | \$444              | \$352              | \$99               | <b>\$1,147</b>      |
| <b>Storm Drainage</b>                | \$1,917            | \$1,826            | \$1,958            | \$203              | \$0                | \$0                | \$0                | \$0                | <b>\$5,904</b>      |
| <b>Other Commodities/Contractual</b> | \$0                | \$0                | \$400,000          | \$8,091            | \$693,906          | \$91,239           | \$21,447           | \$0                | <b>\$1,214,683</b>  |
| <b>Budget Appropriation</b>          | \$3,946,560        | \$4,055,796        | \$4,134,000        | \$4,291,380        | \$4,420,348        | \$4,391,746        | \$4,597,175        | \$2,681,457        | <b>\$29,837,005</b> |
| <b>Total</b>                         | <b>\$4,204,762</b> | <b>\$4,298,801</b> | <b>\$4,740,663</b> | <b>\$4,548,719</b> | <b>\$5,393,492</b> | <b>\$4,756,498</b> | <b>\$4,897,050</b> | <b>\$2,766,177</b> | <b>\$32,924,705</b> |

Attachment: April Financial Reports 2023 (13383 : Year to date budget and expenditure reports)

RCPD  
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE  
INCLUDED IN 2023 \$31,000 POOL

|                            | JAN      | FEB      | MAR      | 1st<br>Quarter | APR      | MAY      | JUN      | 2nd<br>Quarter | 3rd<br>Quarter | 4th<br>Quarter | TOTAL<br>EXPENSES |
|----------------------------|----------|----------|----------|----------------|----------|----------|----------|----------------|----------------|----------------|-------------------|
| Dental                     | \$0      |          |          | \$0            |          |          |          | \$0            | \$0            | \$0            | \$0               |
| Physician                  | \$3,878  |          |          | \$3,878        |          |          |          | \$0            | \$0            | \$0            | \$3,878           |
| Laboratory                 | \$0      |          |          | \$0            | 45.00    |          |          | \$45           | \$0            | \$0            | \$45              |
| Hospital                   | \$0      |          |          | \$0            |          |          |          | \$0            | \$0            | \$0            | \$0               |
| Prescriptions              | \$309    |          | \$1,729  | \$2,039        | 1,382.20 |          |          | \$1,382        | \$0            | \$0            | \$3,421           |
| Supplies                   | \$0      |          |          | \$0            |          |          |          | \$0            | \$0            | \$0            | \$0               |
| TOTAL                      | \$4,187  | \$0      | \$1,729  | \$5,917        | \$1,427  | \$0      | \$0      | \$1,427        | \$0            | \$0            | \$7,344           |
| Savings from Medicaid Rate | \$0      |          |          | \$0            |          |          |          | \$0            | \$0            | \$0            | \$0               |
| \$31,000 Pool Balance      | \$26,813 | \$26,813 | \$25,083 | \$25,083       | \$23,656 | \$23,656 | \$23,656 | \$22,229       | \$22,229       | \$22,229       | \$22,229          |

|                                     |     |     |     |     |       |     |     |     |     |     |     |
|-------------------------------------|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|-----|
| Quarterly ADP: (Contract)           |     |     |     |     |       |     |     |     |     |     |     |
| County Inmate (72 base census)      | 102 | 109 | 115 | 326 | 117.5 |     |     |     |     |     |     |
| Non-County Inmate (0 base census)   | 0   | 0   | 0   | 0   | 0     |     |     |     |     |     |     |
| Billing Adjustments for prior years | \$0 | \$0 | \$0 | \$0 | \$0   | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |



**PLANNING & DEVELOPMENT**  
*Recommendations*

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

## COMMISSION AGENDA REPORT

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**FROM:** Amanda Webb, Planning Director

**MEETING:** May 8, 2023

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

**PRESENTER:** Amanda Webb, Planning Director

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### **BACKGROUND**

The Riley County Solid Waste Management Committee (SWMC) conducted the 2023 annual review of the Riley County Solid Waste Management Plan (SWMP) as required by the Kansas Department of Health and Environment (KDHE). The SWMC did not identify any changes to complete for this year other than minor amendments listed below.

Annual Review Changes (as reflected in the attached track-changes draft):

- \*Update Board of County Commission positions
- \*Update committee member roster, including names and contact information.
- \*Remove struck out language from page 68.

This review is reflected in the attached minutes from three SWMC meetings that occurred on February 7, 2023, February 27, 2023, and April 12, 2023. The vote was collected via email; see attached request and associated votes from more than 50% of the membership recommending approval of the changes.

The next five-year update is due May 14, 2024. While the committee has discussed proposed changes and items to review for updating, meetings will officially begin for this item in fall 2023.

**DISCUSSION**

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

**FISCAL IMPACT**

None.

**RECOMMENDATION(S)**

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

**POSSIBLE MOTION(S)**

Move to approve the SWMP annual review for forwarding to KDHE.

**Enclosures:**

- 2.7.23 SWMC minutes (PDF)
- 2.27.23 SWMC minutes (PDF)
- 4.12.23 SWMC minutes (PDF)
- Votes (PDF)
- 2023 SWMP annual review with track changes (PDF)

Riley County Solid Waste Management Committee  
Minutes

Tuesday, February 7, 2023  
10:30 AM

In attendance: Steve Galitzer (Chair), Justin Brenner, Michael Boller, Evan McMillan, Greg Wilson, David Kreller, Commissioner Kathryn Focke, Casey Smithson, Morgan Bates, Amanda Webb

Absent: Adrian Self, John Ellermann, Perry Piper, Josh Brewer, David Shover, William Spiegel, Fran Zerby, and Travis Hummel

Chairman Galitzer opened the meeting at 10:30 and began with introductions.

No formal agenda was prepared.

Amanda Webb discussed the 2023 annual plan update, due May 14, 2023. Will send the current plan to the group and request availability for another meeting the following month.

Amanda Webb discussed the 2024 five-year full update. Asked to generate a schedule and determine who wants to do what/who has expertise in each category. The group mentioned November as a potential starting timeframe.

Evan McMillan discussed rate increases. The Hamm's contract is still under negotiation. The group wants to make recommendation to the BOCC regarding the rate increases. There is concern about the increases, due to inflation and other cost increases. Projected rates to start May 1 at the latest. There was discussion about how these rate increases would affect county budget. C. Focke indicated the budget calendar is out with department expenditures due April 27. There was also discussion about trying to implement a CPI ceiling, as HAMM's is requiring a floor CPI of 2.5%. This will be discussed in the contract negotiations. A recommendation was made for a rate of \$63.00 per ton lasting between 2 and 4 years. The group discussed raising the rate to \$64.00 to prolong the next rate increase. Greg Wilson motioned to increase the fee for MSW/White Goods to \$64 for a period of 3-5 years. Michael Boller seconded. All in favor; unanimous approval. No abstentions.

The group determined that it might be worth looking into the cost associated with a county ran operation for processing and hauling trash from the transfer station to Hamm's landfill. This would require heavy up-front costs for equipment and new jobs but could possibly reduce costs in the long run. This will be evaluated in the future.

The group discussed the battery recycling program. Hamm's is looking at fire protection measures at the transfer station and the battery program is a big component. Fire training with Hamm's is in June. E-bikes and E-scooters are having issues with battery explosions and fires. Members of the group have presented to various civic groups with more coming up. There has been an increase in the number of batteries recycled, so the word is out and we feel the program is helping. A group member brought up a neighborhood app to help spread the word. Chairman Galitzer asked about collaboration with haulers and other partners, and how the

stickers and flyers are working. Amanda explained we've distributed many stickers and flyers and will follow up with haulers for their input.

Judy Willingham has resigned from the committee.

Next meeting TBD. Amanda will send out the plan to the group and request availability for a next meeting to discuss annual update and the full five-year update.

Chairman Galitzer adjourned the meeting **at 11:15 AM.**

Riley County Solid Waste Management Committee  
Minutes

Monday, February 27, 2023  
4:00 PM

In attendance: Steve Galitzer (Chair), Adrian Self, Michael Boller, Evan McMillan, Greg Wilson, David Kreller (virtual), Commissioner Kathryn Focke, Casey Smithson, Amanda Webb, Josh Brewer

Absent: Justin Brenner, John Ellermann, Perry Piper, David Shover, William Spiegel, Fran Zerby, Travis Hummel, Morgan Bates

Chairman Galitzer opened the meeting at 4:02 PM and began with introductions. He asked to add an item to the end of the agenda.

Greg Wilson motioned to approve the minutes from the February 7, 2023 meeting; Adrian Self seconded. Unanimous approval; no abstentions.

Evan McMillan/Public Works said they are still working on the Hamm's contract.

Amanda Webb gave a membership update – Judy Willingham has resigned; David Shover has resigned. We have received one application which would be a City of MHK representative but have not yet heard back from the applicant, will follow up. We do not have a third-class city representative right now. We do not technical have a KSU representative anymore with Steve's retirement. As suggested by Greg and Steve, Amanda will reach out to Todd Ruger/KSU Recycling.

The group discussed the 2023 annual review, due May 14, 2023 and how to complete this. Greg motioned and Casey seconded to have Amanda review to see if anything needs changed and report back. David Kreller mentioned several items needing attention in the current plan; most of which can be put on the list for next year's major update. The motion was amended to include updating the years and fixing formatting errors. Unanimous approval, no abstentions.

The group discussed food waste versus food recovery definitions and how to count reductions. This is information to include in the major update. It was suggested that someone from the Food & Farm Council present to the group at a future meeting.

Josh Brewer talked about diverting/waste reduction and indicated at Restore there has been 11,000 items diverted from the transfer station. Because the 11,000 items could be anything from individual nails to large furniture, it was discussed to report this information as pounds of material diverted rather than items diverted. Estimation of weight in tonnage – doesn't need to be broken up into categories.

The group continued discussion on the five-year update, due May 14, 2024. Last time the plan had a major update in 2019, they broke the plan into sections and people who had knowledge/interest could "sign up" for the sections that interested them. This is how we will approach again this year. People can be in more than one group. Amanda and the Chair will be

in all groups. Amanda will send around a sign-up sheet for each section. What is the overall goal for waste reduction, what percentage, and what is the timeframe to get there? We are currently at 3.5 pounds per person per day of MSW.

Michael Boller brought up the topic of excessive packaging. There needs to be more education on what can get recycled rather than just thrown away. Track recycling pre-covid versus now; can use Howie's annual invoice/tonnage report for this information. Plastic bags cannot be recycled; the group wondered what stores did with the bags that people brought back.

Amanda and Michael talked about the battery recycling program, noting that they gave a presentation recently to the Optimist Club that was well received. We need to get more stickers on cans. We can put them on cans that are in the street, but not on private property. Mike and Justin will be a part of the Earth Day event again this year and will distribute stickers. Amanda will follow up with 4H/other organizations. Someone suggested Fort Riley volunteer organizations. Alert people to stickers on cans; put an announcement in utility billing.

Steve added an item to the agenda. He announced this would be his last meeting. David asked if Steve could stay on until we find a new chair and help with the transition, maybe another year. He would not have to be chair, but lend his knowledge and expertise. Steve was agreeable. Amanda will work on finding a new chair.

Adjourn 5:00 pm.

Next meeting TBD. Amanda will send out the plan to the group and request availability for a next meeting to discuss annual update and the full five-year update.

Chairman Galitzer adjourned the meeting **at 11:15 AM.**

Riley County Solid Waste Management Committee  
DRAFT Minutes

Wednesday, April 12, 2023  
4:00 PM

In attendance: Steve Galitzer (Chair), Adrian Self, Michael Boller, Evan McMillan, David Kreller, Commissioner Kathryn Focke, Casey Smithson, Amanda Webb, Justin Brenner, Fran Zerby, Travis Hummel, and Morgan Bates

Absent: John Ellermann, William Spiegel, Greg Wilson, Josh Brewer

Guest: Krista Long

Chairman Galitzer opened the meeting at 3:04 PM and began with introductions.

David Kreller motioned to approve the minutes from the February 27, 2023 meeting, Adrian Self seconded. Unanimous approval; no abstentions.

Amanda Webb stated Jacob Larson, Pollution Prevention Specialist with KSU will be joining the committee as a city representative. Chairman Galitzer requested that staff contact Bill Spiegel to see if he wants to remain on the committee. If not try to find someone from KSU Recycling or Environmental Health & Safety to replace him.

Evan McMillan/Public Works said they are still working on the Hamm's contract. David Kreller mentioned that Hamm's has some unreasonable requests. Evan McMillan stated they are requesting the county to provide insurance on their trailers or incur a surcharge. It was suggested by other committee members that maybe the county should open it to bids as there are other haulers.

Amanda Webb discussed the annual review and if anything needs to be changed. Chairman Galitzer suggested some minor updates and would like to review them before moving forward.

Amanda Webb discussed the five-year plan update. She said meetings would start in November and the update is due May 14, 2024. Chairman Galitzer suggested there needs to be a bigger push on recycling. The items discussed were the construction landfill, need someone from a school district on the committee, food recycling and the county fair.

Mike Boller indicated he had just received notice from KDHE that as of June 30<sup>th</sup>, Household Hazard Waste will no longer be able to accept business waste. He is doing research to determine exactly what this means.

Chairman Galitzer nominated David Kreller as chairman. There were no other nominations. Morgan Bates seconded. Nomination passed.

Chairman Galitzer adjourned the meeting **at 4:25 PM.**

## Amanda Webb

---

**From:** Amanda Webb  
**Sent:** Monday, April 24, 2023 9:00 AM  
**To:** Adrian Self; David Kreller - Midwest Medical Waste, Inc./Medi-Waste Disposal (d.kreller@acmeks.com); Casey Smithson; Michael Boller; Steve Galitzer; Josh Brewer; Greg Wilson (greg@howiesrecycling.com); William Spiegel; Morgan Bates; Evan McMillan; Justin Brenner; Travis Hummel; 'Fran Zerby'; Kathryn Focke; John Ellermann; Lisa Daily  
**Cc:** Amanda Webb  
**Subject:** Solid Waste Management Plan - 2023 Annual Review

**Tracking:**
**Recipient**
**Response**

Adrian Self

David Kreller - Midwest Medical Waste, Inc./Medi-Waste Disposal (d.kreller@acmeks.com)

Casey Smithson

Michael Boller

Approve: 04/24/2023 2:08 PM

Steve Galitzer

Josh Brewer

Greg Wilson (greg@howiesrecycling.com)

William Spiegel

Morgan Bates

Evan McMillan

Approve: 04/24/2023 3:50 PM

Justin Brenner

Travis Hummel

'Fran Zerby'

Kathryn Focke

John Ellermann

Approve: 04/24/2023 10:22 AM

Lisa Daily

Amanda Webb

Good morning, all.

David and I talked, and in the interest of time, we decided to send the SWMP with proposed amendments (for 2023 annual review) around via email to have everyone review and vote that way. The only changes reflected/to be made are the BOCC list (placing Commissioner Focke as Chair, etc.), updating the committee list (and associated contact information), and removing the struck-through language on page 68. No other changes were made or proposed since our 2024 update is coming.

Please notice at the top of this email screen, there is a Vote button. It's either accept or reject, and it automatically responds to me.

Here is the link for the document: <https://www.rileycountyks.gov/DocumentCenter/View/22389/2023-SWMP-annual-review>.

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

Final approval will be before the BOCC on May 8. Everything is due to the state by May 14.

Thank you,

-Amanda

**Amanda Webb**

Director  
Riley County Planning & Development  
110 Courthouse Plaza  
Manhattan, KS 66502  
Email: [awebb@rileycountyks.gov](mailto:awebb@rileycountyks.gov)  
Phone: (785) 537-6332

**Amanda Webb**

---

**From:** Michael Boller  
**Sent:** Monday, April 24, 2023 2:08 PM  
**To:** Amanda Webb  
**Subject:** Approve: Solid Waste Management Plan - 2023 Annual Review

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

**Amanda Webb**

---

**From:** John Ellermann  
**Sent:** Monday, April 24, 2023 10:22 AM  
**To:** Amanda Webb  
**Subject:** Approve: Solid Waste Management Plan - 2023 Annual Review

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

**Amanda Webb**

---

**From:** Evan McMillan  
**Sent:** Monday, April 24, 2023 3:50 PM  
**To:** Amanda Webb  
**Subject:** Approve: Solid Waste Management Plan - 2023 Annual Review

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

## Amanda Webb

---

**From:** Greg Wilson <greg@howiesrecycling.com>  
**Sent:** Wednesday, April 26, 2023 8:12 AM  
**To:** Amanda Webb  
**Cc:** Casey Smithson; Steve Galitzer; Josh Brewer; William Spiegel; Morgan Bates; Travis Hummel; Fran Zerby; David Kreller - Midwest Medical Waste, Inc./Medi-Waste Disposal (d.kreller@acmeks.com)  
**Subject:** Re: Solid Waste Management Plan - 2023 Annual Review

I approve the changes

Thanks

Greg Wilson.

On Apr 26, 2023, at 8:10 AM, Amanda Webb <awebb@rileycountyks.gov> wrote:

Good morning, all.

Earlier this week I sent a message to the group asking everyone to vote on the SWMP annual review via email. It seems that those of you outside of the county are not seeing the voting buttons. I am not sure what I did, because everyone internal to the county can see them. I apologize for any confusion. If you do not have the voting buttons, please return a simple email to me with your approval or rejection of the changes.

Here is the link for the document: <https://www.rileycountyks.gov/DocumentCenter/View/22389/2023-SWMP-annual-review>.

Thank you,

-Amanda

### Amanda Webb

Director  
 Riley County Planning & Development  
 110 Courthouse Plaza  
 Manhattan, KS 66502  
 Email: [awebb@rileycountyks.gov](mailto:awebb@rileycountyks.gov)  
 Phone: (785) 537-6332

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

## Amanda Webb

---

**From:** Casey Smithson <csmithson@cityofmnhk.com>  
**Sent:** Wednesday, April 26, 2023 9:09 AM  
**To:** Amanda Webb  
**Subject:** Re: [EXTERNAL]: Solid Waste Management Plan - 2023 Annual Review

Approved

### Casey Smithson; CPRP, AFO Park Superintendent



City of Manhattan Parks & Recreation  
 1101 Poyntz Ave. | Manhattan, KS 66502  
 Phone 785-587-2771 | Cell 785-806-8691

[www.mhkprd.com](http://www.mhkprd.com)

Twitter [@manhattanprd](https://twitter.com/manhattanprd)

Facebook [/manhattanparksandrec](https://www.facebook.com/manhattanparksandrec)

Text Alerts [mhkprd.com/alerts](https://www.mhkprd.com/alerts)

*Building a healthy community through people, parks and programs.*

"In every walk in Nature one receives far more than he seeks." John Muir

---

**From:** Amanda Webb <awebb@rileycountyks.gov>  
**Sent:** Wednesday, April 26, 2023 8:09 AM  
**To:** Casey Smithson <csmithson@cityofmnhk.com>; Steve Galitzer <galitzer@kansas.net>; Josh Brewer <director@mahfh.org>; Greg Wilson (greg@howiesrecycling.com) <greg@howiesrecycling.com>; William Spiegel <wsiegel@ksu.edu>; Morgan Bates <morganlbates@gmail.com>; Travis Hummel <htsinc1@gmail.com>; 'Fran Zerby' <zerby@rocketmail.com>  
**Cc:** David Kreller - Midwest Medical Waste, Inc./Medi-Waste Disposal (d.kreller@acmeks.com) <d.kreller@acmeks.com>  
**Subject:** [EXTERNAL]: Solid Waste Management Plan - 2023 Annual Review

Good morning, all.

Earlier this week I sent a message to the group asking everyone to vote on the SWMP annual review via email. It seems that those of you outside of the county are not seeing the voting buttons. I am not sure what I did, because everyone internal to the county can see them. I apologize for any confusion. If you do not have the voting buttons, please return a simple email to me with your approval or rejection of the changes.

Here is the link for the document: <https://www.rileycountyks.gov/DocumentCenter/View/22389/2023-SWMP-annual-review>.

Thank you,

-Amanda

### Amanda Webb

Director  
 Riley County Planning & Development  
 110 Courthouse Plaza

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

**Amanda Webb**

---

**From:** Morgan Bates <morganlbates@gmail.com>  
**Sent:** Thursday, April 27, 2023 7:46 AM  
**To:** Amanda Webb  
**Subject:** Re: Solid Waste Management Plan - 2023 Annual Review

Approved

On Wed, Apr 26, 2023 at 8:10 AM Amanda Webb <[awebb@rileycountyks.gov](mailto:awebb@rileycountyks.gov)> wrote:

Good morning, all.

Earlier this week I sent a message to the group asking everyone to vote on the SWMP annual review via email. It seems that those of you outside of the county are not seeing the voting buttons. I am not sure what I did, because everyone internal to the county can see them. I apologize for any confusion. If you do not have the voting buttons, please return a simple email to me with your approval or rejection of the changes.

Here is the link for the document: <https://www.rileycountyks.gov/DocumentCenter/View/22389/2023-SWMP-annual-review>.

Thank you,

-Amanda

**Amanda Webb**

Director

Riley County Planning & Development

110 Courthouse Plaza

Manhattan, KS 66502

Email: [awebb@rileycountyks.gov](mailto:awebb@rileycountyks.gov)

Phone: (785) 537-6332

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

## Amanda Webb

---

**From:** Steve Galitzer <galitzer@kansas.net>  
**Sent:** Wednesday, April 26, 2023 8:39 PM  
**To:** Greg Wilson  
**Cc:** Amanda Webb; Casey Smithson; Josh Brewer; William Spiegel; Morgan Bates; Travis Hummel; Fran Zerby; David Kreller - Midwest Medical Waste, Inc./Medi-Waste Disposal (d.kreller@acmek.com)  
**Subject:** Re: Solid Waste Management Plan - 2023 Annual Review

I approve the changes.

Steve Galitzer

Sent from my iPhone

On Apr 26, 2023, at 8:12 AM, Greg Wilson <greg@howiesrecycling.com> wrote:

I approve the changes

Thanks

Greg Wilson.

On Apr 26, 2023, at 8:10 AM, Amanda Webb <awebb@rileycountyks.gov> wrote:

Good morning, all.

Earlier this week I sent a message to the group asking everyone to vote on the SWMP annual review via email. It seems that those of you outside of the county are not seeing the voting buttons. I am not sure what I did, because everyone internal to the county can see them. I apologize for any confusion. If you do not have the voting buttons, please return a simple email to me with your approval or rejection of the changes.

Here is the link for the document:

<https://www.rileycountyks.gov/DocumentCenter/View/22389/2023-SWMP-annual-review>.

Thank you,

-Amanda

**Amanda Webb**

Director  
 Riley County Planning & Development  
 110 Courthouse Plaza  
 Manhattan, KS 66502  
 Email: awebb@rileycountyks.gov

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

## Amanda Webb

---

**From:** David Kreller <d.kreller@acmeks.com>  
**Sent:** Tuesday, April 25, 2023 9:44 PM  
**To:** Amanda Webb  
**Subject:** RE: Solid Waste Management Plan - 2023 Annual Review

Nope, no buttons. When I create an email with voting buttons, the process I use is start the new email and go to options at the top and select 'use voting buttons'. From there it gives a choice of formats. If this is what you did also, I'm not sure why it isn't going through. I did a test to myself and it seems to work when I create the voting button. I added a voting button to this email to see if it comes through to you (approve/reject)

Regardless, I think you will want to watch for responses in case others didn't get the voting button. If we don't hear from some folks by the end of the week, you or Lisa may need to reach out to the non responsive members to ask them to reply (and vote).

My vote is in favor. One clarification is on the member listing – where they are highlighted does that mean the version to be corrected with updating name/address/phone/email?

---

**From:** Amanda Webb <awebb@rileycountyks.gov>  
**Sent:** Tuesday, April 25, 2023 2:33 PM  
**To:** David Kreller <d.kreller@acmeks.com>  
**Subject:** RE: Solid Waste Management Plan - 2023 Annual Review

Hmm... You don't have the Vote button in the ribbon (circled below)?

Adrian mentioned he didn't see it but thought it might be K-State firewall; he sent a responding email that he approved. The other replies I've received have all been within county, and they've used the voting buttons.

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)

## Amanda Webb

---

**From:** Adrian M. Self <amself@bri.ksu.edu>  
**Sent:** Monday, April 24, 2023 11:29 AM  
**To:** Amanda Webb  
**Subject:** RE: Solid Waste Management Plan - 2023 Annual Review

Hi Amanda-

Guessing the piece of K-State whose firewall I sit behind doesn't like voting buttons—I don't have them. Please use this email to document my 'vote' affirming acceptance of this years minor revisions.

Thanks,  
 ~Adrian

---

**From:** Amanda Webb <awebb@rileycountyks.gov>  
**Sent:** Monday, April 24, 2023 9:00 AM  
**To:** Adrian M. Self <amself@bri.ksu.edu>; David Kreller - Midwest Medical Waste, Inc./Medi-Waste Disposal (d.kreller@acmeks.com) <d.kreller@acmeks.com>; Casey Smithson <csmithson@cityofmhk.com>; Michael Boller <mboller@rileycountyks.gov>; Steve Galitzer <galitzer@kansas.net>; Josh Brewer <director@mahfh.org>; Greg Wilson (greg@howiesrecycling.com) <greg@howiesrecycling.com>; William Spiegel <wsiegel@ksu.edu>; Morgan Bates <morganlbates@gmail.com>; Evan McMillan <emcmillan@rileycountyks.gov>; Justin Brenner <jbrenner@rileycountyks.gov>; Travis Hummel <htsinc1@gmail.com>; 'Fran Zerby' <zerby@rocketmail.com>; Kathryn Focke <kfocke@rileycountyks.gov>; John Ellermann <jellermann@rileycountyks.gov>; Lisa Daily <ldaily@rileycountyks.gov>  
**Cc:** Amanda Webb <awebb@rileycountyks.gov>  
**Subject:** Solid Waste Management Plan - 2023 Annual Review

**THIS EMAIL COMES FROM OUTSIDE THE BRI and NOT FROM CAMPUS**

DO NOT CLICK links or attachments unless you recognize the sender and know the contents are safe.

Good morning, all.

David and I talked, and in the interest of time, we decided to send the SWMP with proposed amendments (for 2023 annual review) around via email to have everyone review and vote that way. The only changes reflected/to be made are the BOCC list (placing Commissioner Focke as Chair, etc.), updating the committee list (and associated contact information), and removing the struck-through language on page 68. No other changes were made or proposed since our 2024 update is coming.

Please notice at the top of this email screen, there is a Vote button. It's either accept or reject, and it automatically responds to me.

Here is the link for the document: <https://www.rileycountyks.gov/DocumentCenter/View/22389/2023-SWMP-annual-review>.

Final approval will be before the BOCC on May 8. Everything is due to the state by May 14.

Attachment: Votes (13385 : 2023 Solid Waste Management Plan annual review)



# **SOLID WASTE MANAGEMENT PLAN**

**2019  
RILEY COUNTY, KANSAS**

# SOLID WASTE MANAGEMENT PLAN

## RILEY COUNTY BOARD OF COMMISSIONERS

~~Greg McKinley~~ Kathryn Focke, Chair woman

John Ford

~~Kathryn Focke~~ Greg McKinley

## RILEY COUNTY SOLID WASTE MANAGEMENT COMMITTEE

|                         |                            |
|-------------------------|----------------------------|
| Adrian Self             | Evan McMillan              |
| Michael Boller          | Travis Hummel              |
| Joshua Brewer           | Amanda Webb                |
| John Ellermann          | Casey Smithson             |
| Kathryn Focke           | William Spiegel            |
| Steve Galitzer          | Justin Brenner             |
| David Kreller           | <del>Judy Willingham</del> |
| Greg Wilson             | Fran Zerby                 |
| <del>David Shover</del> | <del>Perry Piper</del>     |
| <u>Morgan Bates</u>     | <u>Jacob Larson</u>        |

APPROVED BY THE SOLID WASTE MANAGEMENT COMMITTEE

5/1/2019

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS

6/5/2019

## ACKNOWLEDGMENTS

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

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

# TABLE OF CONTENTS

|                                                          |           |
|----------------------------------------------------------|-----------|
| <b>RILEY COUNTY BOARD OF COMMISSIONERS</b>               | <b>2</b>  |
| <b>RILEY COUNTY SOLID WASTE MANAGEMENT COMMITTEE</b>     | <b>2</b>  |
| <b>ACKNOWLEDGEMENTS</b>                                  | <b>3</b>  |
| <b>GLOSSARY</b>                                          | <b>8</b>  |
| <b>EXECUTIVE SUMMARY</b>                                 | <b>12</b> |
| • INTRODUCTION                                           | 13        |
| • EXISTING SOLID WASTE MANAGEMENT                        | 13        |
| • PROGRAM GOALS, OBJECTIVES AND POLICIES                 | 13        |
| ▪ PROGRAM GOAL                                           | 13        |
| ▪ PROGRAM OBJECTIVE                                      | 13        |
| ▪ PROGRAM POLICIES                                       | 14        |
| • WASTE REDUCTION                                        | 14        |
| ▪ GOAL                                                   | 14        |
| ▪ OBJECTIVES                                             | 14        |
| • RECYCLING                                              | 15        |
| ▪ GOAL                                                   | 15        |
| ▪ OBJECTIVES                                             | 15        |
| • YARD WASTE AND FOOD WASTE PROCESSING                   | 15        |
| ▪ GOAL                                                   | 15        |
| ▪ OBJECTIVES                                             | 15        |
| • LANDFILLING                                            | 16        |
| ▪ GOAL                                                   | 16        |
| ▪ OBJECTIVES                                             | 16        |
| ▪ ACTION STATEMENT                                       | 16        |
| • WASTE-TO-ENERGY                                        | 16        |
| ▪ FUTURE ACTIVITIES                                      | 16        |
| • SOLID WASTE FACILITY                                   | 17        |
| ▪ GOAL                                                   | 17        |
| ▪ OBJECTIVES                                             | 17        |
| • HOUSEHOLD HAZARDOUS WASTE                              | 17        |
| ▪ GOAL                                                   | 17        |
| ▪ OBJECTIVES                                             | 17        |
| • SPECIAL WASTE                                          | 18        |
| ▪ GOAL                                                   | 18        |
| ▪ OBJECTIVES                                             | 18        |
| <b>INTRODUCTION</b>                                      | <b>19</b> |
| ▪ PURPOSE                                                | 20        |
| ▪ AUTHORIZATION/LEGISLATION                              | 20        |
| ▪ PUBLIC INPUT AND REVIEW                                | 20        |
| ▪ PLANNING AREA                                          | 20        |
| ▪ GEOGRAPHY                                              | 20        |
| ▪ <b>FIGURE 1: RILEY COUNTY REGIONAL LOCATION</b>        | 22        |
| ▪ <b>FIGURE 2: RILEY COUNTY POLITICAL TOWNSHIPS</b>      | 23        |
| <b>EXISTING SOLID WASTE MANAGEMENT</b>                   | <b>24</b> |
| • WASTE MANAGEMENT ORGANIZATION                          | 25        |
| • WASTE GENERATION                                       | 25        |
| • <b>FIGURE 3: AVERAGE DAILY TONNAGE ON ANNUAL BASIS</b> | 26        |

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| • <b>FIGURE 4: WASTE GENERATION RATE TABLE</b>                       | 26        |
| • WASTE CHARACTERIZATION                                             | 26        |
| • <b>TABLE 1: MATERIALS IN RILEY COUNTY WASTE STREAM</b>             | 27        |
| • STATE WASTE GENERATION COMPARISON                                  | 27        |
| • <b>FIGURE 5: WASTE STREAM COMPARISONS BY COMPONENT</b>             | 28        |
| • WASTE COLLECTION                                                   | 28        |
| • WASTE DISPOSAL METHODS                                             | 29        |
| • RILEY COUNTY SANITARY LANDFILL & SOLID WASTE FACILITY              | 29        |
| • YARD WASTE                                                         | 30        |
| • FOOD WASTE                                                         | 30        |
| • CONSTRUCTION/DEMOLITION LANDFILLS                                  | 31        |
| • HOUSEHOLD HAZARDOUS WASTE FACILITY                                 | 31        |
| • CURRENT SOLID WASTE PLANNING STATUS                                | 32        |
| <b>PROGRAM GOALS, OBJECTIVES AND POLICIES</b>                        | <b>33</b> |
| • INTRODUCTION                                                       | 34        |
| • PROGRAM GOALS                                                      | 34        |
| • PROGRAM OBJECTIVES                                                 | 34        |
| • PROGRAM POLICIES                                                   | 34        |
| <b>EDUCATION</b>                                                     | <b>35</b> |
| • INTRODUCTION                                                       | 36        |
| • <b>TABLE 2: SOLID WASTE EDUCATIONAL ACTIVITIES IN RILEY COUNTY</b> | 37        |
| • EDUCATION ACTION/POLICY PLAN                                       | 38        |
| <b>WASTE REDUCTION</b>                                               | <b>39</b> |
| • INTRODUCTION                                                       | 40        |
| • LOCAL EFFORTS                                                      | 41        |
| • WASTE REDUCTION IDEAS                                              | 41        |
| ▪ PAPER REDUCTION IDEAS                                              | 41        |
| ▪ PACKAGING REDUCTION IDEAS                                          | 42        |
| ▪ EQUIPMENT REDUCTION IDEAS                                          | 43        |
| ▪ INVENTORY/PURCHASING IDEAS                                         | 43        |
| ▪ FOOD WASTE REDUCTION IDEAS                                         | 43        |
| • WASTE REDUCTION GOAL                                               | 44        |
| • WASTE REDUCTION ACTION POLICY/PLAN                                 | 44        |
| <b>RECYCLING</b>                                                     | <b>44</b> |
| ▪ INTRODUCTION                                                       | 46        |
| ▪ METHODS OF RECYCLING                                               | 47        |
| ▪ SOURCE SEPARATION                                                  | 47        |
| ▪ RESOURCE RECOVERY                                                  | 47        |
| ▪ RILEY COUNTY RECYCLING FIGURES                                     | 48        |
| ▪ <b>TABLE 3: RILEY COUNTY ANNUAL RECYCLING FIGURES</b>              | 48        |
| ▪ <b>FIGURE 6: RECYCLING RATE TREND LINE: 2004-2007</b>              | 49        |
| ▪ FACILITIES FOR RECYCLING                                           | 49        |
| ▪ RECYCLING MARKETS                                                  | 50        |
| ▪ PROCUREMENT POLICIES                                               | 50        |
| ▪ ORGANIZATION FOR RECYCLING                                         | 51        |
| ▪ KSU RECYCLING PROGRAM                                              | 52        |
| ▪ CURRENT LOCAL PROGRAMS                                             | 53        |
| ▪ DROP OFF RECYCLING                                                 | 53        |
| ▪ CURBSIDE RECYCLING                                                 | 54        |
| ▪ DIVERSION/MARKET DEVELOPMENT PROGRAMS                              | 54        |
| ▪ POTENTIAL FOR RECYCLING                                            | 55        |

|                                                           |           |
|-----------------------------------------------------------|-----------|
| ▪ COST OF RECYCLING                                       | 56        |
| ▪ BENEFITS OF RECYCLING                                   | 57        |
| ▪ RECYCLING GOAL                                          | 58        |
| ▪ RECYCLING ACTION POLICY/PLAN                            | 58        |
| <b>YARD WASTE AND FOOD WASTE PROCESSING</b>               | <b>59</b> |
| • INTRODUCTION                                            | 60        |
| • <b>TABLE 6: YARD WASTE ANNUAL MATERIAL ANALYSIS</b>     | 60        |
| • COMPOSTING                                              | 61        |
| ▪ DESCRIPTION OF YARD WASTE COMPOSTING                    | 61        |
| ▪ DESCRIPTION OF FOOD WASTE COMPOSTING                    | 62        |
| ▪ COMPOST USES                                            | 62        |
| • WOOD CHIPPING                                           | 63        |
| • DESCRIPTION                                             | 63        |
| ▪ WOOD CHIP USES                                          | 63        |
| • FIREWOOD                                                | 63        |
| • TREE WASTES                                             | 63        |
| • CURRENT PROGRAMS                                        | 63        |
| • DISASTER WASTE                                          | 65        |
| • POTENTIAL MARKET FOR MATERIAL                           | 65        |
| • EXPLORING OPTIONS                                       | 66        |
| • YARD WASTE AND FOOD WASTE PROCESSING GOAL               | 68        |
| • YARD WASTE AND FOOD WASTE PROCESSING ACTION/POLICY PLAN | 68        |
| <b>LANDFILLING</b>                                        | <b>69</b> |
| • INTRODUCTION                                            | 70        |
| • REGIONALIZATION                                         | 70        |
| • CURRENT LANDFILLING                                     | 70        |
| • LANDFILL STANDARDS & REGULATIONS                        | 70        |
| • LANDFILL CLOSURE/REMEDIATION                            | 71        |
| • LANDFILLING GOAL                                        | 72        |
| • LANDFILLING ACTION/POLICY PLAN                          | 72        |
| <b>WASTE-TO-ENERGY</b>                                    | <b>73</b> |
| • INTRODUCTION                                            | 74        |
| • COSTS                                                   | 74        |
| • ACTIVITIES IN RILEY COUNTY                              | 74        |
| ▪ EXECUTIVE SUMMARY OF REPORT                             | 75        |
| • FUTURE ACTIVITIES                                       | 76        |
| • WASTE-TO-ENERGY ACTION/POLICY PLAN                      | 76        |
| <b>SOLID WASTE FACILITY</b>                               | <b>77</b> |
| • INTRODUCTION                                            | 78        |
| • CURRENT PROGRAM                                         | 79        |
| • SOLID WASTE FACILITY GOAL                               | 79        |
| <b>HOUSEHOLD HAZARDOUS WASTES</b>                         | <b>80</b> |
| • INTRODUCTION                                            | 81        |
| • WASTE STREAM                                            | 81        |
| • GENERATORS OF HAZARDOUS WASTE                           | 81        |
| • HOUSEHOLD HAZARDOUS WASTE MANAGEMENT                    | 82        |
| • STORAGE SITE                                            | 82        |
| • PCB BALLASTS                                            | 85        |
| • CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR PROGRAM   | 85        |
| • HOUSEHOLD HAZARDOUS WASTE GOAL                          | 86        |

|                                                 |    |
|-------------------------------------------------|----|
| • HOUSEHOLD HAZARDOUS WASTES ACTION/POLICY PLAN | 86 |
|-------------------------------------------------|----|

|                                                                      |            |
|----------------------------------------------------------------------|------------|
| <b>SPECIAL WASTES</b>                                                | <b>87</b>  |
| • INTRODUCTION                                                       | 88         |
| • INDUSTRIAL WASTES                                                  | 88         |
| • BATTERIES                                                          | 88         |
| • CONSUMER ELECTRONICS                                               | 89         |
| • WHITE GOODS                                                        | 89         |
| • WASTE TIRES                                                        | 90         |
| • BIO-SOLIDS (SLUDGES)                                               | 90         |
| ▪ LIME SLUDGES                                                       | 90         |
| ▪ SEWAGE BIO-SOLIDS                                                  | 90         |
| • MEDICAL SERVICES WASTES                                            | 90         |
| • FACILITIES                                                         | 91         |
| ▪ TYPE OF MEDICAL WASTE                                              | 91         |
| • DISPOSAL                                                           | 92         |
| • ANIMAL WASTE AND ANIMAL CARCASSES                                  | 93         |
| ▪ ANIMAL WASTE                                                       | 93         |
| ▪ ANIMAL CARCASSES                                                   | 93         |
| • CONSTRUCTION/DEMOLITION WASTES                                     | 93         |
| • FLUORESCENT/HIGH INTENSITY DISCHARGE LAMPS                         | 94         |
| • USED OILS                                                          | 94         |
| • ASBESTOS                                                           | 95         |
| • DISASTER WASTE                                                     | 95         |
| • SPECIAL WASTE GOAL                                                 | 96         |
| • SPECIAL WASTES ACTION/POLICY PLAN                                  | 96         |
| <b>APPENDIX A</b>                                                    | <b>97</b>  |
| • IMPLEMENTATION SCHEDULE & TIMELINE                                 | 98         |
| • SOLID WASTE MANAGEMENT COMMITTEE MEMBER LIST                       | 103        |
| <b>APPENDIX B</b>                                                    | <b>104</b> |
| • RELEVANT MAPS:                                                     |            |
| ▪ WASTE FACILITY LOCATIONS WITHIN RILEY COUNTY                       | 105        |
| ▪ HAMM QUARRY LOCATION AT PERRY, KANSAS                              | 106        |
| ▪ HOUSEHOLD HAZARDOUS WASTE FACILITY                                 | 107        |
| ▪ SOLID WASTE MANAGEMENT FACILITY AND TRANSFER STATION               | 108        |
| • MANHATTAN, KS CURBSIDE RECYCLING REPORT                            | 109        |
| • REPORT OF THE CITY OF MANHATTAN MAYOR'S RECYCLING TASK FORCE       | 118        |
| • REQUEST FOR SERVICE PROPOSALS – RESIDENTIAL RECYCLABLE COMMODITIES | 124        |

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

- Ignitability
- Corrosivity
- Reactivity
- Toxicity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# EXECUTIVE SUMMARY

# RILEY COUNTY SOLID WASTE MANAGEMENT PLAN

## EXECUTIVE SUMMARY

### INTRODUCTION

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

### EXISTING SOLID WASTE MANAGEMENT

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

### PROGRAM GOALS, OBJECTIVES AND POLICIES

#### PROGRAM GOAL:

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

#### PROGRAM OBJECTIVE:

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

## PROGRAM POLICIES:

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

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

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

## WASTE REDUCTION

### GOAL:

To reduce the per capita volume of solid waste generated in Riley County to no more than 3 pounds per person per day by the year 2020.

### OBJECTIVES:

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

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

## RECYCLING

### GOAL:

To recycle as much of our solid waste as possible but achieve a recycling rate of at least 22% of the entire waste stream by December 31, 2025.

### OBJECTIVES:

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

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

## YARD WASTE AND FOOD WASTE PROCESSING

### GOAL:

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

### OBJECTIVES:

- To reduce the amount of yard waste and food waste generated.
- To encourage the use of yard waste and food waste at the point of generation.
- To utilize all yard waste and food waste collected in an economical and productive manner.
- To facilitate low cost use of and access to the voluntary composting site.
- To produce products from yard waste and/or food waste that can be reused as a resource to the community.

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

## LANDFILLING

### GOAL:

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

### OBJECTIVES:

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

### ACTION STATEMENT

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

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

## WASTE-TO-ENERGY

### FUTURE ACTIVITIES:

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

## SOLID WASTE FACILITY

### GOAL:

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

### OBJECTIVES:

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

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

## HOUSEHOLD HAZARDOUS WASTE

### GOAL:

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

### OBJECTIVES:

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

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

## SPECIAL WASTE

### GOAL:

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

### OBJECTIVES:

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

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

# INTRODUCTION

## Chapter 1

## CHAPTER 1

# INTRODUCTION

## PURPOSE

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

## AUTHORIZATION/LEGISLATION

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

## PUBLIC INPUT AND REVIEW

Riley County has established its Solid Waste Management Committee, to involve citizens and local officials in the preparation and implementation of the Riley County Solid Waste Management Plan. The Committee has reviewed and provided comments regarding this 2019 version of the plan. It was the policy of the Committee to meet on a regular basis for purposes of review, public information, and the taking of appropriate action. Following the completion of proposed plan revisions, copies were given to all Committee members for review and comment. Upon completion of the revisions and a new version of the plan, a public hearing was held to consider adoption of the 2019 plan. The plan was accepted by the Riley County Solid Waste Management Committee at a special meeting and forwarded to the Riley County Board of Commissioners for their consideration and adoption at an advertised public hearing. Upon adoption by the Board of County Commissioners, the plan was forwarded to the Kansas Department of Health and Environment for their review and approval in accordance with Kansas statutes.

## PLANNING AREA

### GEOGRAPHY

Riley County is located in northeastern Kansas in the fifth tier of counties west of the Missouri River and the second tier of counties south of the Nebraska-Kansas

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

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

Riley County is divided into 14 political townships and 5 incorporated cities as shown in **FIGURE 2**. Manhattan, the County seat, is the largest city with an estimated 2012 population of 56,069. The U.S. Bureau of the Census estimated the population of the County at 75,508 in 2012. The population is projected to increase to 80,580 by the year 2020.

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

Tuttle Creek Lake on the Blue River northeast of Manhattan and 60 miles west of Topeka is a key reservoir in the Kansas River system of flood control projects. Its dam is an earth and rock fill embankment nearly a mile and a half long. The lake, 1,075 feet above sea level, has 112 miles of shoreline and is the second largest body of water in Kansas.

Riley County adopted a new Comprehensive Plan in 2009 that provided recommendations for future land use and public services and facilities. This plan was used to update the Solid Waste Management Plan.

Figure 1: Location of Riley County within Kansas

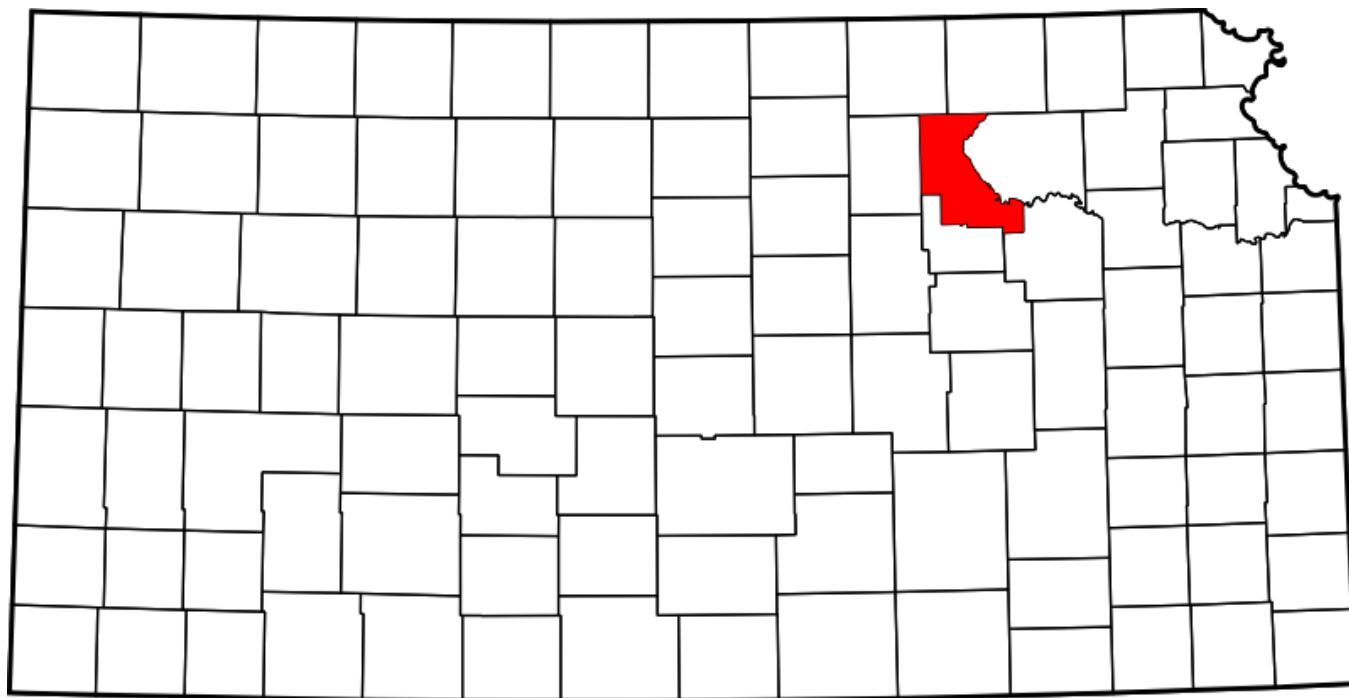
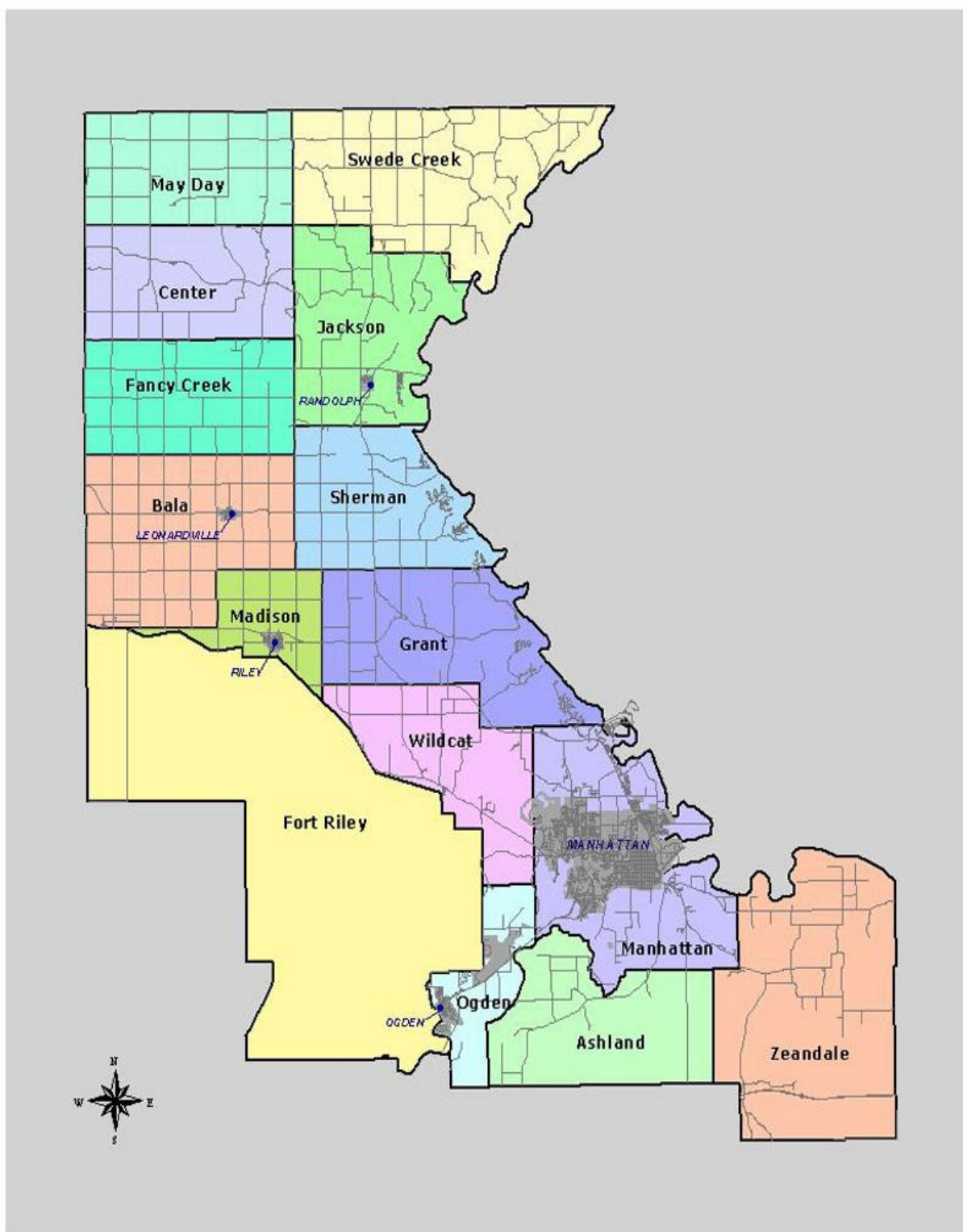


Figure 2: Political Townships within Riley County



# EXISTING SOLID WASTE MANAGEMENT

## Chapter 2

## CHAPTER 2

# EXISTING SOLID WASTE MANAGEMENT

## WASTE MANAGEMENT ORGANIZATION

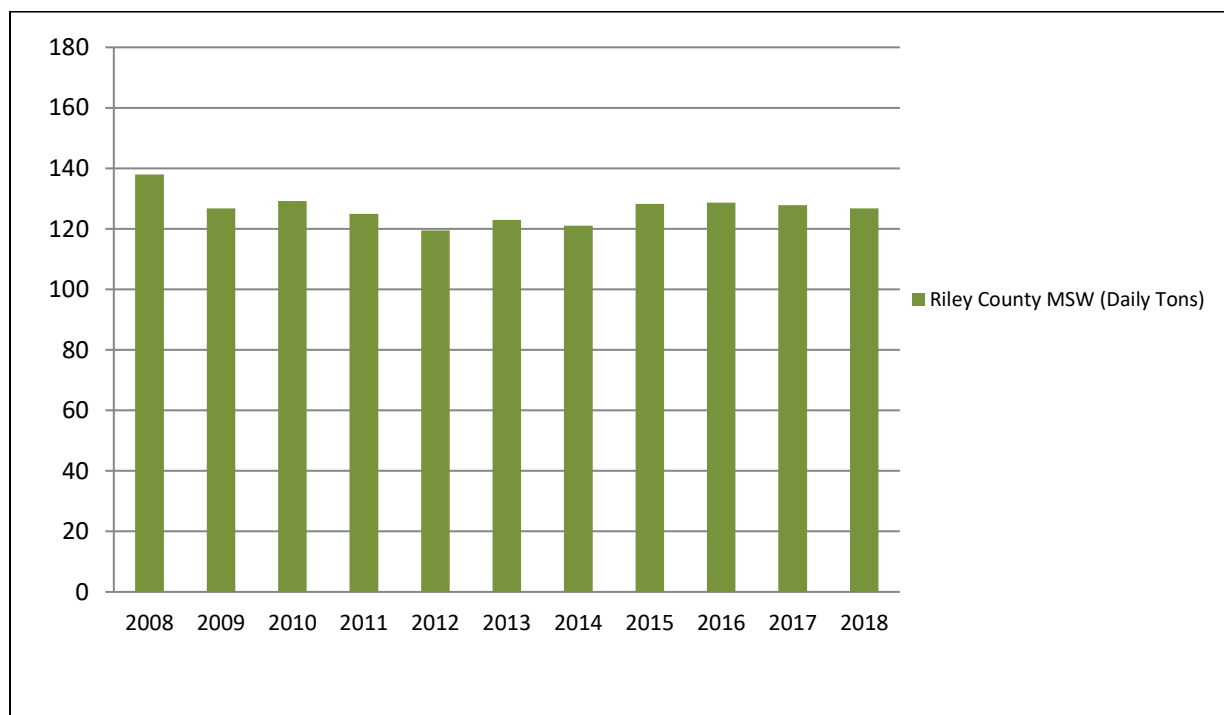
In Riley County, the responsibility for solid waste management resides with the Board of County Commissioners, assisted by the Riley County Solid Waste Management Committee and the Riley County Public Works Department staff.

## WASTE GENERATION

The Riley County Public Works Department estimates the total amount of municipal solid waste accepted at the Riley County Landfill and Solid Waste Management Facility for the years 2008-2018 ranged from 119 tons on a daily basis to 137 tons on a daily basis (Figure 3).

For the years 2016 and 2017, detailed records indicate that the Riley County Solid Waste Management Facility has received an average of 128.24 tons/day. Using the estimated population of Riley County for those same years, the waste generation rate per capita is estimated to be 3.43 pounds per person per day. This generation rate will be utilized in the development of this Plan (Figure 4).

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



**Figure 4: Waste Generation Rate Table**

| Year           | Material | Population of Riley Co | Tons (Waste) | Tons/ Person/Yr (Waste) | lbs/Person /Day (Waste) |
|----------------|----------|------------------------|--------------|-------------------------|-------------------------|
| 2016           | MSW      | 74,548                 | 46,956       | 0.62                    | 3.40                    |
| 2017           | MSW      | 74,172                 | 46,659       | 0.63                    | 3.45                    |
| <b>Average</b> | MSW      | 75,360                 | 46,807       | 0.62                    | 3.43                    |

\*solid waste facility only

## WASTE CHARACTERIZATION

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

Table 1: Materials in Solid Waste Stream By Percent

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

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

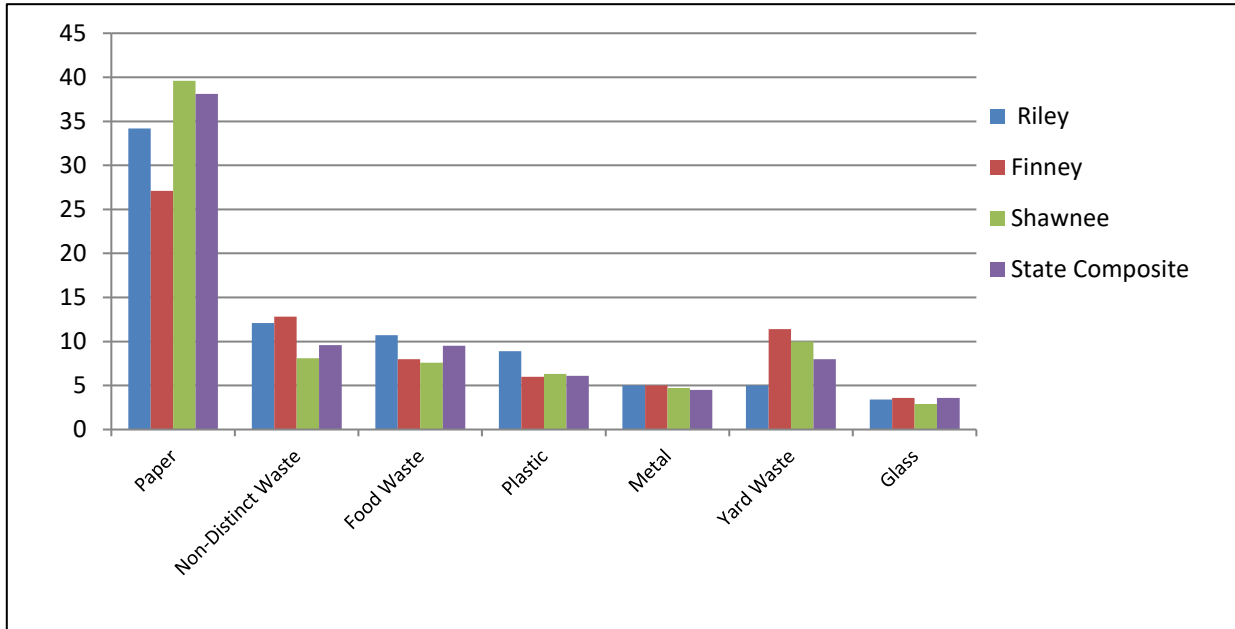
## STATE WASTE GENERATION COMPARISON

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

According to the procedure within the 2005 Kansas-wide document, Riley County is comparable in demographics to the counties of Finney and Shawnee. These demographics were reviewed and analyzed specifically in regard to the procedures established by the State's characterization study and then statistically compared to the most recent county waste characterization study of 1999. The resulting percentages (Figure 5 below) of waste types found within the municipal solid waste stream seem to support that the 1999 county waste characterization study for Riley

County is still quite valid when compared to the demographically similar counties of Finney and Shawnee.

Figure 5: Waste Stream Comparisons by Component



SOURCE: 2005 State of Kansas Waste Characterization Study

## WASTE COLLECTION

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

Cities with haulers operating in their jurisdiction are the Cities of Manhattan, Ogden, Randolph, Riley and Leonardville. Trash pickup at the home, commonly referred to as curbside pickup, is also provided to numerous developments and farms outside of city limits. The Riley County Solid Waste Facility, located at the closed Riley County Sanitary Landfill, is the designated site for waste collected in Riley County, although other State approved area landfills are utilized by private haulers from time to time. While there is voluntary separation of recyclables in Riley County, there is no common coordinated collection, marketing, or reporting program for recyclables. Currently some haulers offer curbside recycling.

## WASTE DISPOSAL METHODS

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

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

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

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

## RILEY COUNTY SANITARY LANDFILL AND SOLID WASTE FACILITY

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

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

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

## YARD WASTE

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

## FOOD WASTE

In August 2018, the City of Manhattan and Riley County established and appointed a 15-member local Food and Farm Council. The mission of the Council is to advocate for and sustain an accessible, healthy and local food system, including the reduction of wasted food. The Council is in the process of understanding, analyzing and documenting the extent of existing food waste reduction programs and practices. The results of this study will be incorporated in future updates to the Solid Waste Management Plan.

## CONSTRUCTION/DEMOLITION LANDFILLS

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

### CONSTRUCTION/DEMOLITION LANDFILL IN RILEY COUNTY

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

## HOUSEHOLD HAZARDOUS WASTE FACILITY

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

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

## CURRENT SOLID WASTE PLANNING STATUS

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

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

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

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

1. Solid Waste Management Plan, Riley County, Kansas. Prepared by Dr. Robert W. Newsome. May 10, 1973.
2. Big Lakes Regional Council Area Solid Waste Study. Prepared by Franklin Associates, LTD. July 1989.
3. Solid Waste Management Plan, Riley County, Kansas. Approved by Riley County Solid Waste Management Committee on May 4, 1992. Adopted by Riley County Board of Commissioners on June 18, 1992 and all subsequent revisions and updates.

# PROGRAM GOALS, OBJECTIVES AND POLICIES

## Chapter 3

## CHAPTER 3

# PROGRAM GOALS, OBJECTIVES AND POLICIES

## INTRODUCTION

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

## PROGRAM GOAL

To develop a comprehensive solid waste management system which:

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

## PROGRAM OBJECTIVE

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

## PROGRAM POLICIES

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

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

**EDUCATION** (*Chapter 4*)

**WASTE REDUCTION** (*Chapter 5*)

**RECYCLING** (*Chapter 6*)

**YARD WASTE AND FOOD WASTE PROCESSING** (*Chapter 7*)

**LANDFILLING** (*Chapter 8*)

# EDUCATION

## Chapter 4

## CHAPTER 4

# EDUCATION

## INTRODUCTION

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

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

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

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

Table 2: Solid Waste Educational Activities in Riley County

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

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

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

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

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

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

# WASTE REDUCTION

## Chapter 5

## CHAPTER 5

# WASTE REDUCTION

## INTRODUCTION

Recycling saves energy and reduces the amount of trash sent to a landfill, but it is only part of the **waste management** hierarchy. Avoiding the creation of waste in the first places means it never has to be handled, stored, or collected in any way.

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

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

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

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

## LOCAL EFFORTS

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

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

In 2019, the Food and Farm Council plans to establish a network of partners including local food producers, grocers, restaurants and institutional food service operations for the purpose of reducing wasted food and increasing food recovered for those in need. More than 1 in 6 (18.5%) of Riley County households struggle with food insecurity. .

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

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

## WASTE REDUCTION IDEAS

(EPA Business Guide for Reducing Solid Waste, Nov., 1993)

### PAPER REDUCTION IDEAS

- Buy less in general
- Buy longer lasting items
- Buy items with less packaging
- Reduce paper use
- Purchase used equipment or more durable equipment
- Purchase groceries and home products with the intent of reducing waste
- Establish a company-wide double-sided copying policy, and be sure future copiers purchased by your company have double-sided capability
- Reuse envelopes or use two-way envelopes
- Keep mailing lists current to avoid duplication
- Make scratch pads from used paper
- Circulate (rather than copy) memos, documents, periodicals, and reports
- Reduce the amount of advertising mail you receive by writing to the Direct Marketing Association Mail Preference Service, PO Box 9008, Farmingdale, NY 11735-9008, and ask that your business be eliminated from mail lists
- Use outdated letterhead for in-house memos
- Put company bulletins on voice or electronic mail or post on a central bulletin board
- Save documents on hard drives or floppy disks instead of making paper copies
- Use central files to reduce the number of hard copies your company retains
- Proof documents on the computer screen before printing

### PACKAGING REDUCTION IDEAS

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

## EQUIPMENT REDUCTION IDEAS

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

## INVENTORY/PURCHASING IDEAS

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

## FOOD WASTE REDUCTION IDEAS

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

## WASTE REDUCTION GOAL

To reduce the per capita volume of solid waste generated in Riley County to no more than 3 pounds per person per day by the year 2025.

| <b>Solid Waste Management Action/Policy Plan</b> |                                                                                                                                                                                                                        |                                        |                        |                     |                           |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------|---------------------|---------------------------|
| <b>Waste Reduction</b>                           |                                                                                                                                                                                                                        |                                        |                        |                     |                           |
| <b>No.</b>                                       | <b>Action/Policy Description</b>                                                                                                                                                                                       | <b>Responsible Organization/Agency</b> | <b>Completion Date</b> | <b>Budget</b>       | <b>Funding Source</b>     |
|                                                  |                                                                                                                                                                                                                        |                                        |                        |                     |                           |
| 1                                                | Update Solid Waste Characteristics Study every five years to determine progress toward waste reduction goals and to identify the segments of the waste stream which need to be targeted for waste reduction activities | Solid Waste Mgt. Comm.                 | January 2025           | \$5,000             | Grant<br>Solid Waste Fund |
|                                                  | TOTAL                                                                                                                                                                                                                  |                                        |                        | \$5,000<br>one-time |                           |

# RECYCLING

## Chapter 6

## CHAPTER 6

## RECYCLING

## INTRODUCTION

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

**Collecting**  
**Sorting**  
**Processing for Shipment**  
**Transporting**  
**Remanufacturing**  
**Consumer**

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

**The cost of landfilling has increased dramatically due to:**

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

**Markets for recyclables have changed due to:**

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

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

## METHODS OF RECYCLING

There are two basic ways of recycling materials:

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

### SOURCE SEPARATION

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

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

#### **Drop-off recycling** **Curbside recycling**

##### **DROP OFF RECYCLING**

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

##### **CURBSIDE RECYCLING**

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

### RESOURCE RECOVERY

The term Resource Recovery refers to the process of removing recyclables from the waste stream after they have been mixed in with the MSW. Hand or mechanical sorting may be used to separate the various recyclables from mixed trash. This

method is economical to implement in terms of the collection cost because no special collection, other than normal trash pickup, is needed. However, the sorting of the material from mixed refuse is quite expensive and often the quality of the recyclables is lower because of contamination from the refuse itself.

## RILEY COUNTY RECYCLING FIGURES

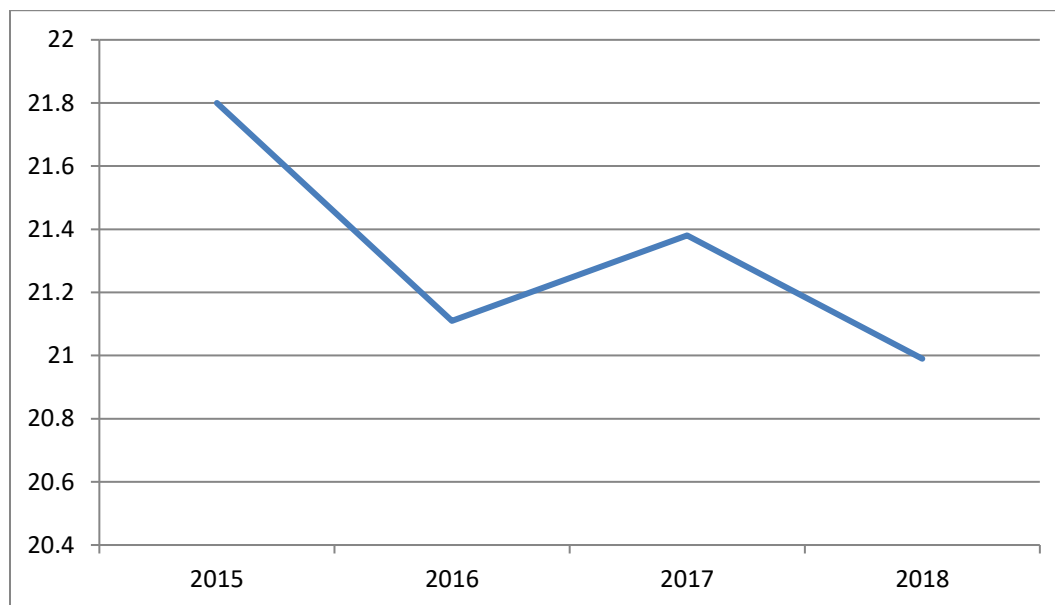
The current recycling statistics are based solely on the figures available through local entities within Riley County, which does not account for the large quantities of materials being recycled through entities outside of the County. A large percentage of the recycling effort is accomplished through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

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

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

| Source | Local Private Recycler | HHW                | Solid Waste Management Facility          |                |          |           |                 |
|--------|------------------------|--------------------|------------------------------------------|----------------|----------|-----------|-----------------|
|        | All Material Types     | All Material Types | Brush/ Grass/ Recycled White Goods/ etc. | Total Recycled | MSW      | Total MSW | Recycling Rate† |
|        |                        |                    |                                          |                |          |           |                 |
| 2015   | 6407.00                | 90.50              | 6557.64                                  | 13055.14       | 46820.99 | 59876.13  | 21.80           |
| 2016   | 6171.45                | 98.75              | 6298.65                                  | 12568.85       | 46956.17 | 59525.02  | 21.11           |
| 2017   | 6339.40                | 95.25              | 6254.68                                  | 12689.33       | 46658.54 | 59347.87  | 21.38           |
| 2018   | 7046.18                | 95.86              | 5825.43                                  | 12367.47       | 46256.69 | 58894.16  | 20.99           |

Figure 6: Recycling Rate Trend Line: 2015-2018\*



\*Figured as annual percentage of Municipal Solid Waste

## FACILITIES FOR RECYCLING

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

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

## RECYCLING MARKETS

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

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

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

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

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

## PROCUREMENT POLICIES

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

Examples of recycled products in use are paper towels, toilet paper, computer paper, copy paper, note and legal pads, letterhead and envelopes, and the use of recycled

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

## ORGANIZATION FOR RECYCLING

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

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

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

## KANSAS STATE UNIVERSITY RECYCLING PROGRAM

### **HISTORY**

The Recycling Program (PDF) started in 1989 and is coordinated through the Division of Facilities. Grants from the Kansas Department of Health and Environment (KDHE), Alcoa, Pepsi, Coca Cola, and City/University funds made it possible to purchase recycling equipment, such as trailers, a side-load collection truck, collection bins, carts, and balers to process the material.

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

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

### **CURRENT STATUS**

In 2012, K-State hauled 5,712,980 lbs. (2,856.49 tons) of materials as waste to the landfill and processed 833,606 lbs. of recyclables. This diversion rate was 12.73%. The cost to landfill amounted to \$137,111.52. In fiscal year 2018, K-State facilities refuse vehicle hauled 3,866,650 lbs. (1,933.32 tons) of materials as waste to the landfill and processed 1,951,712 lbs. (975.8 tons) of recyclables. This diversion rate was 33.52%. The cost to landfill amounted to \$ 103,870.

### **STOP DROP – GOING SINGLE-STREAM**

In the spring of 2013, K-State implemented a single-stream recycling system to facilitate recycling on campus. This has been a huge improvement as recyclables do not have to be sorted by the people who generate them and has greatly increased student participation.

## EVENTS

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

In the fall of 2013 Kansas State University started producing biodiesel fuel. This was made possible through grants from the Soybean Commission and Kansas State University. The oil is being processed at the KSU Recycle Center. A total of 16 students are currently active in the entire process from collection to consumption. This process also shows ways that KSU just doesn't recycle paper, but goes the full spectrum in many products. Kansas State University also diverts thousands of pounds of compostable food products from the three dining facilities at KSU to the Agronomy farm. The food is being composted alongside the tons of soil that are diverted from greenhouses at the university. Both these products integrate well with the agronomy farms' programs in which students are taught the entire composting process.

## CURRENT LOCAL PROGRAMS

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

### DROP OFF RECYCLING

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

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

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

This strategy resulted in the following programs:

- Revision and Display on the Riley County website of the Flint Hills Recycling Directory on a biannual basis - A comprehensive listing of all reuse or recycling drop-off outlets in the Manhattan-Riley County area (Last biannual publication - 2019-2020).
- Contract for recycling services – Riley County currently provides an annual payment to Howie's Recycling to offset demonstrated losses from the recycling of certain materials, for example plastics, glass, steel cans. To date only Howie's Recycling has entered into an agreement to provide the service. The amount of compensation is subject to a maximum annual payment of \$15,000.

### CURBSIDE RECYCLING

From 1990 to the present time, Riley County, the City of Manhattan, and the Solid Waste Management Committee have conducted a number of activities in an attempt to develop a city-wide curbside recycling program. Some of the efforts included a curbside recycling pilot program, a city-wide curbside recycling survey and a Mayor's Recycling Task Force. However, no sustainable public curbside recycling program was able to be developed out of these efforts. Nevertheless, various private curbside recycling programs have been attempted over the years. Currently several of the private trash hauling companies offer curbside recycling programs. This appears to be the most likely method for continuing such services into the future.

### DIVERSION/MARKET DEVELOPMENT PROGRAMS

*Christmas Tree Recycling Program* - City of Manhattan, Kansas Wildlife & Parks, and Riley County Fish & Game Association cooperate to collect trees after Christmas and sink them in Tuttle Creek Reservoir for fish habitat enhancement.

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

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

## POTENTIAL FOR RECYCLING

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

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

A primary focus should be on paper products, the largest mass of potentially recyclable material now being discarded. Corrugated cardboard, the largest paper category, can usually be easily separated at the source, and has fairly consistent market value. Newsprint, another large category, is also fairly easy to separate for recovery. Sorted office paper also has a good market value.

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

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

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

## COST OF RECYCLING

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

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

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

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

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

## BENEFITS OF RECYCLING

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

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

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

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

## RECYCLING GOAL

To recycle as much of our solid waste as possible but achieve a recycling rate of at least 22% of the entire waste stream by December 31, 2025.

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

# YARD WASTE AND FOOD WASTE PROCESSING

## Chapter 7

## CHAPTER 7

## YARD WASTE AND FOOD WASTE PROCESSING

## INTRODUCTION

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

Table 6: Yard Waste Annual Material Analysis

Material Types processed by Yard Waste Programs (In Tons)

|                | <b>Brush</b> | <b>Commercial<br/>Brush</b> | <b>Grass</b> | <b>Woodchips</b> | <b>Annual<br/>Total*</b> | <b>Annual %<br/>of Total<br/>Material**</b> |
|----------------|--------------|-----------------------------|--------------|------------------|--------------------------|---------------------------------------------|
| <b>2016</b>    | 3243         | 1915                        | 1042         | 42               | <b>6242</b>              | <b>13.29</b>                                |
| <b>2017</b>    | 3149         | 1990                        | 1016         | 10               | <b>6165</b>              | <b>13.21</b>                                |
| <b>2018</b>    | 2837         | 1963                        | 926          | 24               | <b>5750</b>              | <b>12.43</b>                                |
| <b>Average</b> | 3076         | 1956                        | 997          | 25               | <b>6052</b>              | <b>12.98</b>                                |

\*from yard waste facility at solid waste facility only

\*\*from solid waste facility inbound material

# COMPOSTING

## DESCRIPTION OF YARD WASTE COMPOSTING

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

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

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

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

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

## DESCRIPTION OF FOOD WASTE COMPOSTING

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

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

## COMPOST USES

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

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

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

## WOOD CHIPPING

### DESCRIPTION

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

### WOOD CHIP USES

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

## FIREWOOD

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

## TREE WASTES

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

## CURRENT PROGRAMS

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

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

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

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

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

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

Nationally, 15 to 20 percent of the waste going to landfills is yard waste. The Riley County Solid Waste Characterization Study revealed that only about 5 percent of the material going through the Transfer Station component of the Solid Waste Facility is yard waste including grass clippings, leaves, trees, and brush. However, it also showed that about 64 percent of the other material is made up of organics that potentially could be composted if they could be separated from the mixed waste stream.

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

## DISASTER WASTES

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

## POTENTIAL MARKETS FOR MATERIAL

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

- Landfill cover
- Nurseries
- Sod farmers
- Soil blenders
- Landscape businesses
- Parks departments

Golf courses  
 Homeowners and gardeners  
 Highway departments  
 School districts  
 Farmers that raise specialty crops

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

## EXPLORING OPTIONS

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

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

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

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

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

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

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

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

## YARD WASTE AND FOOD WASTE GOAL

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

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

# LANDFILLING

## Chapter 8

## CHAPTER 8

# LANDFILLING

## INTRODUCTION

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

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

## REGIONALIZATION

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

## CURRENT LANDFILLING

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

## LANDFILL STANDARDS AND REGULATIONS

Riley County will continue to use only landfills that meet all applicable state and federal regulations.

## LANDFILL CLOSURE/REMEDICATION

- \* Riley County has completed closure of the Riley County Sanitary Landfill.
- \* Riley County shall enforce applicable closure/post-closure guidelines for the Riley County Landfill.
- \* Riley County shall sample all monitoring wells at the closed Riley County Sanitary Landfill as directed by KDHE. The samples shall be analyzed for the identified contaminants of concern. Each sample shall be analyzed at the detection limits at or below the Kansas Action Levels (KALS) by a KDHE Certified laboratory. Riley County shall measure static water elevations in all monitoring wells at the time of each sampling event.
- \* Riley County shall document the quality assurance/quality control (QA/QC) for all sample collection, sample control and sample analysis procedures.
- \* Riley County has obtained the horizontal and vertical location for all monitoring wells. These locations were established by a survey conducted by a licensed surveyor. The horizontal survey has a distance accuracy of at least the Third-order, class II standard (Federal Geodetic Control Committee). Top of casing elevations have been measured to a mean sea level elevation accuracy of at least the Second-order, class I (Federal Geodetic Control Committee).
- \* Riley County shall monitor the methane gas concentrations at the landfill boundary. When methane is encountered, it should be tracked to the 0% methane contour.
- \* Riley County shall obtain periodic Kansas River stage measurements on the Kansas River near the landfill site using the United States Geological Survey data. Up gradient and down gradient river water samples shall be collected at the time of groundwater sampling and analyzed for the same contaminants of concern.
- \* Riley County shall submit monitoring reports to KDHE on a schedule determined by the agency. The reports shall contain all groundwater monitoring data gathered since the last sampling events. The monitoring reports shall include:
  - Groundwater data for all monitoring including analytical results and QA/QC data, well construction and lithological information (for newly constructed or proposed wells), static water level elevations, and top casing elevations. All sampling procedures, monitoring/extraction equipment used, and QA/QC measures shall be documented.
  - An inventory of chemicals tested, the laboratory detection limits, the Kansas Notification Levels, and the Kansas Action Levels.
  - A groundwater contour map showing monitoring and recovery well (if any) locations.
  - An evaluation of the effectiveness of the remediation program, by use of comparison of recent and past monitoring/remediation information.
  - River stage data.

- Any relevant data relating to the monitoring investigation and cleanup of the landfill site (e.g. aquifer/pump test data, treatability studies, implementation of the site closure plans, or related remediation activities).
- Special groundwater monitoring events may be required when the groundwater elevation in contact with the base of the landfill waste mass due to high river stage events.
- On the 134 acre tract located east of the closed Riley County Sanitary Landfill, Riley County leases a portion of the tract for alfalfa and other agricultural crop production. Another portion of the tract has been planted with native cottonwoods and elms. The purpose of the tree plantings is to bioremediate the contaminated groundwater under the 134 acres.

## LANDFILLING GOAL

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

| <b>Solid Waste Management Action/Policy Plan</b> |                                                                                  |                                                            |                        |                     |                       |
|--------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------|------------------------|---------------------|-----------------------|
| <b>Landfill</b>                                  |                                                                                  |                                                            |                        |                     |                       |
| <b>No.</b>                                       | <b>Action/Policy Description</b>                                                 | <b>Responsible Organization/Agency</b>                     | <b>Completion Date</b> | <b>Budget</b>       | <b>Funding Source</b> |
| 1                                                | Continue to transfer RC MSW to a regional solid waste landfill                   | RC Commission<br>RC Public Works<br>Solid Waste Mgt. Comm. | Ongoing                | Determined Annually | Solid Waste Fund      |
| 2                                                | Bid for regional solid waste landfill disposal services at least every ten years | RC Commission<br>RC Public Works<br>Solid Waste Mgt. Comm. | As Needed              | \$0                 |                       |
| 3                                                | Dispose of all MSW in a RCRA approved, KDHE licensed landfill.                   | RC Public Works<br>Solid Waste Mgt. Comm.                  | Ongoing                | \$0                 |                       |
| 4                                                | Continue monitoring and remediation at RC Sanitary Landfill                      | RC Public Works                                            | Ongoing                | Determined Annually | Judgment Bonds        |
| <b>TOTAL</b>                                     |                                                                                  |                                                            |                        | \$0                 |                       |

# WASTE TO ENERGY

## Chapter 9

## CHAPTER 9

# WASTE-TO-ENERGY

## INTRODUCTION

Waste-to-energy is defined as the process of converting solid waste into useable energy. Examples of wastes that could be used for energy production are newsprint, cardboard, wood wastes such as tree trimmings and construction debris, processing wastes, and some landfill wastes.

The most common use of wastes for energy is to combust them directly to heat water or produce steam. The most common application of using wastes for energy are for small-scale heating in such institutions as schools, hospitals to large-scale electric power.

## COSTS

The cost of using a waste resource as an alternate energy source depends upon the current value of the waste resource, the distance the waste resource would have to be transported for use as an energy source, processing and/or storage requirements, and the manner in which the energy would be used. Each situation (waste and end-use) is unique and would need to be evaluated separately. In addition, the cost of the energy resource already being used or a conventional choice such as natural gas, LP gas, electricity, diesel, etc. would need to be taken into consideration.

However, in general, wastes such as those found in the municipal solid waste stream have not been feasible either technically and/or economically for use as alternative energy sources, with possible the exception of wood wastes.

## ACTIVITIES IN RILEY COUNTY

In 1999, Riley County undertook a project to assess the technical and economic feasibility associated with using tree trimmings and brush generated in the county as an alternative energy source. The finding of this project are presented in *“Riley County Wood Waste Resource Assessment and End-Use Cost-Benefit Analysis as an Alternative Energy Source”*. This report was presented to the Kansas Department of Health and Environment in January 2000.

## Executive Summary of Report

A wood waste resource assessment and simple cost-benefit analysis was conducted for the city of Manhattan, Kansas, and Riley County between September 1997 and August 1999. The assessment was concerned with estimating the amount (tonnage) of tree trimmings, brush, wood chips, construction and demolition waste, cardboard, and newsprint generated and disposed of within the city of Manhattan and Riley County during this period. Results indicated that over 10,300 wet tons of wood waste (brush and wood chips) were disposed of at the county landfill site within this time period (average 5,150 tons per year), with the majority comprised of brush in the form of tree trimmings. In addition, about 2,250 wet tons of wastes from sawmill and tree trimmings were generated within the county at various locations. The majority of these wastes, including those at the landfill, were burnt primarily to make space for future disposals.

A simple economic analysis (cost-benefit) was performed to ascertain the economic feasibility associated with using brush (primarily tree trimmings) and wood chips generated within the county as an alternative energy source at two different applications within Riley County. In each case the cost-benefit ratio was greater than 1.0, indicating it would not be economically feasible to use these wastes as an alternative energy source. It was also determined that a significant volume of cardboard and newsprint is generated within the county, but due to market price fluctuations and other technological considerations it would not be practical to use them as an alternative feedstock.

The methodology presented in this report should be applicable to other counties and cities within Kansas that wish to evaluate their wood waste, cardboard, and newsprint resources and determine the feasibility of employing them as an alternative energy source. In addition, the resource assessment and cost-benefit analysis methodology should be directly applicable to other counties with an interest in waste-to-energy issues, thereby saving duplication of effort.

## FUTURE ACTIVITIES

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

| Solid Waste Management Action/Policy Plan |                                                                                             |                                 |                 |        |                |
|-------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------|-----------------|--------|----------------|
| Waste-to-Energy                           |                                                                                             |                                 |                 |        |                |
| No.                                       | Action/Policy Description                                                                   | Responsible Organization/Agency | Completion Date | Budget | Funding Source |
| 1                                         | Continue to monitor and explore the feasibility of a waste-to-energy facility in the region | Solid Waste Mgt. Comm.          | Ongoing         | \$0    |                |
| 2                                         | Continue to explore innovative ways to use waste as energy                                  | Solid Waste Mgt. Comm.          | Ongoing         | \$0    |                |
| TOTAL                                     |                                                                                             |                                 |                 | \$0    |                |

# SOLID WASTE FACILITY

## Chapter 10

## CHAPTER 10

# Solid Waste Facility

## INTRODUCTION

The Riley County Solid Waste Facility has evolved over the years to a location adjacent to the closed Riley County Sanitary Landfill (see site location map in appendix b). With the closure of the landfill a transfer station was developed in order to manage the municipal solid waste stream in Riley County. Out of the original transfer station grew the need for other facilities, such as a tree and brush disposal area, a compost area, a woodchip collection area, a used tire collection area, a white goods collection area and a scrap metal collection area. The entire site has come to be known as the Riley County Solid Waste Facility.

Waste transfer is defined as "the processing of mixed municipal solid waste collected from within a designated area at a single facility for shipping to a remote landfill". Transfer stations have the capacity to process large volumes of waste for the purposes of volume reduction and transportation. Since the transfer station will have more impact upon the cost of waste management than the other parts of the system, it is very important to have a strategic framework within which the transfer station will function.

This strategic framework is approached by locating other waste control programs in the vicinity of the transfer station, such as the County composting program and other disposal sites; a more comprehensive Solid Waste Facility has been developed to address a larger number of waste management concerns. Practices such as composting help recycle certain aspects of yard waste by refining things such as grass and leaves into a mulch product. Tree and brush disposal sites help remove large percentages of the waste stream which would unnecessarily end up in a landfill for disposal. The white goods and scrap metals sites allow for removal of material from the waste stream which could be potentially hazardous in a landfill or could have potential value as a recycled material. The tire collection site allows for the collection of a material which could otherwise be, unfortunately, dumped illegally in public or private areas.

## CURRENT PROGRAM

Riley County has used a transfer station as a solid waste management tool since January 2, 1992. However, the official title of the facility has been changed to the Riley County Solid Waste Facility in order to more adequately reflect the changing dynamic of materials accepted at the facility. The contract for transport and disposal of municipal solid waste from the solid waste facility is currently with the N. R. Hamm Quarry of Perry, Kansas. The solid waste is being disposed of in a permitted landfill, owned by the contractor, which is located in Jefferson County, near the City of Lawrence, Kansas.

With regard to the various yard waste sites, such as the composting site, the woodchip collection site and the tree and brush disposal site, please refer to the section of the Solid Waste Management Plan which is concerned with Yard Waste (Chapter 7).

For further information regarding the white goods and scrap metal collection programs please refer to the information regarding the site under the section on Special Wastes (Chapter 12).

For further information regarding the tire collection program please refer to the information regarding the site under the section on Special Wastes (Chapter 12).

## SOLID WASTE FACILITY GOAL

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

# HOUSEHOLD HAZARDOUS WASTES

## Chapter 11

## CHAPTER 11

# HOUSEHOLD HAZARDOUS WASTE

## INTRODUCTION

Hazardous wastes are solid wastes with certain characteristics that make them hazardous, such as ignitable, corrosive, reactive, or toxic. In the most basic of definitions, ignitable hazardous wastes are those wastes that have a flash point of less than 140 degrees F. Corrosive hazardous wastes are those wastes that have a pH of less than 2 or greater than 12.5. Reactive hazardous wastes are those wastes that react with air or water to produce flammable, explosive, or toxic vapors. Toxic hazardous wastes are those wastes that comprise the Toxic Characteristic Leaching Procedure (TCLP) list, which is a list of heavy metals, pesticides, and organic solvents, that have been found to be the major contaminants in ground water.

## WASTE STREAM

In addition to these characteristics, some specific waste streams from businesses have been identified as hazardous wastes. These waste streams have been identified in the F-list, K-list, U-list, and P-list. The F-list of hazardous wastes is those waste streams that are generic in nature and generated by many different types of operations. The K-list of hazardous wastes consists of waste streams that are source specific, i.e. from a specific industrial process. The U-list and P-list are specific outdated, off-spec, or spilled chemicals. P-list also includes certain pharmaceuticals.

## GENERATORS OF HAZARDOUS WASTE

Generators of hazardous waste fall into four categories under the Kansas Department of Health & Environment: Large Quantity Generator, Small Quantity Generator, Kansas Small Quantity Generator and the Conditionally Exempt Small Quantity Generator. Households and farm operations do not fall under the hazardous waste regulations; however, they also generate hazardous waste in the form of pesticides, fertilizers, auto care products, cleaning products, paint products, personal care products, chemicals, household repair products, and batteries. In general, these special waste materials are called Household Hazardous Waste (HHW). These wastes may legally go to a sanitary landfill for

disposal. Household hazardous wastes have been recognized for their collective contribution to ground water contamination at area landfills.

A common type of HHW is batteries. Some batteries are easily recycled and others must be disposed of properly. Lead Acid batteries contain lead and sulfuric acid. Lead Acid Sealed (or Gel-Filled) batteries contain lead and sulfuric acid. Lithium batteries contain lithium, a reactive metal, and carbon monofluoride. Mercuric Oxide batteries contain mercury. Nickel-Cadmium batteries contain nickel and 17% cadmium. Silver Oxide batteries contain silver and 1% mercury. Zinc Air-Consumer batteries, i.e. “*long life*” batteries, contain 1% mercury. Zinc Air-Industrial batteries (used for railroad signals & maritime buoys) contain no mercury. Zinc-Carbon or Zinc-Chloride (Heavy-Duty Batteries), contain 1-100 ppm mercury and 5-100 ppm cadmium. Lead acid batteries and nickel-cadmium batteries are considered hazardous waste if offered for disposal and are therefore not permitted at the solid waste facility. Lead acid (vehicle) batteries are recycled by local retailers, at the local recycling center, and at the Household Hazardous Waste Facility. Alkaline batteries are non-hazardous and may be disposed of in the municipal solid waste stream. Drop off boxes are placed at several locations throughout the county, including the County Office Building. The public may drop-off batteries for proper disposal by the Household Hazardous Waste program.

## HOUSEHOLD HAZARDOUS WASTE MANAGEMENT

Riley County is a leader in household hazardous waste management in Kansas. In 1995, Riley County gained national honors from the Small Quantity Generators Program for its Household Hazardous Waste program. Riley County held its first Household Hazardous Waste Collection Day in 1990, when residents were encouraged to bring their hazardous waste to a drop-off site. A total of 15,376 pounds of waste was collected from 462 households. This type of collection system is not adequate since it is labor intensive, it decreases the ability to recycle materials, and encourages improper disposal from households that miss the clean-up day.

## STORAGE SITE

In October 1990, Riley County opened its permanent household hazardous waste storage site. A moveable trailer was added to the site for transport of household materials from neighboring counties and area farms. The site is open weekdays 7:30 AM to 4:00 PM for residents to drop-off household hazardous waste. Riley County operates the permanent collection center at the Noxious Weeds Department located at 6245 Tuttle Creek Boulevard. The County General Fund

defrays the operating and disposal costs of the Household Hazardous Waste Collection Center.

In 1992 Riley County participated in a multi-county household hazardous waste collection program funded in part through a grant from the Kansas Department of Health & Environment. Administered by the Big Lakes Regional Council, two 1-day collection events were conducted in Morris, Marshall, and Pottawatomie Counties in April and October. Riley County developed a portable trailer that acts as a collection center and is used to transport materials to Riley County for storage. The 1993 program was one of increased flexibility of approach and proposed locations in the expectation that such changes would better meet the individual county needs and result in the increased collection and proper disposal of household hazardous wastes.

A grant in 1995 from Wal-Mart provided funds for automobile oil filter presses for each of the counties managed by the Big Lakes Regional Council. The oil that is pressed from the filters is recycled with the used oil and the metal housings are recycled as scrap steel. A large press was purchased for Riley County to press large truck and tractor oil filters. The press is also used to empty and squash paint cans.

Other HHW drop-off sites were developed in Riley County. The second Saturday of each month the Riley County HHW portable trailer is located at Howie's Recycling, 625 S. 10th Street, Manhattan. The trailer is staffed by trained county workers and accepts waste during the hours of 8:00 am to 12:00 pm. A second site is open for HHW drop-off on the Kansas State University campus. This site is operated by trained K-State employees working in the Department of Environmental Health and Safety. Two chemical lockers are located at Edwards Hall and HHW is accepted Monday through Friday, 8:00am to 5:00pm. The lockers are emptied as necessary, at least once each month by Riley County employees. The contents are transferred to the permanent HHW storage facility in Riley County.

In fiscal year 2018, Big Lakes Regional Household Hazardous Waste consisting of 11 counties Clay, Dickinson, Geary, Marion, Marshall, Morris, Nemaha, Riley, Pottawatomie, Wabaunsee and Washington received 860,515 pounds of household waste from 8813 participants. Waste received varied and included 23,528 lbs of batteries and 256,756 lbs of used oil and oil based paints.

Of the above materials, the following weights apply to material which originated solely in Riley County over the same time period:

- Total lbs of HHW: 191,720
- Total lbs of Batteries: 6,867
- Total lbs of Oil and Oil-Based Products 70,788

As the above figures show, a significant percentage of waste products traveling through the HHW facility originate within the county of Riley

The Riley County HHW facility can accept hazardous waste from all households and farmers living in Riley County. Hazardous wastes fall into one of four categories: flammable, corrosive, toxic or reactive.

The following are examples of the types of waste accepted at the HHW facility for disposal or recycling:

- Paints of all kinds including both latex and oil base
- All pesticides including herbicides and insecticides
- Lacquers, thinners, stains, paint removers and adhesives
- Used motor oil and oil filters
- Household cleaners
- Spot and stain removers
- Fertilizers
- Waxes and polishes
- Batteries, excluding alkaline batteries
- Gas, solvents and antifreeze
- Non-listed pharmaceuticals
- Miscellaneous: roofing tar, sealers, photo chemicals, pool chemicals, mercury and smoke detectors, and florescent bulbs.

## PCB BALLASTS

Prior to 1979, fluorescent and HID light ballasts contained polychlorinated biphenols (PCBs). After 1979, ballasts produced without PCBs were labeled “**No PCBs.**” A ballast is assumed to contain PCBs if there is no label. PCBs are not considered hazardous waste, although under the Toxic Substance Control Act (TSCA), large quantities of PCB ballasts (more than 16 small ballasts) or leaking PCB ballasts are prohibited from disposal in municipal solid waste landfills, therefore, these materials are not permitted at the solid waste facility. The Household Hazardous Waste program will accept PCB ballasts from households and farms for proper disposal.

## CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR PROGRAM

Riley County has seen the need to assist businesses with small quantities of hazardous waste for proper disposal. Riley County has amended the Household Hazardous Waste permit in order that Conditionally Exempt Small Quantity Generators in the County may be assisted with their hazardous waste management.

## HOUSEHOLD HAZARDOUS WASTE GOAL

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

# Solid Waste Management Action/Policy Plan

## Household Hazardous Waste

| No.   | Action/Policy Description                                                                                                                                                      | Responsible Organization/Agency         | Completion Date | Budget       | Funding Source     |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------|--------------|--------------------|
| 1     | Continue Riley County and 11 county Household Hazardous Waste Program                                                                                                          | Riley County and Big Lakes Regional HHW | Annual          | \$70,000/yr  | Grant General Fund |
| 2     | Maintain a collection and recycling network for used motor oil and oil filters                                                                                                 | RC HHW Facility                         | Ongoing         | \$0          |                    |
| 3     | Provide technical assistance to conditionally exempt small quantity generators on how to modify their processing and disposal practices to reduce or eliminate hazardous waste | RC HHW Facility                         | Ongoing         | \$0          |                    |
| 4     | Continue household battery recycling program in Riley County                                                                                                                   | RC HHW Facility                         | Ongoing         | \$0          |                    |
| 5     | Continue cooperative HHW drop-off program with KSU                                                                                                                             | Solid Waste Mgt. Committee KSU          | Ongoing         | \$0          |                    |
| 6     | Continue HHW drop off site located at Howie's Recycling                                                                                                                        | Solid Waste Mgt. Committee              | Ongoing         | \$0          |                    |
| 7     | Continue conditionally exempt small quantity generator Hazardous Waste Program                                                                                                 | Solid Waste Mgt. Committee              | Ongoing         | \$0          |                    |
| 8     | Continue antifreeze recycling program                                                                                                                                          | RC HHW Facility                         | Ongoing         | \$0          |                    |
| TOTAL |                                                                                                                                                                                |                                         |                 | \$70,000 /yr |                    |

# SPECIAL WASTE

## Chapter 12

## CHAPTER 12

# SPECIAL WASTE

## INTRODUCTION

The majority of special wastes generated in Riley County are in the form of industrial waste generated from industrial or manufacturing processes. These wastes are often incompatible with wastes disposed of at sanitary landfills, thereby requiring special handling apart from the mixed municipal waste stream. Uncontrolled disposal of industrial wastes in sanitary landfills (co-disposal) increases the potential for groundwater contamination due to the chemicals and heavy metals commonly found in industrial wastes.

The KDHE co-disposal program requires prior approval of the disposal of special wastes by the Kansas Department of Health and Environment and the owner of the landfill in which the waste is to be disposed. A discussion of the types of special wastes generated in Riley County, the current management practice for each, and future management practices follows.

## INDUSTRIAL WASTES

This program requires the waste to be reviewed for disposal at a sanitary landfill by the Kansas Department of Health and Environment and the owner of the landfill. Based on the waste's characteristics, those wastes denied must be managed with another method appropriate for that particular waste. Other management alternatives include:

- disposing of the waste as a hazardous waste
- changing the industrial process that produced the waste to eliminate contaminants
- finding alternative uses for the waste

## BATTERIES

Vehicle batteries contain lead and acid that can leak into the environment and cause poisoning. Because of this reason it is necessary to keep batteries out of landfills. Vehicle batteries in Riley County are handled through local recycling outlets that accept batteries from anyone. They have also become acceptable at the Riley County

Household Hazardous Waste Facility. All other batteries, except alkaline batteries, also endanger the environment when disposed of through the means of a landfill. Further discussion of the disposal of all types of batteries is included under the section on Household Hazardous Waste (Chapter 11).

## CONSUMER ELECTRONICS WASTE

Consumer Electronics Waste (eWaste) has quickly become one of the fastest growing waste types within the average municipal waste stream. This growth is largely a result of the speed with which new technologies are created as well as the speed with which a given technology can become obsolete. At the same time, limited study and public information exists concerning proper disposal of eWaste. Recycling efforts are limited due to few financial incentives as well as minimal federal regulations with regard to eWaste. EPA studies have shown that while eWaste has grown quite rapidly as a percentage of the waste stream, recycling efforts have generally been declining as a percentage of disposal options for eWaste. Often eWaste items will be stored or 'housed' for an intermediate period of time before destruction, reuse or recycling.

Within Riley County there is a concern with eWaste. Entities within the county such as KSU and Fort Riley present potential for large quantities of eWaste and as a result programs have been established, and have been active since September of 2005. The program allows for collection through Howie's Recycling as well as through KSU, both of which have facilities at which eWaste items may be dropped off.

## WHITE GOODS

White goods (appliances) are accepted by weight at the Riley County Solid Waste Facility and are picked up by a local contractor approximately once a year. This contractor takes the baled material to a hammer mill to be shredded and recycled. The Riley County Solid Waste Facility charges a fee for the acceptance of white goods, including those which contain Freon. Other outlets are available for disposal of appliances and/or removal of Freon. Located in the vicinity of the white goods collection site is the scrap metal collection site which exists to encourage the separation of recyclable metals from the waste stream. Scrap metal is collected by a private contractor for recycling purposes at least annually.

## WASTE TIRES

Since 1991, legislation has banned the disposal of waste tires in landfills. The Riley County Solid Waste Facility accepts tires for a fee and contracts to have them removed. Also in the community, local businesses collect tires from the public for a fee and ship them for re-manufacturing.

## BIO-SOLIDS (SLUDGES)

### LIME SLUDGES

Lime sludge generated by the local POTW (Publicly Owned Treatment Works) is managed by the City of Manhattan. The City disposes of the lime sludge on a site located southeast of Manhattan. The site is permitted in conformance with KSA 65-163 for the control of water pollution from water treatment residues.

### SEWAGE BIO-SOLIDS

The Manhattan Wastewater Treatment Facility (WWTF) is located on U.S. Highway 24, east of Manhattan. The WWTF is a 10 MGD, complete mix, activated sludge facility designed to utilize aerobic bacteria to convert sanitary waste to a more stable bio-solid sludge material. This is accomplished through operational control of oxygen, sludge age, and wasting stabilized bio-solids. These concentrated bio-solids are sent to the Manhattan sludge farm, located northeast of the Fairmont Heights Addition, where a crawler tractor injects the material into the soil below the surface. The bio-solids produced at this facility, which are approximately two tons per day, are utilized as a soil amenity for various seasonal crops.

## MEDICAL SERVICES WASTE

These wastes were formerly separately handled by hospitals and disposed of in special incinerators operated by the hospitals, under the guidelines for disposal of such waste from medical facilities established by the Kansas Department of Health and Environment, until the incinerators were decommissioned on September 21, 2003. The current method of medical waste disposal involves contracting a private firm to properly dispose of medical waste in the state-prescribed fashion.

## FACILITIES

Riley County medical facilities as well as other companies in the surrounding area were considered in the writing of this section. According to state regulations, medical services waste should be segregated from other solid wastes at the point of origin. Facilities in the community that produce medical services waste include: hospitals, veterinary clinics, medical labs, doctor's offices, funeral homes, the Biosecurity Research Institute, Kansas State University, and the Health Department.

## TYPE OF MEDICAL SERVICES WASTE

There are generally four categories of medical waste for segregation including Biohazardous, Pathological, Trace Chemotherapy and Pharmaceutical. What comprises each is outlined below:

### Biohazardous:

- Any infectious waste
- Any visible Blood including items such as gloves, tubing and bandages.
- All IV tubing
- Cultures
- Contaminated Personal Protective Equipment
- Closed sharps disposable containers which contain needles, staples, ampules or broken glass

### Pathological Waste

- Tissues
- Organs
- Body Parts (except for teeth)
- Items removed during surgery or autopsy

### Trace Chemotherapy

- Gloves, Tubing, and Wipes
- Personal Protective Equipment such as gloves and gowns
- Empty syringes and needles

## Pharmaceutical Waste

- Pharmaceutical Waste including pills, injectables, and antibiotics
- RCRA (Considered a Hazardous Waste) including Bulk Chemo, Hazardous Medicine, and P, D or U Listed Drugs

## DISPOSAL

Medical waste must be disposed of in a different manner than MSW. Any medical services waste must be marked as biohazard waste. Sharps must be boxed or put in rigid, puncture proof containers. Other medical services waste may be stored using the red bag system (stored in specially made red bags with the biohazard symbol) or other biohazard containers. Material that is sterilized may be taken to the MSW disposal facility. Medical services waste must be disposed of in accordance with state regulations. Medical waste is now contracted out to private firms for disposal according to state guidelines.

Kansas State University also currently contracts with a private contractor to dispose of medical services waste. The University has an accumulation point where the waste is packaged and then picked up by a private contractor every other week. No medical waste is incinerated on campus.

The Riley County Health Department provides a sharps disposal service within the county to assist with the proper disposal of private medical waste. These private medical wastes include wastes associated with self-care, such as “sharps” associated with blood testing and injectable medications. The program involves residents obtaining a “Sharps” box through the Riley County Health Department and using it to dispose of those types of medical wastes. The “Sharps” box is returned to the Health Department and disposed of. Participants are encouraged to provide a donation to offset the disposal cost. For more information go to: <http://www.rileycountyks.gov/1432/Sharps-Disposal>. The Health Department website also provides a link to a KDHE website that provides instructions on how individuals can create their own sharps container and how to properly dispose of it.

Riley County is home to Midwest Medical Waste, Inc, d/b/a Medi-Waste Disposal, a private firm specializing in transportation and disposal of Regulated Medical Waste. Midwest Medical Waste activities are authorized by Kansas Department of Health and Environment Solid Waste Transfer Station Permit #929 which was granted after review of their Application and accompanying Operating, Closure,

Contingency and Site plans. The Riley County Household Hazardous Waste Facility accepts most unused pharmaceuticals such as private prescriptions, excluding controlled substances. Recent studies have shown a potential danger with the “flushing” of unused prescription drugs through public sewer systems, which has made the use of this program all the more important. The Riley County Police Department periodically will accept controlled substances for disposal through the National Take Back Initiative funded by the U.S. Drug Enforcement Administration.

## ANIMAL WASTE AND ANIMAL CARCASSES

### ANIMAL WASTE

Animal waste and bedding from Kansas State University, local veterinarians, and kennels is taken to the solid waste facility. Some of this waste may be composted on Kansas State University. If any of the KSU Veterinary Medical Center animal waste is diseased it is picked up by a contracting company to be disposed of properly. The local animal shelter adds animal waste to the sewer system if possible, and bags the rest to go to the solid waste facility.

### ANIMAL CARCASSES

Animal carcasses from the Kansas State University Veterinary Medical Center are divided into two categories: food animals (such as cows, pigs and horses) and pet animals (typically smaller animals such as cats, dogs and birds). Most food animals are picked up by a rendering company that reuses the animal carcasses. This rendering company also picks up road kill and other farm animals from around the county. Domestic and exotic pets as well as farm animals with certain diseases are digested in the College’s alkaline digester. The alkaline digester is discharged to the sanitary sewer. There is no record of the tonnage of animal waste created and disposed of by Kansas State University.

## CONSTRUCTION/DEMOLITION WASTES

The disposal of construction/demolition wastes is regulated by the Kansas Department of Health and Environment. Although these types of materials are not required to be disposed of in sanitary landfills, a special permitted landfill is required which is less stringently regulated than sanitary landfills. There are private disposal

sites in the Riley County area which accept construction/demolition wastes, however there are no public sites.

## FLUORESCENT/HIGH INTENSITY DISCHARGE LAMPS

Fluorescent lamps and high intensity discharge (HID) lamps contain 80% soda-lime glass, 15% aluminum and other metals and 5% phosphor powder and inert gases and a small percentage of mercury and cadmium (prior to 1988). There may be enough mercury in the lamps to cause them to fail the Toxic Characteristic Leaching Procedure (TCLP) and then be classified as hazardous waste. As of January 2000, all large quantities of lamps (100 or more) must be recycled or tested for waste characterization prior to disposal.

The Riley County Household Hazardous Waste Facility accepts fluorescent lamps as well as high intensity discharge lamps. There are several companies nationally that currently recycle fluorescent lamps. The public is discouraged from disposing of fluorescent lamps via the solid waste facility. Riley County recognizes the EPA Green Lights Program as a viable alternative to mercury lamps and therefore encourages local businesses to participate.

## USED OIL

Used oil has the potential for devastating effects on the environment if not properly handled. At the same time, however, commercial entities make proper collection and consolidation very viable when resold or reused. The County has established an oil collection program in which homeowners and businesses can recycle used oil and oil filters. The oils are tested and separated according to how reusable they may be and are then collected by a private entity for reuse. Potential for reuse within the County is further discussed in the chapter on Waste to Energy (9) and information regarding quantities is available in the chapter on Household Hazardous Waste (11).

## ASBESTOS

Asbestos is an inert mineral fiber. Asbestos use, import, and disposal is regulated by the EPA under the Toxic Substances Control Act. This ubiquitous fiber was used as an insulating, fire-proofing, and cosmetic material in construction. The EPA outlawed all uses of asbestos in construction. There are two states of asbestos according to the EPA, friable and non-friable. Friable can easily be crushed by hand and releases asbestos fibers into the air. Non-friable cannot be crushed by hand but can release fibers into the air if cut, drilled, sanded, or otherwise abraded.

The Riley County Solid Waste Facility accepts the non-friable form of asbestos for proper disposal if brought in separate from the regular solid waste stream and if approved by the Kansas Department of Health and Environment. The Riley County Solid Waste Facility does not accept friable asbestos. With a special waste disposal authorization from KDHE, friable asbestos may be taken directly to the Waste Management, Inc. landfill north of Topeka, or the Hamm Quarry at Perry. Proper disposal requires the asbestos to be wetted and double bagged in heavy trash bags prior to acceptance in either situation.

## DISASTER WASTES

Disaster wastes within the planning area are part of special wastes in that they are the result of an event which can be anticipated to an extent but not completely prepared for on an annual basis. While natural disaster waste may consist primarily of foliage debris such as trees and bushes and are thus easily disposed of through composting or some other non-hazardous means, particular attention is given to the aspects of natural disaster wastes which represent smaller percentages but could have potentially larger negative impacts, such as household hazardous wastes, construction and demolition wastes, special wastes, etc.

Weather-related events can only be anticipated to an extent, though proper preparation is important in creating a disaster-response effort. Disaster Wastes within the Riley County area will be managed according to the FEMA-approved, Riley County Debris Management Plan, which is maintained by the Riley County Emergency Management Department.

## SPECIAL WASTE GOAL

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

| Solid Waste Management Action/Policy Plan |                                                                                                                                 |                                             |                 |        |                |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|--------|----------------|
| Special Waste                             |                                                                                                                                 |                                             |                 |        |                |
| No.                                       | Action/Policy Description                                                                                                       | Responsible Organization/Agency             | Completion Date | Budget | Funding Source |
| 1                                         | Reduce the volume of special wastes being disposed of and ensure correct management of those special wastes that are landfilled | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 2                                         | Industrial Wastes – Encourage the continuation of the current private disposal methods                                          | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 3                                         | Automobile Batteries – Encourage the continuation of the current private disposal methods                                       | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 4                                         | White Goods – Encourage the continuation of the current public and private disposal methods                                     | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 5                                         | Waste Tires – Encourage the continuation of the current public and private disposal methods.                                    | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 6                                         | Lime Sludge – Encourage the continuation of the current public/private disposal method                                          | City of Manhattan<br>Solid Waste Mgt. Comm. | Ongoing         | \$0    |                |
| 7                                         | Sewage Bio-Solids – Encourage the continuation of the current public/private disposal method                                    | City of Manhattan                           | Ongoing         | \$0    |                |
| 8                                         | Medical Services Wastes – Encourage the continuation of the current public and private disposal methods                         | Medical facilities                          | Ongoing         | \$0    |                |
| 9                                         | Animal Waste – Encourage the continuation of the current public and private disposal methods                                    | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 10                                        | Animal Carcasses – Encourage the continuation of the current public and private disposal methods                                | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 11                                        | Encourage the continuation of the private construction/demolition landfill system                                               | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 12                                        | Consumer Electronic Waste – Encourage the continuation of the current private disposal methods                                  | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 13                                        | PCB Ballasts – Encourage the continuation of the current public and private disposal methods                                    | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| 14                                        | Asbestos – Encourage the continuation of the current disposal methods                                                           | RC Public Works<br>Solid Waste Mgt. Comm.   | Ongoing         | \$0    |                |
| TOTAL                                     |                                                                                                                                 |                                             |                 | \$0    |                |

Attachment: 2023 SWMP annual review with track changes (13385 : 2023 Solid Waste Management Plan annual review)

# APPENDIX A

Includes:

- Implementation Schedule & Timeline
- Solid Waste Management Committee Member List

## Solid Waste Management Plan Schedule & Timeline

### Planning Period: 2019-2029

#### 2019

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

#### 2020

- **January** – Conclusion of Annual Christmas tree recycling program, rebid transfer station contract.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

## 2021

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

## 2022

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

## 2023

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan

- **August** – Submit SWMP Revisions
- **September**- Begin five-year review and update of SWMP
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

## 2024

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

## 2025

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program

- **December-** Conduct Christmas tree recycling (Until January)

## 2026

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February-** Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November-** Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December-** Conduct Christmas tree recycling (Until January)

## 2027

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February-** Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November-** Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December-** Conduct Christmas tree recycling (Until January)

## 2028

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

## 2029

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

## Riley County Solid Waste Management Plan Committee

### Current Membership List – 2023 Revision

| Name                              | Entity Represented                                              | Address                                                            | Phone Number              | Email                                                                                                                                            |
|-----------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mike Boller</b>                | Household<br>Hazardous<br>Waste/Noxious<br>Weed<br>Riley County | 6245 Tuttle Creek Blvd.<br>Manhattan, KS 66503                     | (785) 539-3202            | mboller@rileycountyks.gov                                                                                                                        |
| <b>Josh Brewer</b>                | City of Manhattan                                               | 410 Fremont<br>Manhattan, KS 66502                                 | (785) 320-6621            | swimrunjosh@gmail.com                                                                                                                            |
| <b>Steve Galitzer</b>             | Dept. of Public<br>Safety                                       | 108 Edwards Hall, KSU<br>Manhattan KS 66502                        | (785) 532-5856            | galitz@ksu.edu                                                                                                                                   |
| <b>John Ellermann</b>             | Public Works<br>Riley County                                    | 110 Courthouse Plaza<br>Manhattan KS 66502                         | (785) 537-6330            | jellermann@rileycountyks.gov                                                                                                                     |
| <b>David Kreller</b>              | Solid Waste Industry                                            | PO Box 416<br>Manhattan, KS 66505                                  | (785) 539-6334            | <a href="mailto:David.kreller@medimidwest.com">David.kreller@medimidwest.com</a><br><a href="mailto:d.kreller@acmek.com">d.kreller@acmek.com</a> |
| <b>Perry Piper</b>                | <del>Environmental<br/>Health<br/>Riley County</del>            | <del>110 Courthouse Plaza<br/>Manhattan, KS 66502</del>            | <del>(785) 537-6332</del> | <del>ppiper@rileycountyks.gov</del>                                                                                                              |
| <b>Evan McMillan</b>              | Public Works<br>Riley County                                    | 110 Courthouse Plaza<br>Manhattan, KS 66502                        | (787) 537-6330            | emcmillan@rileycountyks.gov                                                                                                                      |
| <b>Adrian Self</b>                | City of Manhattan                                               | 2000 Rehfeld Dr<br>Manhattan, KS 66502                             | (785) 532-3284            | amsself@ksu.edu                                                                                                                                  |
| <del><b>David Shover</b></del>    | <del>Third-Class Cities</del>                                   | <del>P.O. Box 235<br/>Riley, KS 66531</del>                        | <del>(785) 485-2550</del> | <del>david.shover2@gmail.com</del>                                                                                                               |
| <b>Casey Smithson</b>             | City of Manhattan                                               | 1101 Poyntz Avenue<br>Manhattan, KS 66502                          | (785) 587-2771            | smithson@cityofmhk.com                                                                                                                           |
| <b>William Spiegel</b>            | General Public                                                  | 103 Power Plant KSU<br>Manhattan, KS 66506                         | (785) 532-7430            | wspiegel@k-state.edu                                                                                                                             |
| <b>Amanda Webb</b>                | Planning &<br>Development<br>Riley County                       | 110 Courthouse Plaza<br>Manhattan KS 66502                         | (785) 537-6332            | awebb@rileycountyks.gov                                                                                                                          |
| <b>Kathryn Focke</b>              | County<br>Commissioner                                          | 110 Courthouse Plaza<br>Manhattan, KS 66502                        | (785) 565-6213            | kfocke@rileycountyks.gov                                                                                                                         |
| <del><b>Judy Willingham</b></del> | <del>City of Manhattan</del>                                    | <del>110 Courthouse Plaza<br/>Manhattan, KS 66502</del>            | <del>(785) 532-2936</del> | <del>judymw@ksu.edu</del>                                                                                                                        |
| <b>Greg Wilson</b>                | Private Recycling or<br>Scrap Material<br>Processing Industry   | 625 S. 10th<br>Manhattan KS 66502                                  | (785) 776-8352            | greg@howiesrecycling.com                                                                                                                         |
| <b>Fran Zerby</b>                 | Citizen Organization                                            | 1830 Ft. Riley Blvd<br>Manhattan KS 66502                          | (785) 537-7660            | <a href="mailto:zerby@rocketmail.com">zerby@rocketmail.com</a>                                                                                   |
| <b>Morgan Bates</b>               | General Public                                                  | <del>1840 Virginia Dr<br/>Manhattan, KS 66502</del>                | <del>(785) 317-0607</del> | <del>morganlbates@gmail.com</del>                                                                                                                |
| <b>Travis Hummel</b>              | Private Industry                                                | <del>601 Pottawatomie Ave<br/>Manhattan, KS 66502</del>            | <del>(785) 565-3995</del> | <del>Htsinc1@gmail.com</del>                                                                                                                     |
| <b>Justin Brenner</b>             | Household<br>Hazardous<br>Waste/Noxious<br>Weed Riley County    | <del>6245 Tuttle Creek Blvd.<br/>Manhattan, KS 66503</del>         | <del>(785) 539-3202</del> | <del>jbrenner@rileycountyks.gov</del>                                                                                                            |
| <b>Jacob Larson</b>               | City of Manhattan                                               | <del>121 North 9<sup>th</sup> Street<br/>Manhattan, KS 66502</del> | <del>(785) 317-0749</del> | <del>jglarson@ksu.edu</del>                                                                                                                      |

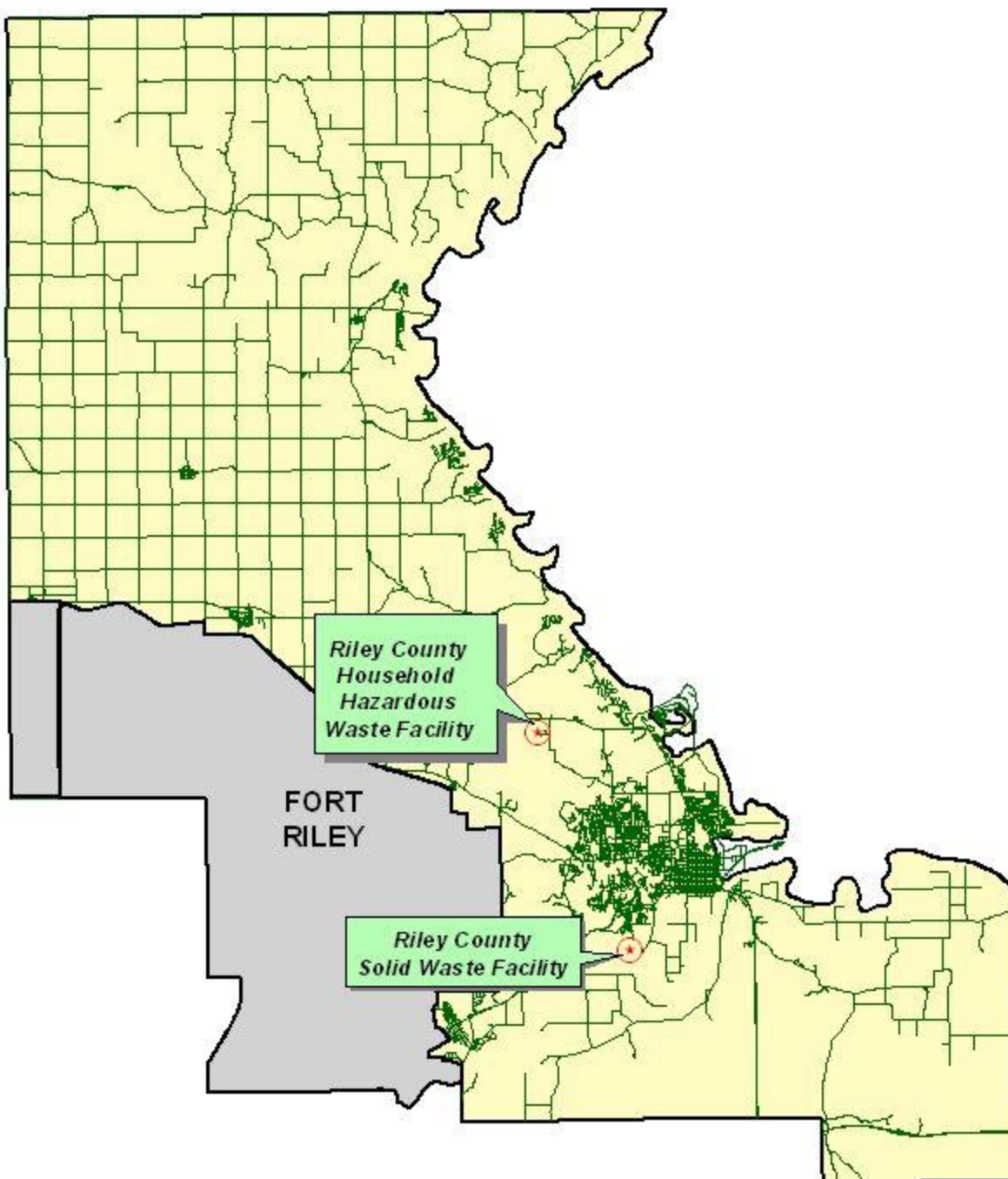
Attachment: 2023 SWMP annual review with track changes (13385 : 2023 Solid Waste Management Plan annual review)

# APPENDIX B

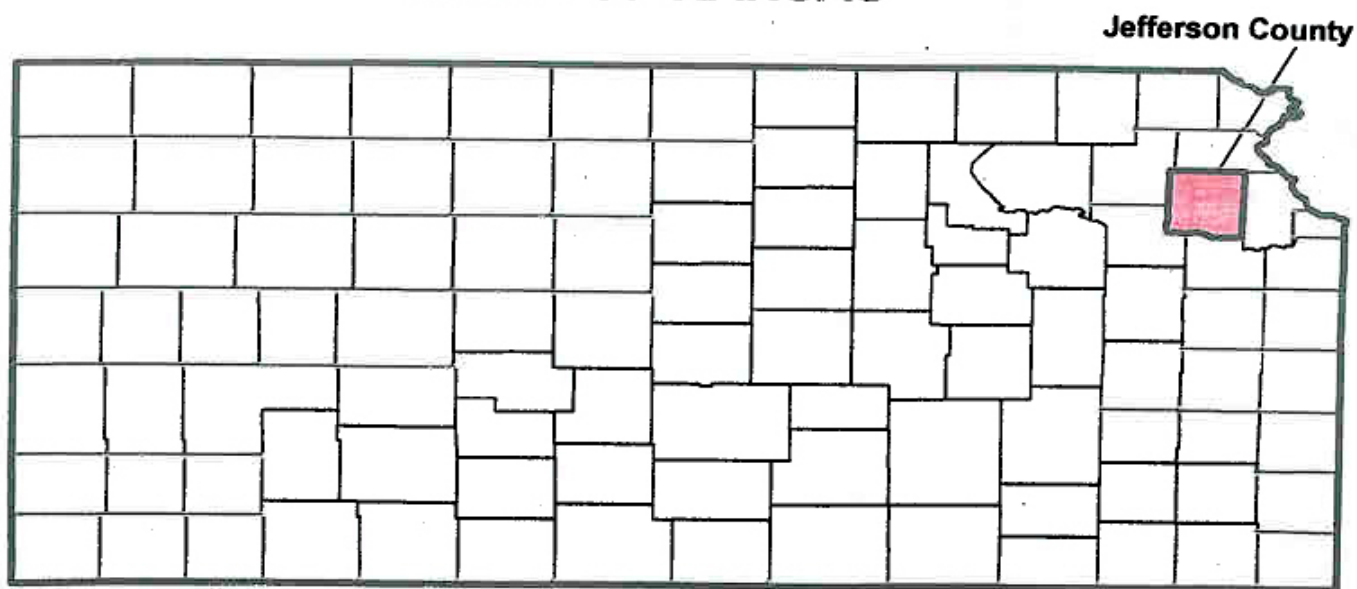
Includes:

- Relevant Maps:
  - Waste Facility Locations within Riley County
  - Hamm Quarry Location at Perry, Kansas
  - Household Hazardous Waste Facility
  - Solid Waste Management Facility and Transfer Station

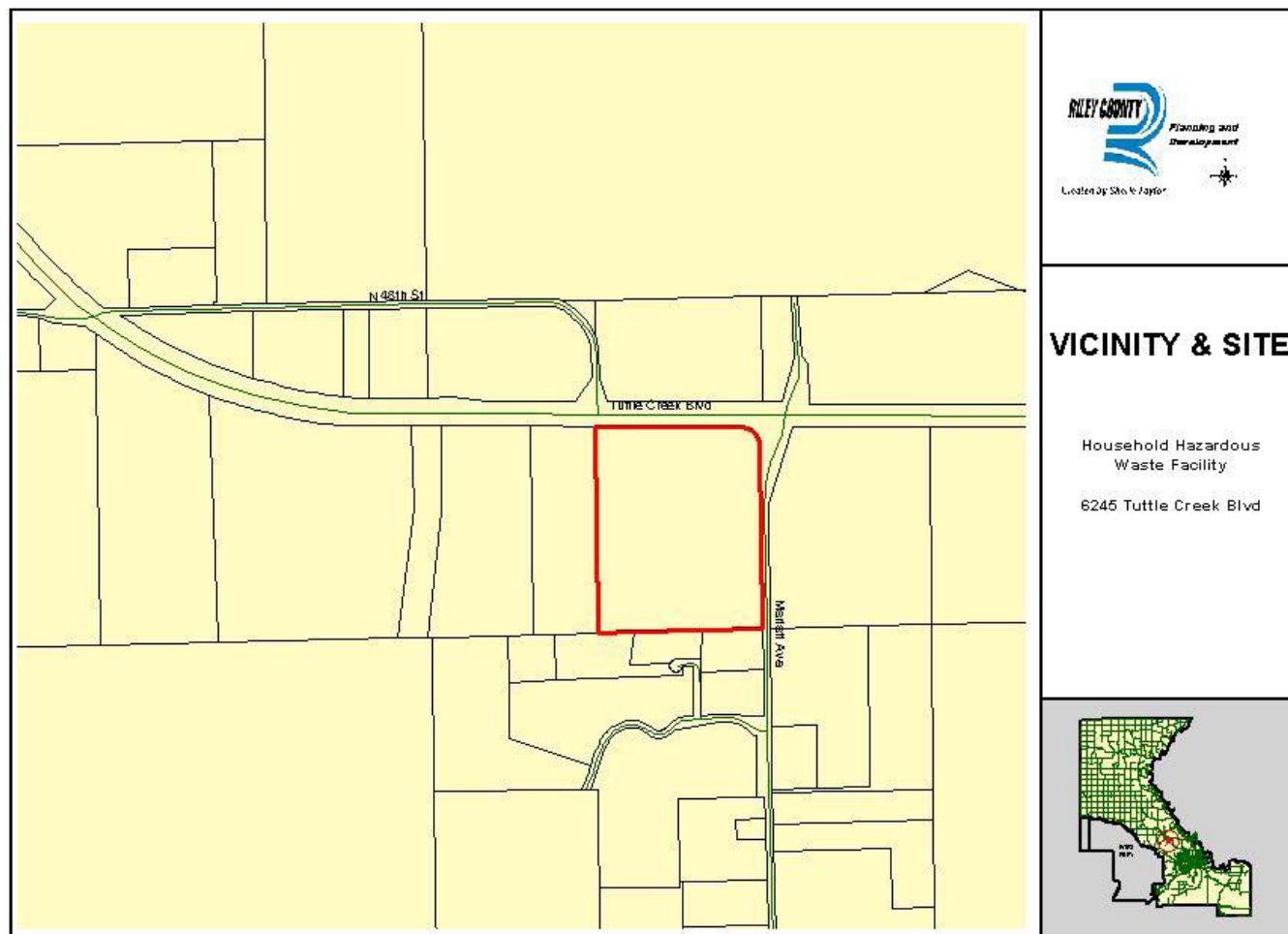
## RILEY COUNTY, KANSAS



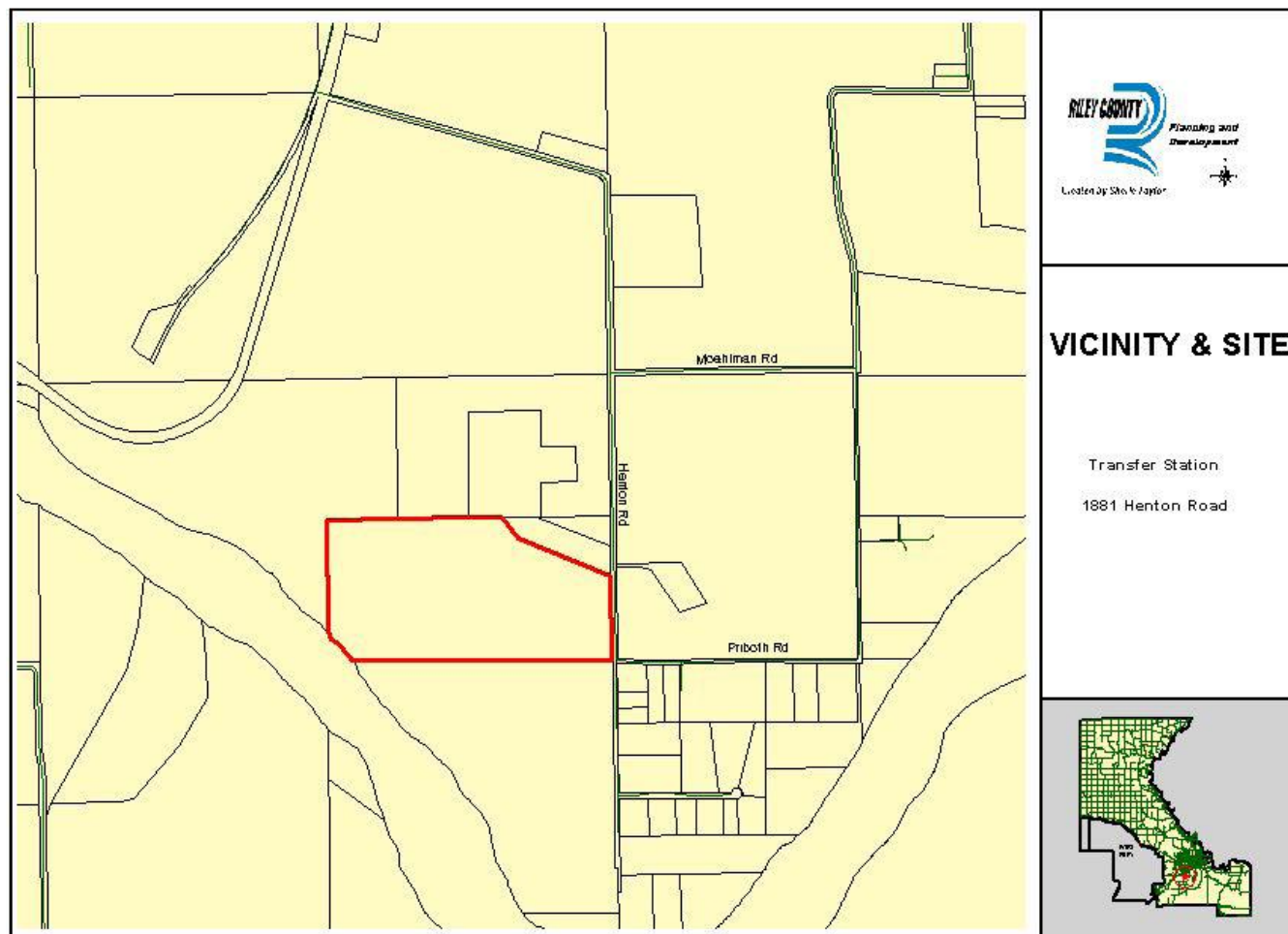
# STATE OF KANSAS



# Household Hazardous Waste Facility



# Solid Waste Management Facility



**MANHATTAN, KANSAS**  
**CURBSIDE RECYCLING SURVEY REPORT**

**A discussion of survey results regarding  
community attitudes toward  
a curbside recycling program.**

**Presented December 1999**

**Judy M. Willingham**  
**K-State Pollution Prevention Institute**

**William M. Eberle**  
**K-State Research & Extension-Agronomy**

**Richard G. Nelson**  
**Kansas Industrial Extension Service**



**In cooperation with**  
**Riley County and the Kansas Department of Health and Environment**

### **Appreciation is expressed to:**

The Bureau of Waste Management,  
Kansas Department of Health & Environment  
and the Riley County Commission  
for funding and supporting this study.

Monty Wedel  
And the office staff of the Riley County Public Works Department  
for ongoing assistance with this project.

Howard Wilson  
for sharing his experience, recycling records, and  
knowledge of recycling activities in this community.

Riley County Solid Waste Management Committee  
members for their advice and support.

**Report text printed on paper containing 20 percent post-consumer recycled fiber.**



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## Manhattan Kansas, Curbside Recycling Survey Report

Judith M. Willingham, William M. Eberle, and Richard G. Nelson<sup>1</sup>

### EXECUTIVE SUMMARY

The high rate of surveys returned indicates the topic of curbside recycling service is of interest to the citizens of Manhattan. Seventy-seven per cent of the respondents currently recycle. Seventy-two per cent of the respondents (including both recyclers and non-recyclers) are willing to pay an additional fee for curbside recycling service. Storage of recyclables for at least two weeks is acceptable for 70% of the respondents. Although less enthusiastically supported, 84% responding are willing to participate if the recycling pickup is on a different day than their regular trash pickup.

Citizen support for curbside recycling service indicates that community officials should seriously examine the options for initiating curbside recycling as well as explore methods for collecting recyclables in the many apartment complexes.

### BACKGROUND OF RECYCLING IN THE MANHATTAN AREA

From May 1990 to June 1991, a pilot curbside recycling program was conducted in the western area of Manhattan. At that time, 1040 single-family residential units were in the area served. Initially 508 participated; by the end of the program, the number of participants had increased to 688 or 66%. Refuse Control provided residents with large (16-gallon) yellow collection bins for holding the commingled recyclables. Residents put the bins out on the curb on one specific day of the week. Because several different refuse haulers operate in the area, this day did not necessarily coincide with the resident's regular trash pickup day.

During the pilot program, 288,000 pounds of waste were diverted from the waste stream or, an average of 14% of the pilot area's waste was recycled. The Riley County Commission paid the cost per capita which varied from \$1.62 to \$2.13 per month for each pickup site. At the end of the pilot program, the cost of an ongoing curbside recycling program was estimated to be \$2 - \$3 per month for each household.

Since the end of the pilot program, various private parties have conducted fee-based curbside recycling businesses in the Manhattan area. According to Vince Domenico of Sidewalk Recycling (personal conversation, October 1999), operator of the only recyclable curbside pickup business in operation at the time of this report, materials are collected and taken to Howie's Recycling for recovery. Income from the aluminum (the only saleable recyclable) offsets his gasoline costs. He is a one man operation and fees provide the only income to cover his own labor costs.

A local recycling business, Howie's Recycling, Inc., began taking household recyclables in 1988. Although Howie's has not maintained records of the amount of materials processed through their business, a Riley County subsidy has supported plastic recycling at \$.20/pound. A subsidy for newsprint was available in 1993 and 1994 at \$40.00/ton. These records are based on documentation provided with applications for both subsidies. When market prices exceeded subsidy amounts, no applications were

<sup>1</sup> <sup>1</sup>Consumer Pollution Prevention Specialist, Kansas State University Pollution Prevention Institute, Extension Land Resource Specialist, Kansas State University Department of Agronomy, and Energy/Environmental Engineer, Kansas Industrial Extension Service, respectively

made; therefore, these figures do not indicate the entire amount of newsprint and plastic recycled. The following table illustrates amounts by year of plastic and newsprint subsidized and removed from the waste stream since 1993.

**Table 1. Subsidies for Newsprint and Plastic by Year**

|           | 1993      | 1994      | 1995 | 1996      | 1997    | 1998      |
|-----------|-----------|-----------|------|-----------|---------|-----------|
| Newsprint | 445,240 # | 359,832 # | N/A  | N/A       | N/A     | N/A       |
| Plastic   | 20,450 #  | 66,652 #  | N/A  | 105,710 # | 77,870# | 109,610 # |

Other businesses that have taken household materials for recycling are Dillon's Grocery Stores and Wal-Mart. Although several charitable groups take reusable items and specific businesses take certain materials such as automotive fluids, at the time of this report, Howie's Recycling, Inc. is the only entity taking a wide range of recyclables from the public in the Riley County/Manhattan community.

## DISCUSSION

The pilot program of 1990-91 indicated general support for curbside recycling in the area where the program was conducted; however, the general community attitude had not been evaluated in a systematic way. A curbside recycling study should also assess the interest by area, determine an acceptable fee, examine people's willingness to store recyclables for a period of time, and explore the possibility of pickup days varying from the regular trash pickup day. All these factors are considerations in costing out such a program.

Recycling surveys designed by the U.S. Environmental Protection Agency were examined and found to be directed toward recycling centers, not individual residents. This survey of Manhattan residents was intended to poll attitudes and measure citizen interest in participating in a curbside recycling program, thereby determining potential success for such an effort. Thus the *Community Attitude Survey: A How-to Manual*<sup>1</sup>, developed by David Darling and Stan McAdoo, Kansas State University State Cooperative Extension specialists in Community Development, was used to determine sample size and assist with survey design.

The survey tool was viewed as an opportunity to provide community education by prefacing each question on recycling practices with pertinent background information. The goal was to allow responders who read the informative statements to make a decision based on sound data. In addition, it was hoped the information would improve general knowledge about recycling.

In an effort to contain expenses, the document was designed as a double-sided, single sheet with the survey on one side and the reverse containing a short informative paragraph and address face with pre-paid postage. Postage was paid only on those surveys returned. In order to encourage people to fill out and return the survey, it was intended to be simple to read and answer. Only five questions were included. All could be answered "Yes" or "No." Three questions included an additional information line for circling specific items. The comment section allowed additional thoughts to be expressed. Out of 572 responses, 265 contained comments. A copy of the survey form is attached (Appendix I).

## METHOD AND RESULTS

According to the *Community Attitude Survey* manual, at least 400 household responses from a community larger than 10,000 households provides a statistically significant sample. The City of Manhattan provided a mailing list of water utility customers, totaling 11,256. Dr. Darling indicated that the response rate to his recent mail surveys had been around 20%. Using that anticipated response rate, at least 2,000 surveys would need to be distributed in the Manhattan community. *Microsoft Access* was the database selected for entry and analysis of the responses.

Because the mailing list was divided into three cycles, by color coding the surveys, responses could be assigned to one of four general areas. It is noted that one cycle covers two distinct areas that could be easily separated for this survey, making a total of four areas. Surveys were printed on white, pink, and blue paper. Surveys for the smallest area (136 households) were marked with a green stripe. Areas assigned to each color were as follows:

- White - central Manhattan
- Pink - northwest Manhattan
- Blue - southwest to south central Manhattan
- Green - northeast corner of Manhattan

The city's mailing list appeared to be somewhat random, but to assure a truly random sample, the total number of addresses was divided by the number of surveys to be mailed, giving an interval for selecting addresses ( $11,256 \div 2,000 = 5.628$ ). Every fifth and then every sixth address were used for mailing. Addresses indicating a commercial business location (such as "Town Center") were skipped in the interest of increasing the number of household addresses in the survey. A total of 2,009 surveys was sent out; 572 responded, giving an overall response rate of 28.5%. This response rate provides a 95% confidence level in the survey results; however there is no way to account for possible bias among responders. Twenty-one surveys were returned as undeliverable. Response rates for each area are shown in Table 2.

**Table 2. Response Rate by Areas in Manhattan**

|                   | White  | Pink  | Blue  | Green |
|-------------------|--------|-------|-------|-------|
| Number sent       | 615    | 656   | 602   | 136   |
| Number received   | 147    | 228   | 166   | 29    |
| Per cent returned | 23.95% | 34.8% | 27.6% | 21.3% |

Respondents were asked to identify themselves as owner/occupier, landlord, renter, or business operator. This category was most frequently not completed, but when it was, did reflect that most respondents were owners (315 of 387), followed by renters (59 of 387), and business operators (13 of 387).

The survey asked those who currently recycle to answer "Yes" and then to list items recycled. Four hundred forty-one responders indicated that they recycle, with aluminum (381) being the most frequent item listed, followed by newsprint (322), plastic (288), glass (257), "tin cans" (206), cardboard (173), batteries (122), and white paper (101). The Riley County Solid Waste Characterization Study<sup>2</sup> revealed that the waste stream contains 7.6% corrugated cardboard, 4.4% high-grade paper (white paper), and 3.9% newsprint. It would appear the white paper recycling rate could be improved since it is reported to be the least frequently recycled, yet constitutes the same percentage of the waste stream as newsprint.

Responders were asked whether or not they would be willing to pay an additional fee for curbside recycling and if so, how much. Choices ranged from \$1.00 to \$10.00. Four hundred ten indicated a

willingness to pay an additional fee for curbside pickup (some did not specify a fee) and 115 indicated no interest in paying an additional fee. The number of people expressing their preference for each fee amount is presented in Table 3.

**Table 3. Responses Favoring Fee Amounts**

|                     | \$1 | \$2 | \$3 | \$4 | \$5 | \$6 | \$7 | \$8 | \$9 | \$10 |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Number of responses | 35  | 84  | 57  | 43  | 118 | 8   | 5   | 18  | 0   | 36   |

Analysis of survey results indicated the mean fee amount was \$5.00 and the average fee was \$4.26. Two hundred seventy-two recyclers indicated that they would pay a fee of \$1.00 to \$5.00; 54 recyclers indicated they would pay a fee of \$6.00 to \$10.00.

Out of the total number of recyclers responding (441), 326 would be willing to pay a fee for curbside recycling. Many responders commented they would like the convenience of curbside pickup rather than periodically taking recyclables to Howie's.

Four hundred seventy-six responded "Yes," to the question of being able to store recyclables for a period of time. They were then asked to circle the amount of time (from one to four weeks) they could store such items. Their responses are listed in Table 4.

**Table 4. Responses Favoring Total Storage Times**

|                     | Store 1 Week | Store 2 Weeks | Store 3 Weeks | Store 4 Weeks |
|---------------------|--------------|---------------|---------------|---------------|
| Number of responses | 83           | 174           | 47            | 179           |

Whenever more than one period of time was circled, the longest period of time was entered in the database. Comments regarding storage dealt with inadequate space (usually renters), a preference for provided containers, and a note that storage for extended periods of time was routine due to the current situation where people must take recyclables to the recycling center. It appears that weekly curbside pickup would be acceptable to everyone, but most (70%) are agreeable to pickup every other week.

People were asked if they would be willing and able to separate recyclables into three categories: papers, metals, and glass. Out of 572 respondents, 512 or 89.5% answered in the affirmative. Comments in this category ranged from this being a routine practice, to a willingness to pay more if recyclables were commingled, to having a limiting disability making respondents unable to do this task.

The last question asked if people would be willing and able to set out recyclables on a day different from their regular trash pickup day. Indications here were that 84% (482 out of 572) would do so. Comments suggested less support for this situation. Several were unsure about being able to remember the correct day of the week; others did not want another day with waste containers on the curb.

## COMMENTS

Although respondents' ages or infirmities were not asked, some specifically mentioned that taking trash out to the curb was difficult enough and that carrying recyclables would be another burden. It appears that for the elderly and disabled, there are barriers that limit their ability and interest in recycling.

Several respondents commented that sale of recyclables should pay for the cost of pickup, revealing some misconceptions among the public. Others stated they felt they already paid too much for trash service and recycling offered no financial benefit such as reduced fees.

It is worth noting that out of the total responses received (572), 46% (265) contained extra written comments. Of those written comments, 44.5% (118) specifically registered a positive reaction toward curbside recycling. Curbside recycling is a topic of interest among the citizens of the Manhattan/Riley County community. The abbreviated comments are provided without respondents' identification in Appendix II.

## RILEY COUNTY RECYCLING RATES

The survey indicates a significant interest in recycling and most survey respondents indicate that they currently recycle. An effort was made to determine current recycling rates in Riley County. The greatest hindrance to determine specific rates is the lack of detailed record-keeping in the local recycling industry. There is only one major recycling firm located in Manhattan that also serves areas well beyond the boundaries of Manhattan and Riley County. It is difficult to precisely determine the proportion of recycled material that originates from local sources. Howard Wilson, owner of Howie's Recycling, has provided estimates of the monthly amounts of several major categories of material coming from Riley County as shown in the following table. These figures, along with similar categories of discarded waste (not recycled) as estimated in the Riley County Solid Waste Characterization Study can be used to calculate recycling rates for several waste stream components. Those estimates are shown in the following table. The accompanying graph compares estimated Riley County recycling rates with published national recycling rates.

### Estimated Recycling Rate for Selected Waste Stream Components.

| <b>Material</b>            | <b>Estimated monthly recycled (pounds)<sup>1</sup></b> | <b>Estimated monthly discarded (pounds)<sup>2</sup></b> | <b>Estimated monthly generation (pounds)<sup>3</sup></b> | <b>Estimated recycling rate (percent)<sup>4</sup></b> | <b>Comparable national recycling rate (percent)<sup>5</sup></b> |
|----------------------------|--------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------|
| <b>Newspaper</b>           | 180,000                                                | 155,000                                                 | 335,000                                                  | <b>54.7</b>                                           | 55.9                                                            |
| <b>Magazines</b>           | 20,000                                                 | 98,950                                                  | 118,950                                                  | <b>16.8</b>                                           | 24.4                                                            |
| <b>Mixed office paper</b>  | 30,000                                                 | 442,750                                                 | 472,750                                                  | <b>6.3</b>                                            | 34.6                                                            |
| <b>Glass</b>               | 60,000                                                 | 126,733                                                 | 186,733                                                  | <b>32.1</b>                                           | 26.0                                                            |
| <b>#1 &amp; #2 plastic</b> | 10,000                                                 | 33,133                                                  | 43,133                                                   | <b>23.2</b>                                           | 35.6                                                            |
| <b>Steel cans</b>          | 8,000                                                  | 43,883                                                  | 51,883                                                   | <b>15.4</b>                                           | 58.2                                                            |
| <b>All aluminum</b>        | 110,000                                                | 34,776                                                  | 144,767                                                  | <b>76.0</b>                                           | 34.2                                                            |

1 Estimated material from Riley County sources by Howie's Recycling, Manhattan, KS.

2 Based on Riley Solid Waste Characterization Study.

3 Sum of recycled and discarded.

4 Divide recycled by generated.

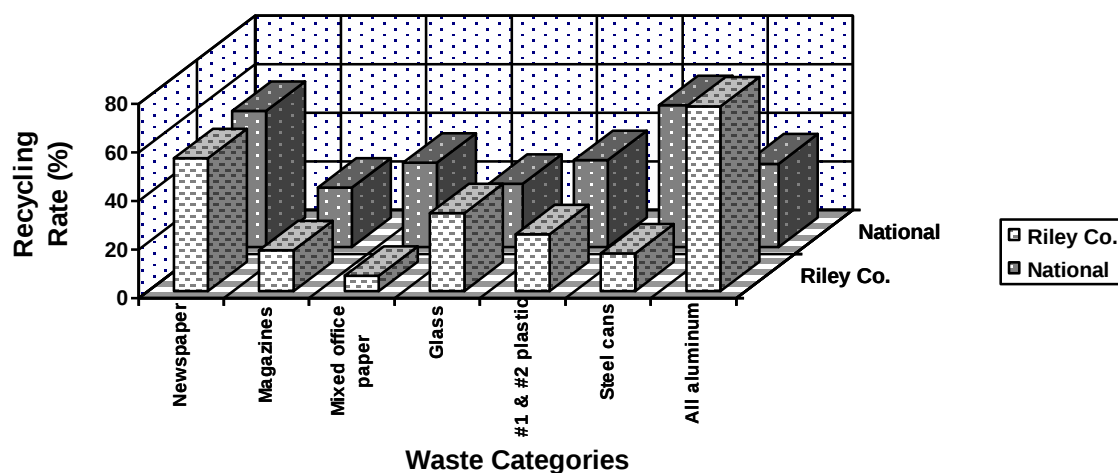
5 From: Characterization of Municipal Solid Waste in the United States: 1997 Update. U.S. Environmental Protection Agency.

Nearly all Riley County recycled material in the above categories is handled by Howie's Recycling. Therefore, comparing to measured discards should provide a fairly accurate estimate of recycling rate for those selected material for which information is available.

However, adequate information is unavailable to make estimates for some other common materials. For example, Howie's Recycling estimates that the firm handles about 98,000 pounds of old corrugated cardboard each month. Data show that 305,799 pounds of Riley County OCC discarded through the Riley County Transfer Station monthly. However, large quantities of OCC are baled on site and recycled directly by generators, such as large grocery and department store chains. That amount of that OCC recycled is not easily available. White goods (large appliances, etc.) is another category that is difficult to determine recycling rates. All of the white goods taken to the Riley County Transfer Station are processed by a scrap dealer. However, many appliances are transported to a number of locations, some out of the county, for which records are not kept. Even the figures for aluminum have some limitations because they do not account for cast and extruded aluminum handled by metal scrap dealers in Riley and nearby counties.

Because of insufficient data for other waste categories it was not possible to calculate an overall recycling rate for Riley County. Further detailed study is needed to better determine precise recycling rates for a wider variety of recycled materials. That will require a significant amount of cooperation on the part of recycling materials handlers.

**Estimated Riley County Recycling Rate  
for Selected Waste Categories**



## CONCLUSION

The high rate of surveys returned indicates the topic of curbside recycling service is of interest to the citizens of Manhattan. Survey response was highest in northwest Manhattan. Seventy-seven per cent of the respondents currently recycle. White paper is least frequently recycled. Seventy-two per cent of the respondents (including both recyclers and non-recyclers) are willing to pay an additional fee for curbside

recycling service; a fee range from \$1.00 to \$5.00 is acceptable to 48%. Most have no difficulty in storing or separating materials. Storage of recyclables for at least two weeks is acceptable for 70% of the respondents. Although less enthusiastically supported, 84% responding are willing to participate if the recycling pickup is on a different day than their regular trash pickup.

## RECOMMENDATIONS

Local officials should explore options to provide citywide availability of curbside recycling. Two possible means of providing curbside recycling might be to establish a fee-supported municipal service or to encourage existing private haulers to provide the additional service. Encouragement could take the form of privileges, reduced fees, subsidized containers, etc. Conversation with the refuse hauling companies should generate more options.

Very limited records have been kept regarding the amount of recycled materials and their source. In order to determine a more accurate picture of recycling rates for various materials and better analyze the recycling program, record keeping must be implemented.

Howard Wilson, owner of Howie's Recycling, indicates that his present facilities are adequate to handle as much as ten times the existing amount of recyclables. Off-loading materials generated by a curbside pick-up program might involve some reorganization. Mr. Wilson and any other operator of a recycling business should be included in the discussion of options.

An interim measure to serve more recyclers was mentioned in several comments. Mobile recycling centers could be located in convenient spots around the city at designated times on the weekends. The units should be manned during operation. The Riley County Household Hazardous Waste Trailer is a similar concept that has become a model of success. This kind of operation would need to make arrangements for receiving materials with Howie's and any other operator of a recycling business.

Whatever service is provided must be advertised & promoted throughout the community. Even though Howie's Recycling has been in business for over ten years, several comments indicated unawareness of the operation. Establishing a local government hot line with current information on all recycling options (dates, times, locations of mobile unit) would be useful. This is similar to the Manhattan Parks and Recreation updated recording of the status for softball games. Utility bills, the cable television city information channel, and the recycling directory are existing means of promotion.

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Darling, David L. and Stan McAdoo, State Extension Specialists, Community Development, Kansas State University. *Community Attitude Survey A How-to Manual*, October 1989.

Eberle, William M., and Richard G. Nelson, K-State Research and Extension - Agronomy and Kansas Industrial Extension Service. *Solid Waste Characterization Study Riley County, Kansas*, May 1999.

*Measuring Recycling A Guide for State and Local Governments*, United States Environmental Protection Agency, September 1997, document EPA530-R-97-011.0



## Report of the City of Manhattan Mayor's Recycling Task Force

As a nation, more than 409 million tons of municipal solid waste was generated in 2000. That is equivalent to 4.6 pounds of waste per day for every American. However, recycling has become a way of life for many people. Americans now recycle 32 percent of all the waste generated, more than double the rate of 15 years ago. Even in Kansas, where recycling has lagged behind much of the nation, nearly 10 percent of the waste generated is recycled, double the rate of 10 years ago.

### Types of recycling programs

There are three types of residential recyclables collection programs in Kansas: buy-back, drop-off, and curbside. Buy-back programs pay for the recyclable material, usually limited to relatively high value materials with strong market histories, such as metals. Drop-off programs require that individuals haul their recyclables to one or more sites where they are consolidated, processed, and marketed. In some cases, payment is offered for a few high value products. While these programs appear to be cheaper for the community, they tend to be relatively inefficient in terms of resource use and usually do not result in high recycling rates.

A rapidly growing type of program is residential curbside recycling. With curbside recycling, residents place their recyclables at the curb and they are picked up for sorting and delivery to a central processing facility. Because of its convenience, curbside recycling usually results in much higher community participation and recycling rates than other types of programs. While curbside recycling appears to be somewhat more costly than buy-back or drop-off programs, it may actually be a more efficient use of community resources compared to hundreds or thousands of individuals hauling their recyclables to recycling centers.

There are more than 9,700 curbside recycling programs serving half of the nation's population. Just 20 years ago there were none. There are 110 curbside programs in Kansas, serving 46 percent of the state's population, where there were none just 10 years ago. At least 25 of the 42 largest Kansas cities have curbside recycling programs in place. A 1990-91 pilot curbside recycling program and a 1999 community survey both indicate a high level of community support for a curbside recycling program in Manhattan. Because of the apparent interest in the community, the Mayor's Recycling Task Force was appointed to study the issues and present recommendations to the City Commission.

### The Mayor's Recycling Task Force

**Purpose:** Explore, evaluate, and propose options to the city commission for the provision of city-wide curbside recycling and/or other recycling programs to serve the community's needs.

The Mayor's Recycling Task Force was appointed and began meeting regularly in August 2001 after the Riley County Solid Waste Committee asked the City Commission to consider curbside recycling. The Task Force reviewed the report presented by the Riley County Solid Waste Committee to the city Commission in February 2001, including the community-wide survey; the results of the pilot program; and a 1999 Riley County Solid Waste Characterization Study. The Task Force gathered information about programs around the state and across the

nation. Input was sought from representatives of University-related large living groups, the waste hauling and recycling industry, and city staff. Examples of Requests for Proposals were reviewed and a RFP outline was developed.

### **Background Information Summary**

Following is a summary of background information gathered by the Task Force during its deliberations.

#### **The current waste/recycling situation:**

- Nearly 40,000 tons of waste are discarded through the Riley County Transfer Station each year. About 11,500 tons of those discards come from Manhattan area residential sources. It is estimated that more than 34 percent of those residential discards is material would be recyclable through existing local channels if it can be separated and collected. Newsprint, #1 and # 2 clear plastic beverage bottles, aluminum and steel cans, and glass bottles total about 1,900 tons of the discarded residential recyclables.
- The only major recyclable processing firm in the community is Howie's Recycling, a drop-off center that also offers payment for certain metals. Howard Wilson has indicated that his facilities could handle up to ten times the existing volume in 1999.
- During the 1990-91 13-month pilot program, 508 of 1,040 residential units in the study area initially participated. By the end of the pilot 688 (66 percent) were participating.
- During the pilot program 288,000 pounds of material were recycled.
- Refuse collection is currently done by seven private firms licensed to operate in the community. None of them offer curbside collection of recyclables.
- Small waste haulers are concerned that being required to also collect recyclables from their customers would present a financial hardship.
- An underlying community philosophy has been that new waste/recycling initiatives should do minimal harm to the individual private waste hauling firms.

#### **Community attitudes:**

- 77 percent of respondents to the 1999 survey indicated that they now recycle one or more materials.
- 72 percent said they would be willing to pay an additional fee for recycling. 74 percent of those currently recycling would be willing to pay an additional fee.
- Of those willing to pay an additional fee, the most common response was \$5 per month. 87 percent of the responses selected fees from \$1 to \$5 per month. The rest indicated a fee of from \$6 to \$10 per month.
- 84% of respondents would be willing to set recyclables at the curb on a different day than their regular trash pickup.
- An informal survey of sororities and fraternities at K-State showed that most of those responding are very interested in participating in a curbside program and would be willing to pay a small monthly fee for the service.

#### **Types of curbside collection and financing:**

- Curbside recycling collection in other communities is usually done by city government, private firms under contract to city government, or, in a few cases, private firms specializing in recyclables collection and processing.
- Curbside service is usually limited to residential units (usually single family or other units that receive individual curbside refuse pickup). Separate types of recycling pickup are usually implemented for multi-family and commercial entities.
- Curbside recycling is often done by the same entity responsible for refuse collection, but in many cases is entirely separate from refuse collection.
- Costs of curbside recycling are usually funded through a fee as part of the city utility bill (whether or not collection is done by the city or by a private firm under contract to the city), from general funds, fees collected with ad valorem taxes, waste disposal tipping fees, or fees charged by private recyclable haulers.
- Participation in curbside recycling is usually voluntary. That is, the service is offered to all residential units in the category being served, but whether or not individuals actually use the service is voluntary. Some cities in the country require recycling participation.
- Payment for curbside service is usually mandatory for all units being served when the service is provided by, contracted by, or required by the city. Payment for service voluntarily provided by individual firms is usually only required for those participating.
- Mandatory payment is usually necessary for curbside recycling to be successful.
- Of the 110 curbside programs in Kansas, 11 are mandatory pay and participate, 42 are mandatory pay with voluntary participation, 32 are voluntary pay and participation, and 23 are unknown.
- The per capita cost of the Manhattan pilot program varied from \$1.62 to \$2.13 per month. It was estimated that an ongoing program would cost \$2 - \$3 per household per month.
- Information gathered from around the country shows ranges in costs from \$1 to \$2.50, with some as high as \$5 per residence per month. The lower costs tend to be those entities where curbside collection is done by the same entity that is currently doing refuse collection. The higher charges tend to be associated with private curbside collectors offering the service as a subscription voluntary pay/participation program.
- Informal information obtained from private firms in the state indicate that a city such Manhattan might anticipate bids in the range of \$2.50 to \$4.00 per unit per month for stand-alone recycling service by a private contractor. However, that range would drop to \$2.50 to \$3.00 per month if the same firm is also collecting the refuse.
- There will be some administrative costs to the city if the city is involved in collecting and disbursing funds in support of the program.
- It will be necessary to investigate any legal considerations to the city's participation in a curbside recycling collection or financing program.

### Conclusions of the Task Force

After reviewing all of the available information, the Task force has decided to recommend that:

- The City of Manhattan should move to implement a residential curbside recycling program for the city.

- The initial phase of the program should be limited to single family residences or other residential units of the type currently served by individual curbside trash pickup.
- Later phases of the program can address multi-family and commercial recycling service.
- Participation in the program will be voluntary but payment for the service must be mandatory for all of the above identified residential units.
- Materials to be recycled include: newsprint, #1 and #2 clear plastic beverage containers, aluminum beverage cans, steel cans, and brown, green, and clear glass bottles

### **Options for financing and implementing the program**

The Task Force identified several options for implementing/financing a curbside recycling program. Those options include:

1. City fee on utility bill.
2. Private sector collection of recyclables.
3. Ad valorem tax or fee on property tax bill as source of funding
4. County solid waste tipping fee as a source of funding.
5. Franchise fees charged to refuse haulers.
6. Mandatory fee added to trash hauling bills.
7. City take program over and operate as a municipal service.

Options 2, 4, 5, and 7 were eliminated because they represented inefficiencies and inequities, or created undue hardships for refuse haulers. Options 1, 3, and 6 are all options that should be considered as potential funding mechanisms for curbside recycling.

**City fee on the utility bill.** The city would be responsible for collecting fee through the utility billing system. The city would either contract for the service or could decide to provide the service. This would require some alterations to the utility billing system and would result in some administrative costs.

**Ad Valorem tax or fee on property tax bill.** The city would receive the funds from the tax payments and either contract for or provide the service. It may result in some small administrative costs for the city.

**Mandatory fee added to trash hauling bills.** The city would require that all refuse haulers be required to assess the recycling fee as a condition for operating in the city. The city would receive the funds forwarded from the private refuse haulers and would either contract for or provide the service.

There are too many variables to accurately determine the precise cost of the program beyond the information included earlier in this report. However, based on similar activity around the state, it appears that there are likely to be several contractors that would have interest in the program. The Task Force recommends that a Request for Proposals be prepared to seek proposals from potential contractors. Contractors might include an existing local refuse hauler, a group of local refuse haulers, an outside contractor, or the city, itself, could choose to prepare a proposal to provide the service. The Request for

Proposal would lay out very specific requirements and specifications for the program, including the items to be recycled and the responsibilities of the contractor.

### **Recommendation**

The Mayor's Recycling Task Force recommends that the City Commission move to implement a curbside recycling program in the city of Manhattan, select an option for funding the program, and approve the development of a Request for Proposals for provision of curbside recycling service to individual residential customers.

## CITY OF MANHATTAN, KANSAS

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# REQUEST FOR SERVICE PROPOSALS

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COLLECTION, PROCESSING, AND MARKETING  
OF RESIDENTIAL  
RECYCLABLE COMMODITIES



AUGUST 2002

# RESIDENTIAL RECYCLABLE COMMODITIES

## REQUEST FOR SERVICE PROPOSALS

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### I. INTRODUCTION

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The City of Manhattan, Kansas is requesting service proposals from Firms interested and qualified to Collect, Process, and Market Residential Recyclable Commodities from within the Corporate Limits of the City of Manhattan, Kansas. Responses to this Request for Service Proposals (RSP) shall include pricing for the recycling service.

Manhattan, settled in 1855, is located in the heart of the scenic Flint Hills in northeast Kansas. Home of Kansas State University (21,000 students) and Fort Riley (12,000 soldiers), the community encompasses over 11 square miles and has an estimated population of 45,000.

In February of 2001, the City received a request from the Riley County Solid Waste Management Committee to form a task force to further research and recommend a plan for implementing a residential curbside recycling program in the City. The request from the Solid Waste Management Committee was based on a survey conducted by the Committee. The survey indicated that approximately 60 percent of the respondents would be interested in participating in and paying for a curbside recycling program.

In August of 2001, the Mayor appointed the Recycling Task Force, which included city administration, solid waste experts, representatives of Kansas State University, a local trash hauler, and representatives of the Solid Waste Management Committee. The Task Force met throughout the rest of 2001 and January and February of 2002. The efforts of the Task Force culminated in a presentation to the City Commission in February of 2002.

The Task Force recommendation to the City Commission was to create a mandatory pay/voluntary participation residential curbside recycling program that would include the collection of specific materials either weekly or bi-weekly. The Task Force further provided funding options to the City Commission for their action.

As part of the presentation, the Task Force recommended the creation of a request for services for a residential curbside recycling program. The City Commission accepted the concept of a service proposal and directed City Administration to draft such document.

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### II. DEFINITIONS, TERMS, AND CONDITIONS

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#### Definitions

In order to simplify the language throughout this request, the following definitions shall apply:

**CITY OF MANHATTAN** – Same as City.

***CITY COMMISSION*** – The elected officials of the City of Manhattan, Kansas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State of Kansas.

***CONTRACT*** – An agreement between the City and a Supplier to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

***CITY*** – The government of the City of Manhattan, Kansas.

***FIRM*** – The successful Firm of this request.

***RSP*** – Request for Service Proposal.

***SOURCE SEPARATION*** – Involves the separation of materials, by the generator or source of waste, from the municipal solid waste stream prior to the collection of the remaining Municipal Solid Waste (MSW). Examples of materials which may be "source separated" are yard waste, glass, aluminum, paper, plastics and various metals.

### **Reservations**

The City reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified sources or to cancel, in part or in its entirety, this Request if found in the best interest of the City. All Proposals become the property of the City of Manhattan.

### **Reimbursements**

There is no express or implied obligation for the City of Manhattan to reimburse responding Firms for any expenses incurred in preparing Proposals in response to this Request and the City of Manhattan will not reimburse responding Firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation or to procure a contract for these services.

### **Certification**

Proposals must be completed and submitted as required in this document.

### **Communication**

The City shall not be responsible for any verbal communication between any employee of the City and any potential Firm. Only written requirements and qualifications will be considered.

### **Payment Terms**

Invoices must be submitted by the vendor in duplicate to the City of Manhattan, Finance Department, 1101 Poyntz Avenue, Manhattan, Kansas 66502. All invoices will be paid in full within 30 days after satisfactory delivery of services and billing.

### **Negotiations**

Negotiations may be conducted with responsible Firm(s) which submit Proposals that are reasonably likely to be selected. All Firm(s) reasonably likely to be selected based on criteria set forth in this Request may be given an opportunity to make a presentation and/or interview with the City designated Selection Committee. Following any presentation and/or interviews, Firms will be ranked in order of preference and contract negotiations will begin with the top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc.

### **Disclosure**

Following award of a contract or rejections of all proposals, all information provided by Firms will be considered open records.

### **Award of the Contract**

Award of the contract shall be made to the responsible Firm whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in this Request.

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## **III. GENERAL INFORMATION**

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### **General Basis of Service**

- A. The City of Manhattan is requesting proposals from qualified Firms for collection, processing and marketing of source separated recyclable commodities under one-year contracts renewable for up to five years. These commodities would be collected from approximately 9,000 residential single-family homes and duplexes located within the city limits. However, with the Opt-Out Clause option, we estimate that 20-25% of the households may choose to opt-out (based on the experience of the City of Overland Park, Kansas who operates a similar program). This would mean that the number of homes to be collected would be approximately 6,750. The collection work will generally consist of the collection of **containerized** recyclables placed at curbside by the customers. The recyclable commodities to be collected will include newspapers, aluminum beverage cans, steel cans, clear, brown and green glass food and beverage containers, and non-pigmented (#2 HDPE) or clear (#1 PET) plastic beverage containers. Separate cost estimates are being requested for both **weekly and biweekly services**.
- B. The City of Manhattan currently has no recycling collection services. The estimated annual total of the designated recycling commodities that could be collected based on a 1999 Riley County Waste Characterization Study and updates is about 1,900 tons. A best guess estimate per commodity for the first years of collection with initial expected participation rates based on other similar size cities with recycling services are as follows:

#### **First Year Estimated Commodity Tonnage**

|             |     |
|-------------|-----|
| Aluminum    | 10  |
| Steel       | 15  |
| Clear Glass | 40  |
| Brown Glass | 30  |
| Green Glass | 20  |
| Plastic     | 20  |
| Newspaper   | 500 |

- C. The work to be performed under the contract agreement shall consist of the services defined in this scope of work and all supervision, supplies, equipment, labor, insurance and all other items necessary to complete said work in accordance with a contract document.
- D. Should the City develop other services or programs resulting in commodities which may be recycled, including but not limited to apartment, multi-family, and commercial recycling, the City shall have the option to market these commodities or negotiate for collection services through the chosen Firm by addendum to the Agreement, but it is not obligated to do so.

- E. The City is in a changing economy. Aforementioned household estimates are based on today's situation. Firm is to understand that the number of households may or may not increase over the term of the agreement.

### **Opt-Out Provision**

Prior to commencement of the recycling program, the occupants of the residential dwellings to be served shall be given a one-time opportunity to opt-out of the program. This opt-out provision shall be governed by the following requirements:

- A. It shall be the responsibility of the Firm to establish and maintain a customer list to which opt-out notices are to be sent and to arrange for the sending of such notices and recording the responses of the opt-outs. The City will cooperate with and assist the Firm in the establishment and maintenance of the customer list.
- B. Only the current resident of the dwelling unit at the time of notice may exercise an opt-out option.
- C. Persons may opt-out only during a 30-day period to be set by the Firm and approved by the City. No opt-outs postmarked after the closing date will be honored and failure to properly exercise an opt-out will result in that resident being obligated to pay the applicable fees for the period of this Agreement.
- D. If a dwelling unit, for which the occupant has opted-out, shall have a new resident occupy the premises during the subsequent period of the Agreement, that new resident may elect to participate and the Firm is required to provide services.
- E. If such change of occupancy shall occur where the opt-out provision was not exercised, the new resident, upon notification of such fact to the City or the Firm, is entitled to the same notification as the original occupant; provided, however, that the new resident may be required to demonstrate that they were not the occupant at the time of original notification.
- F. Prior to instituting collection activities for an unpaid bill, the Firm shall determine that the person against whom legal action is being taken was the occupant at the time of notification and was sent a notice by regular mail. Proof of receipt shall not be required.
- G. The form, content and method of notification of residents shall be proposed by the Firm and approved by the City.

### **Term of Contract**

The term of this contract will be one-year contracts renewable up to five (5) years beginning ?.

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## **IV. SCOPE OF WORK**

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### **Notice to Make Examinations**

The Firm shall become informed of all conditions under which the work is to be performed and all other relevant matters that may affect both the quality of work and the quantity of labor, equipment and commodities needed.

### **Proof of Recycling**

- A. The Firm will certify to the City that all recyclable commodities that have value are in fact sold to certified recycling vendors, brokers, toll end users or recycling manufacturers.
- B. The Firm will guarantee that in no case will the uncontaminated recyclable commodities collected under this contract be "landfilled" or disposed.

### **City's Right of Inspection**

- A. The City reserves the right to inspect the facilities, equipment, personnel and operations of the Firm and any approved subcontractors to assure itself of the appearance, sound business operations and compliance with contractual provisions of the Firm.
- B. The City reserves the right to review the records kept on the recyclable commodities collected from the City under terms of this contract.
- C. The City agrees to notify the Firm at least twenty-four (24) hours prior to such inspections.

### **Collection Methods**

- A. The Firm will be required to collect source separated recyclable commodities that have been placed at the curbside by City of Manhattan residents. The recyclable commodities will be inside containers approved by the City that will be provided to the customers by the Firm. The containers
  - a) will be made from recycled content, and
  - b) have an identifying recycling mark imprinted on the container.
- B. The Firm will have the option of collecting the recyclable commodities in either trucks and/or trailers. We initially estimate between 10 and 15 tons of recyclable commodities being collected per week. The Firm shall provide adequate personnel and equipment to be used in the collection and processing operations so that collection will be completed during the regular workweek.

### **Distribution of Recycling Containers to Customers**

- A. Notice of new households to be added to collection schedule and routes will be sent to the Firm as they are added to the City's utility billing system. Recycling collection will begin one week after delivery of recycling containers and instructions to new customer by Firm. New households must be serviced within one week of receipt of notice.
- B. It will be the responsibility of the Firm to provide additional containers to the customers as needed by providing a container request/repair service by telephone. Containers requested should be delivered or repaired within one workweek of request. Firm should maintain an adequate inventory of recycling containers at its facility to meet the service delivery requirements as specified.

### **Collection Routes**

The recycling service will be conducted and completed during the regular workweek unless otherwise approved by the City. The Firm must notify customers of collection days. If the Firm elects to change the collection method or collection days already in effect, customer notification must be provided to each household at the expense of the Firm. Each route must be collected regardless of weather conditions, subject to the contract agreement provisions concerning severe weather and with the exception of approved holidays or City designated emergencies.

### **Holidays**

In the event that an official holiday recognized by the City of Manhattan falls on a scheduled collection day then collection services may be canceled on that date. When a scheduled collection day is canceled due to the holiday, the Firm shall notify the affected customers of the holiday taken by the Firm and the Firm shall notify the affected customers of a make-up collection day. The notification shall occur no less than forty-eight (48) hours in advance of the holiday. The City Representative must approve the notification and the method of all such notification in advance.

### **Severe Weather**

Collection activities are expected to be provided regardless of weather unless otherwise approved by the City Representative. The City of Manhattan may suspend or the Firm may request suspension of

collection activities in the event of a flood, tornado, or other act of God, or force Majeure, which creates a state of emergency.

### **Missed Collections**

If a customer notifies the Firm that his recycling collection has been missed, then the Firm is responsible for collecting the missed recycling commodities. Any missed collection, whether real or alleged will be the collection responsibility of the Firm. The Firm is responsible to collect the missed recyclables within two working days.

### **Delays**

It shall be the responsibility of the Firm to notify the City Representative within one working day of an unscheduled delay. This notification will include a proposal on how the scheduled day's work will be performed.

### **Damages**

Any damage to property whether public or private incurred during the operation of recycling collection services shall be the sole responsibility of the Firm. This includes repair/replacement of items such as fences, mailboxes and gas or water meters. The City of Manhattan shall make the final decision on responsibility for property damage in communication with the Firm's insurance carrier.

### **Appearance of Equipment/Personnel**

The appearance of recycling collection service equipment and personnel is important to the City of Manhattan as they are seen on a daily basis by the customers and citizens of the City. The Firm's and/or subcontractor's equipment and personnel must comply with all applicable federal, state and local laws.

It is recommended that the Firm provide an established plan to publicly identify equipment and personnel providing the recycling service.

### **Processing Site Facility**

The Firms processing sites must have sufficient capacity to handle the volumes of recyclable commodities collected under this contract. The sites must be able to process all recyclable material in a safe and efficient manner in a reasonable amount of time. The sites/facilities do not have to be solely dedicated to this contract.

The City reserves the right to inspect processing sites/facilities. The Firm and/or subcontractor must operate the sites/facilities in accordance with all applicable federal, state, and local laws.

### **Recyclable Commodities**

The Firm will furnish all labor, supervision, material, permits, licenses, and equipment necessary to provide collection processing and marketing of the following recyclable commodities:

Required

- A Aluminum Beverage Cans (UBC)
- B Glass: Clear, Brown, And Green
- C Newspapers (ONP)
- D Steel food cans (tin cans)
- E Plastic SPI Code I (PET) polyethylene terephthalate (beverage bottles)

F Plastic SPI Code 2 (HDPE) high density polyethylene [milk/water bottles (no pigment)]

**Optional:** Please specify types of commodities that you will agree to collect, process, and market under this contract.

- A. White Office Paper
- B. Mixed paper -junk mail, paper board, files, Kraft paper bags, and colored office paper
- C. Cardboard
- D. Other

Commodities may be added to or deleted from the contract by written agreement of the City and the Firm.

### **Reporting Requirements**

The Firm will be required to submit Annual Recycling Activity Reports on the collection processing and marketing of all recyclable commodities.

The report shall include:

- A. Amounts of recyclable commodities collected by date, route, and material
- B. Summaries of tonnage of all commodities collected by material
- C. Summaries of tonnage of all commodities sold by material
- D. Other information pertaining to this contract will be provided upon request of the City Representative

### **Cost Per Household**

All Firms will submit information on calculation on the cost per household per month for the operations of this recycling service upon request of the City.

A cost of service per household per month will be billed to customers based on a funding decision by the City Commission. Cost of this service will be negotiated based on this decision.

The Firm will submit monthly invoices for approved number of households at the designated cost per month determined by contract.

Approved actual number of households are determined through City building/development reports and can be updated quarterly by contacting City.

### **Public Education Funding**

To assure that the City of Manhattan waste reduction and diversion goals are met through this Recycling Service Program, the City will administer the marketing public education and awareness programs on recycling. This will also assure that the City is given promotional credit for the program and that the City's logo is properly used.

The Firm in good faith that increased marketing and public education will assure a successful program participation and generate recyclable commodities for sale shall pay the City the amount of \$.25 per household serviced per month for public education, marketing, promotion and advertising of recycling and waste reduction.

Payments will be made every six (6) months beginning with the signing of the contract. The notices and public education administered by the City under this provision do not alter or dismiss any obligations of the Firm to provide notice under other provisions of this Scope of Work.

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#### IV. SUBMISSION REQUIREMENTS:

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##### 1. Title Page:

- a. Firm name, address, phone number, fax number
- b. Name of Project Director

##### 2. Required Information:

- a. Description of the overall qualifications, competency and experience in providing this service and the customer service support.
- b. Proposed human resource requirements.
- c. Minimum number of households required to participate for the Firm to provide the service.
- d. Proposed list of equipment to be used for collection, processing, and marketing of recyclable commodities.
- e. Provide a plan for implementation and sustained operation of the contract.
- f. Collection schedule including dates and times.
- g. Provide a plan for customer service including requests for new and additional recycling bins, complaints, notification of holidays, and missed recycling collection problems.
- h. Provide a plan for quality assurance: reporting, proof of recycling, disposal of residual, contaminated, and not marketable commodities.
- i. Provide price proposals for collection, processing, and marketing services for the residential recycling program. The proposal should be stated in price per household per month based on approximately 9,000 households. The proposal should be stated in price per household per month for approximately 6,750 households based on an estimated 25% opt-out response out of 9,000 available households.
- j. Plans for coordinating with the City on a public education campaign prior to implementation and throughout the course of the program.
- k. Description of other relevant experiences of the Firm.
- l. List of subcontractors and subcontractor responsibilities.

##### 3. References:

List of references that can be contacted, including contact name and telephone number. Emphasize experience in communities of similar size and characteristics.

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#### V. METHOD OF SOLICITATION:

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This solicitation will be advertised in the following ways:

- Notice in the *Manhattan Mercury*, the *Junction City Daily Union*, the *Ft. Riley Post*, the *Wichita Eagle*, and the *Topeka Capitol Journal*
- City of Manhattan website and cable channel 2

- Direct solicitation sent to City of Manhattan licensed trash haulers
- Copy of proposal sent to Kansas Business & Industry Recycling Program (BIRP)

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## VI. DIRECTIONS FOR SUBMISSION:

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Five (5) copies of the project proposals must be submitted to arrive no later than 5:00 p.m. on ?. Proposals should be mailed or delivered to the following address:

Sammi Mangus  
 Assistant to the City Manager  
 1101 Poyntz Avenue  
 Manhattan, Kansas 66502

Questions concerning the project should be directed to Sammi Mangus, Assistant to the City Manager, (785) 587-2404, or [mangus@ci.manhattan.ks.us](mailto:mangus@ci.manhattan.ks.us). Questions should be submitted in writing at least three days prior to the specified due date of the RSP.

All persons entering into a contract with the City of Manhattan shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to nondiscrimination, equal employment opportunity, and affirmative action.



**COUNTY TREASURER'S OFFICE**  
*Press Release*

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

## MEMORANDUM

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**FROM:** Shilo Heger

**MEETING:** May 8, 2023

**SUBJECT:** 2022 Second Half Real Estate/Personal Property Taxes Due - Shilo Heger  
 (2 minutes)

**PRESENTER:** Shilo Heger

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### 2022 Real Estate and Personal Property Tax 2<sup>nd</sup> Half Payments

- ❖ Due Date: May 10, 2023
  - **Tax payments must be postmarked by this date**
  - Interest will start accruing on May 11<sup>th</sup>
- ❖ 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 10<sup>th</sup>
- ❖ We offer several ways to pay:
  - In person at 110 Courthouse Plaza until 5:00 pm
  - Drop box on the front of the building
  - Online - credit/debit card or E-Check: [www.rileycountyks.gov](http://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 10<sup>th</sup>, 2023

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

Enclosures:



**EMERGENCY  
MANAGEMENT/FIRE**  
*Travel Request*

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

## COMMISSION AGENDA REPORT

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**FROM:** Laurie Harrison, Emergency Management Asst Director

**MEETING:** May 8, 2023

**SUBJECT:** EM out of state travel request

**PRESENTER:** Laurie Harrison, Emergency Management Asst Director

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### **BACKGROUND**

The National CERT (Community Emergency Response Team) conference will be held in San Francisco, California June 26-July 1, 2023. This year's partners from FEMA, Fire Services Training Institute, Bay Area Urban Areas Securities Initiative, and California Office of Emergency Services are providing an enhanced training opportunity for conference attendees. The conference features training and presentations for all levels of CERT including Emergency Managers, Program Managers, Instructors, Volunteers, and CERT Partners.

Kansas Division of Emergency Management (KDEM) reached out to County Emergency Managers with grant money available for CERT members to attend the conference. KDEM is paying for fees associated with travel, lodging, and conference registration.

### **DISCUSSION**

Baldwin Fisher is 1 of the 4 chosen by KDEM to attend the conference. A few of the courses offered are animals in disasters, psychological first aid, and CERT emergency communications.

### **FISCAL IMPACT:**

All expenses will be covered by Kansas Division of Emergency Management.

**RECOMMENDATION(S)**

Emergency Management staff recommends approving out of state travel request for Baldwin Fisher.

**POSSIBLE MOTION(S)**

Move to approve out of state travel request for Baldwin Fisher.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

**Enclosures:**

- Fisher out of state travel request form (PDF)

# RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Baldwin Fisher DEPARTMENT: Emerg Mgmt

POSITION TITLE: Planner DATE REQUESTED 5/5/2023

FUND: 1-10

Travel From: MHK Date: 6/25/2023

Travel To: San Francisco, CA Date: 6/25/2023

Purpose of Travel: Attend the National CERT (Community Emergency Response Team) Conference

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☒ Administratively determined to be to the advantage of Riley County

☒ Not to exceed the cost of common carrier including food and lodging  
Mileage rate of

## ESTIMATED COST:

| Type of Expense   | Description | Amount |
|-------------------|-------------|--------|
| Transportation    |             | \$0    |
| Lodging           |             | \$0    |
| Meals             |             | \$0    |
| Registration/Fees |             | \$0    |
| Other             |             | \$0    |

Total Estimated Travel Costs: \$0

Requested by:  Date: 05 MAY 23

Approved by: \_\_\_\_\_

Department Head:  Date: 5-5-2023

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board of County Commissioners

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Riley County Clerk

cc: Department Head  
Department Assistant



**PUBLIC WORKS**  
*Project Update*

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

## MEMORANDUM

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

**MEETING:** May 8, 2023

**SUBJECT:** Public Works Project Update

**PRESENTER:** John Ellermann

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

Enclosures:

- 050823 Project Update (PDF)

## Project Update

Public Works Department

5/8/2023

### Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds.
- Looking for grants and property for lagoons

### Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

### Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check

### Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- Working with [SHPO approval of documentation of bridge.](#)

### Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

### Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- [Bid documents and date.](#)

### Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- [Bid documents and date.](#)

### Parks:

- 2<sup>nd</sup> Application for broad leaf plants.
- Work on irrigation at SE corner of park by the playground. Plant flowers if can fix.
- Planted trees in flagpole area at Keats Park. Mulch and perennials are coming soon.
- Project to level baseball field at Keats Park is complete.
- Mowing starting to pick up
- Preparing pad at CiCo park to relocate the storage container with fair equipment.

### Operations:

- Patching work in preparation for the Asphalt Overlay Project is underway.
- Gravel road maintenance. Hauled gravel to roads where needed.
- Worked on drainage structure on McDowell Creek Rd – Near Konza Prairie entrance.
- Homestead Rd pre caste box quotes received Friday.
- Upcoming concrete work:
  - Skyway Dr. joint repair and slab replacement.
  - Wildcat Creek Rd at entrance to Executive Dr.
  - Material storage pad at county shops for parks
- Preparing for Mag Chloride delivery – supplier issues (\$2.43 per gal)

### Miscellaneous

- Dump Trucks:
  - 2020 has been built and at dealer for bed and snow equipment installation.
    - Another ~\$5,000 surcharge
  - Told the other 2 will be built later this month (April)
    - ?surcharge
- RCPS Headquarters Station –Working through scoping changes. Working on CM@R agreement with BHS.
- North County Station – Schultz Construction
  - Groundbreaking today
- University Park Treatment Plant-SMH working on lagoon sizing. Working on grant and funding applications.
- Open Positions: Purchasing Agent, Custodian, Administrative Clerk I (offer), Seasonals
- Working with Clancy to get a Transfer Station contract with Hamm. Lithium-Ion batteries and unacceptable waste have been the biggest hurdle.
- Marlatt Ave design meeting with Benesch and City. MOU
- Ogden Overlook (Carl Treece)
- aTa Bus project is expected to be bid in June.
-



**PUBLIC WORKS**  
*Travel Request*

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

## COMMISSION AGENDA REPORT

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**FROM:** Mary Graham, Admin Asst II  
**MEETING:** May 8, 2023  
**SUBJECT:** Out of State Travel to PWX 2023  
**PRESENTER:** John Ellermann, Public Works Director

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### **POSSIBLE MOTION(S)**

Move to approve

Move to deny

The Board agreed by consensus to

#### **Enclosures:**

- PWX 2023 San Diego, CA John Ellermann Form (PDF)
- PWX 2023 San Diego, CA John Ellermann Memo(PDF)

# RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: John Ellermann DEPARTMENT: Public Works

POSITION TITLE: Director of Public Works DATE REQUESTED 5/08/23

FUND: Road and Bridge

Travel From: Kansas City, MO Date: August 26, 2023

Travel To: San Diego, CA Date: August 30, 2023

Purpose of Travel: To attend the 2023 PWX in San Diego, CA.

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging  
Mileage rate of

## ESTIMATED COST:

| Type of Expense   | Description                                  | Amount     |
|-------------------|----------------------------------------------|------------|
| Transportation    | Flight from Kansas City, MO to San Diego, CA | \$ 229.00  |
| Lodging           | 4 nights lodging @ \$265.00 per night        | \$ 1060.00 |
| Meals             | Meal allowance                               | \$ 282.00  |
| Registration/Fees | Conference registration                      | \$ 829.00  |
| Other             | Rental Car                                   | \$ 290.00  |

Total Estimated Travel Costs: \$ 2690.00

Requested by: John Ellermann Date: 5-2-2023

Approved by: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Board of County Commissioners \_\_\_\_\_

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Riley County Clerk

cc: Department Head  
Department Assistant



## MEMORANDUM

DATE: 5/08/23

FROM: John Ellermann

TO: BOCC

RE: Out-of-State Travel Request

The 2023 PWX will be held in San Diego, CA, August 26<sup>th</sup> to August 30<sup>th</sup>, 2023. The conference is four days of valuable information. It provides outstanding educational sessions which addresses both current and ongoing public works issues and challenges.

By attending this year's educational conference I will have the opportunity to hear about new and ongoing research and innovative ideas. Information garnered at the conference can be used to be more efficient and effective. All Public Works Departments encounter the same issues. Attending a national conference allows us to network with our peers and to gain insight into how other entities address similar type issues.

In addition to the educational sessions, I will use the Conference and Exposition to explore specific needs for the Department. With more than 400 companies showcasing the newest and best equipment and services available in the public works industry, we are able to learn about the latest innovations. The conference provides the opportunity to speak directly with company officials, see the products in person and then compare the product with other companies all in one location.

This year I will use the trade show to explore technology advances and view new equipment. Discussing issues in person provides an added benefit to just conversing over the phone. A few of the session topics offered this year includes:

|                               |                          |
|-------------------------------|--------------------------|
| Career & Personal Development | Solid Waste              |
| Construction Management       | Stormwater/Flood Control |
| Emergency Management          | Streets/Roads/Bridges    |
| Engineering & Technology      | Snow & Ice               |
| Environment/Sustainability    | Fleet Services           |
| Facilities                    | Parks & Grounds          |
| Management                    | Traffic Engineering      |
| Water & Wastewater            | Utilities/Right-of-Way   |

Riley County's' past attendance at the PWX Conference has translated into positive results for the Public Works Department.

Attachment: PWX 2023 San Diego, CA John Ellermann Memo (13384 : Out of State Travel Request)



**MUSEUM**  
*Staff Update*

**Katharine Hensler**  
Museum Director  
2309 Claflin Rd  
Manhattan, KS 66502  
Phone: 785-565-6490

## STAFF REPORT

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**FROM:** Katharine Hensler, RCHM Director

**MEETING:** May 8, 2023

**SUBJECT:** Riley County Historical Museum Staff Report

**PRESENTER:** Katharine Hensler, RCHM Director

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### Riley County Historical Museum - Director's Report

May 8, 2023

1. Visitation and Tours - In the month of April, there were 213 visitors to the Museum and 89 to the Goodnow House, 470 at the Wolf House Museum, and 81 to the Pioneer Log Cabin.

Volunteer hours for the month totaled 110.75 hours and were generated by 31 volunteers. Our RCHS Board of Directors contributed an additional minimum of 42.5 hours. The Museum had one community service worker in April who assisted with outdoor cleanup of the site with 15.5 hours.

2. Education and Outreach - April was field trip month so most of the education and outreach programs centered around planning and delivering field trips to the 4<sup>th</sup> graders of USD 383. 432 students and teachers visited the Wolf House Museum during the last two weeks of April. Nearly 30 volunteers provided hands on interpretive programs at various work stations set up around the historic property. The programs included demos on washing clothing, toys and games, foods, manners, and table service, Victorian era entertainment, 19<sup>th</sup> Century clothing and grooming practices, and cooking and food preparation/storage. Curator of Education and Design, Melanie Highsmith led the programs while other Museum staff assisted her. A few other classes from USD 383 will be coming to the RCHM and the Goodnow House in the month of May for additional field trips. The Riley County Historical Society provides grant funding to the classes to offset the cost of bus transportation to our field trip locations.

On April 18, Curator Highsmith and Director Hensler participated in the KMAN In-Focus program and spoke about the upcoming Grow Green Match Day hosted by the Greater Manhattan

Community Foundation and how the Museum and historical society participate. The funding generated during the 2023 event has been designated by the RCHS to support the restoration efforts of the Wolf Photography Studio at 624 Fremont St., a RCHS property. The event, which was held on April 21 has generated \$9,136 through 66 gifts for the effort. The RCHS is still waiting to learn the final total which will include a 50% match.

3. Collections - In the month of April, four donations of items came into the Museum. Amongst those donations, 27 individual items were included. Curator Munger was able to process six backlogged collections which totaled 47 individual items accessioned and added to the Museum collection.

Curator Munger also put many hours in last month assisting with Wolf House field trips through preparation, set up, logistics, group rotations, and cleaning.

On April 19, the RCHS Collections Committee met to review one item for consideration for deaccession from the collection. The committee requested additional information on the item before making the decision. Curator Munger will fulfill that request and will present her findings at the next quarterly committee meeting.

4. Archives and Library - Curator Glasgow managed 8 new incoming patron requests for the public and 12 requests for research support internally from both Museum staff and County employees in the month of April. There was one appointment made to use the research library and 2 walk-in patrons. She continues to follow up with outstanding requests submitted previously.
5. Building and Grounds - The County Museum facility is preparing for the spring and summer season with the support of the Parks Department and Public Works. Our landscaping has been cleaned up and looks great. We are grateful for that assistance. With the warmer weather, we will begin more intense clean up efforts to the remaining areas of the workroom, temporary storage, the Dallas Gallery, and the administrative areas.

The Kansas SHPO formally approved our research and request to install an interpretive kitchen garden at the Goodnow House State Historic Site which is co-managed by the RCHM, the RCHS, and the Kansas Historical Society. The Riley County Extension Office has been helpful in providing us with resources and once Kansas OneCall clears all utilities, we hope to break ground. Museum Assistant, Derrick Doty has spearheaded this project and has created an excellent project plan to meet both historical accuracy and provide educational opportunities that meet the mission of the RCHM. We hope to have the garden plowed, tilled, and planted by the end of May. We are currently recruiting volunteers who would like to support this new program.

The Goodnow House State Historic Site was broken into on Wednesday, April 26. Director Hensler reported this to the RCPD who investigated and ultimately made an arrest. The Kansas Historical Society is the owner of the property, and therefore is considered the victim in this case. A six over six historic window was destroyed along with two interior window shades and one historic crockery lid (noted as an artifact). The cost of repairs will fall to the Kansas Historical Society and/or the Riley County Historical Society based upon page 2, item 4 in the Goodnow House MOA. There was no damage incurred upon County property and the County has no financial obligation concerning these repairs. Due to the continued nature of vandalism and property damage at the KHS and RCHS historic sites, Director Hensler is working with both

parties to find suitable security solutions at all sites. Currently, the Riley County Historical Museum has a facility wide security system and a fire and smoke detection system.

6. Special Projects - Curator Highsmith continues to research, plan, design, and create the new temporary exhibit at the Museum which will replace the "Votes for Women" which have been on display since spring 2020. This new exhibit, which will feature tools and trade of the turn of the century medical field in Riley County, primarily from the W. H. Clarkson collection. This new exhibit will open to the public on July 1 of this year. Admission to the RCHM and its exhibits is always free.
7. RCHS - The Riley County Historical Society recently approved a contract with Talus Pay which will allow the organization to take payments with credit cards. They now have two terminals on site, a virtual terminal, and local customer support to manage the system. Gift store sales, membership dues, event ticket sales, and donations can now be made to the society through credit cards. The RCHS hopes that this will both increase their fundraising abilities and also make the payment process more convenient to their constituents.

The historical society has approved the window and door restoration contract for the Wolf Photography Studio with John Wood of Woodworks Restoration. Preliminary work began in April and should be complete by the end of the summer. This property is listed on the National Register of Historic Places as a contributing structure of a historic district and all work will meet the Secretary of Interior's Standards for Historic Preservation. Director Hensler is serving as the project manager.

Other RCHS preservation projects being completed or considered are masonry repair at the Wolf House Museum, plaster repair on the interior of the Rocky Ford Schoolhouse, the restoration of the merry-go-round on the grounds of the same site, and the pending repairs to the Pioneer Log Cabin window damaged by vandalism in March of this year.

The historical society is still working on their new website, logo, and branding package, which after much deliberation and design concept review, appears to be moving forward. The previous logo was implemented in 2014 and no longer meets design standards and the website design was last updated in 2011. This has been an ongoing project since summer 2022 and they are excited to introduce those new products in the summer of 2023. To follow will be new marketing material such as brochures and membership material, etc. These costs will be covered by the RCHS, not the County.

8. Upcoming Events - Fireside Chat with the Museum on Tuesday, May 9 at 6pm (at Flight Crew Coffee); Free and open to the public.

RCHS Quarterly Meeting with Marla Day: Sunbonnets and Calico: Clothing of the Kansas Frontier, June 20 at 7pm (at the Manhattan Public Library); Free and open

Enclosures:



**COUNTY  
COUNSELOR/ADMINISTRATIVE  
SERVICES**  
*Staff Update*

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

## STAFF REPORT

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**FROM:** Clancy Holeman, Riley County Counselor

**MEETING:** May 8, 2023

**SUBJECT:** Pending County Projects County Counselor

**PRESENTER:** Clancy Holeman

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Enclosures:

- FINAL Commission List 05.08.2023 (DOCX)

**PENDING COUNTY PROJECTS ▪ December, 2022 and through May 3, 2023 Submitted by Clancy Holeman, Riley County Counselor**

**NOTE:** The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. *All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). Bold type entries are the most recent.*

**COMMISSION LIST**

**I. Projects By Category:**

**American Rescue Plan:** Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

**Board of Riley County Commissioners:** Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant’s attorney’s office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22;12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of “RAISE” federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-

Attachment: FINAL Commission List 05.08.2023 (13386 : Clancy's Commission List)

provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities' sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23<sup>rd</sup>, February 27<sup>th</sup>, March 2<sup>nd</sup>, March 6<sup>th</sup>, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16<sup>th</sup> public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23;4-10-23; 4-11-23;4-12-23) Attend and participate in BOCC public meetings (4-13-23;4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23) ) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed "Interlocal Services Agreement" (Small Cities Sales Tax Reimbursement Agreement).(4-26-23) Attend and participate in previously described "Teams" meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) ***Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming 'field trip' by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a "fence view." Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a "fence view." I'll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23)***

**"Constitutional Protection of County Home Rule":**

## County Counselors Association of Kansas:

### County Jail Inmate Medical Care:

**Countywide Emergency Radio Communications System Upgrade:** The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

### “Dark Store”:

**District Court:** *Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)*

### Federal Rules on Vaccination Mandate:

**First Christian Church:** Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23)

**Human Resources:** Work with HR and Department Head on personnel matter. (4-5-23)

**Indigent Legal Services:** Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23)

### Intergovernmental Luncheon Meeting:

**KAC Annual Meeting (October 17, 2022):** Request registration for 2022 annual meeting. (6-3-22)

**Legislation:** Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23; 2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary. (2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237 (no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23; 3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23; 3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23; 3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually. (3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23) Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference.

(4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) ***Review portions of 127-page Conference Committee Report on SB 8 ('competition' and a host of other legislative issues. (4-27-23)***

**Leonardville North County EMS Station:** Follow up call to City of Leonardville attorney. (4-11-23) ***Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)***

**Legislation:** Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23)

**National Opioid Litigation Settlement:** Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

**NG-911 Committee (Road naming):** Attend and participate in committee meeting. (2-14-23)

**Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters:** Schedule work session for discussion of design issue related to facility. (1-27-23)

**Riley County Annual Legislative Conference:** Discussion with County Register of Deeds to schedule meeting week of December 5<sup>th</sup> to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

**Riley County District Court:** ***Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)***

**Rural Economic Development Advisory Board:**

**Staff Budget and Planning Committee:**

**White Canyon Benefit District:** White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

## **II. Projects by Department:**

**Administrative Services/County Counselor:** Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition

scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

**Riley County Appraiser's Office:** Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-22) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) ***Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23)***

**Riley County Attorney:** Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

**Riley County Clerk:** Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) ***Assist with KORA issue. (5-3-23)***

### **Riley County Community Corrections:**

**Riley County Emergency Management:** Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23)

**Riley County Emergency Medical Services:** City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

#### **Riley County Extension:**

**Riley County Fire District No. 1:** Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. ***(4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)***

#### **Riley County GIS:**

**Riley County Health Department:** Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

#### **Riley County Historical Museum:**

**Riley County Human Resources:** Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist

HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) ***Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23)***

**Riley County Information Technology/GIS:** Participate in staff working group discussion of network security improvement. (12-19-22)

**Riley County Museum:** *Advise Director on question raised on behalf of Historical Society. (5-3-23)*

**Noxious Weeds/Hazardous Household Waste:** *Discuss with department head upcoming potential property leases of county ground. (5-3-23)*

**Riley County Planning & Development:** Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) ***Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23)***

**Riley County Public Information Officer:** Work with PIO scheduling my review of 2 proposed policies. (4-5-23)

**Riley County Public Works:** Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting

with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) **Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract**

Attachment: FINAL Commission List 05.08.2023 (13386 : Clancy's Commission List)

*issues on Transfer Station and County Complex waste pickup . (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23)*

**Riley County Register of Deeds:** Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

**Riley County Treasurer:** Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

**RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”):** Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

### **III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:**

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff (3-6-23)

**Administrative Matters:** Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23) ***Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23)***

### **Continuing Legal Education:**

**County Counselor Association of Kansas:** Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) ***Confirm with Jay Hall presenter's availability to present during June 16<sup>th</sup> “virtual” mid-year***

**association CLE. (4-28-23)**

**Department Head Committee:** Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23)

**Intergovernmental Luncheon:** Attend meeting. (2-27-23)

**Kansas Association of Counties:**

**Staff Budget and Planning Committee:** Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

**Staff Riley County Employee Day Planning Committee:** Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23)

**Staff Road Renaming Committee:** Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## MEMORANDUM

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**FROM:** JILL SEATON

**MEETING:** May 8, 2023

**SUBJECT:** 2024 BUDGET REQUEST

**PRESENTER:** CLANCEY HOLEMAN

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**Enclosures:**

- ADMIN SERVICES 2024 (PDF)
- Admin Services 2024 (XLSX)



COUNTY COUNSELOR

DEPARTMENT OF ADMINISTRATIVE SERVICES

## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** Clancy Holeman, Riley County Counselor

**DATE:** Presentation – May 8, 2023

**SUBJECT:** Department of Administrative Services' 2024 Budget Request

Dear Commissioners:

This is my analysis of this department's budget request for 2024.

My total **2024** budget request for “contractual services, commodities and capital outlay” (the “three C’s”) is **\$51,795**. This request represents an approximate 8.08% increase from the amount which was budgeted for our department for **2023** (\$47,925). This **2024** proposed budget is intended to meet the projected actual **2024** needs of this department. My factual analysis of the reasons supporting my request follows.

### LINE ITEMS WITH INCREASES

Within this department's proposed 2024 budget there are four (4) line items with an increase from our approved 2023 budget:

- Line 2010 – “Postage/Freight/Shipping”.

**Reason:** I've proposed a \$500 increase for this line item based upon our expected increased costs for the mailing of property tax correspondence related to our annual property tax foreclosure sale. We have learned to increase the use of “priority” mailing to prove actual receipt by those contacted. This helps resolve property tax issues more efficiently.

- Line 2110 – “Advertising & Legal Publications”.

**Reason:** I've proposed a \$100 increase for this line item, as an estimate. It is based upon our recent experience with the advertising costs we incurred to fill this Department's planned vacancy in the Deputy position—based upon the scheduled

Attachment: ADMIN SERVICES 2024 (13365 : ADMINISTRATIVE SERVICES)

retirement of the incumbent. Those same costs will be necessary to advertise for the vacancy in my position given my scheduled retirement at the end of 2024.

- Line 2200 – “Office Equipment Rental”

**Reason:** I’ve proposed a \$500 increase on this item because we expect our recently increased expense for the use of our leased copier to continue.

- Line 2640 - “Legal Services”.

**Reason:** I’ve proposed a \$5,000 increase in this line item. That’s an increase of 33.33 % from its 2023 amount. From this line item we pay outside specialized counsel to represent Riley County in BOTA hearings. The financial stake to the County and its taxpayers will likely increase as the “Dark Store” appraisals of “big box” stores continue. In my opinion, we carried an artificially low budget figure in this line item during 2020, 2021 and 2022. We were able to do so because it takes time for BOTA appeals to move through the system. But there is now a string of those “Riley County” cases pending for docketing and hearing before BOTA. Some will likely come to trial in 2023/2024. The property tax dollars at risk (plus the interest from the general fund due on any necessary refunds ordered) are significant. Added to those “Dark Store” litigation costs, we expect the noticeably high number of property tax appeals will require outside counsel to become more involved in selected “ordinary” (non-“Dark Store”) property tax appeals before BOTA. Based upon conversations I’ve had with our Appraiser, along with the opinion of experienced outside counsel, I’m convinced this proposed increase is a reasonable one to adequately fund this BOTA work.

- Line 2710 – “Transcripts”.

**Reason:** I’ve proposed a \$350 increase in this line item. We have had an increasing need to pay for the preparation of transcripts of trials on the Code Enforcement side of this office’s operations. Whether it’s a contempt proceeding we’ve filed in District Court, or an appeal from the District Court, it’s necessary to pay for transcripts more frequently than in the past. This proposed increase should meet that need in 2024.

- Line 2760 – “Consultant Fees”.

**Reason:** I’ve proposed a \$500 increase in this line item in order to assist with funding any necessary additional work by our consulting engineer for the on-going “Keats Sewer Benefit District” project, as staff continues to search for a lagoon location.

#### LINE ITEMS WITH DECREASES

- Line 2040 – “Internet Access”.

**Reason:** I’ve proposed elimination of the previously budgeted amount of \$480. It funded internet access for an office iPad available for projection of exhibits during trials. I believe we can do without this tool for now.

- **Line 2720** – “Witness Fees”.

**Reason:** I’ve proposed a \$2,000 decrease in this item. That’s based upon our recent experience. Leaving \$500 in this line item should be sufficient for subpoena costs in trials during 2024.

### CONCLUSION

Fourteen of the remaining line items in this department’s proposed 2024 budget remain flat-at the same level of funding we were provided in our 2023 approved budget. I’ve made no 2024 request for two-line items. So, I ask that these following line items be removed from our department’s worksheet in the future:

- **Line 2040-** “Internet Access”.
- **Line 2420-** “Repair/Maintain Other Office Equipment”.

As submitted, I believe this request for 2023 will provide this department with the resources necessary to carry out its mission consistent with this Board’s budgetary goals.

Riley County, Kansas  
2024 Budget  
Administrative Services Department  
001-004

| PERSONNEL                                              | 2022              | 2022              | 2023              | 2023              | 2024              |
|--------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Position Title - Full Time                             | BUDGET            | ACTUAL            | BUDGET            | TO DATE           | BUDGET            |
| Counselor                                              | 1.00              | 1.00              | 1.00              | 1.00              | 1.00              |
| Deputy Assistant Counselor                             | 1.00              | 1.00              | 1.00              | 1.00              | 1.00              |
| Office Manager                                         | 1.00              | 1.00              | 1.00              | 1.00              | 1.00              |
| Senior Legal Assistant                                 | 1.00              | 1.00              | 1.00              | 1.00              | 1.00              |
| <b>TOTAL NUMBER OF EMPLOYEES</b>                       | <b>4.00</b>       | <b>4.00</b>       | <b>4.00</b>       | <b>4.00</b>       | <b>4.00</b>       |
| <b>EXPENDITURES</b>                                    |                   |                   |                   |                   |                   |
| <b>PERSONNEL SERVICES</b>                              |                   |                   |                   |                   |                   |
| 1001 Salaries (Full Time)                              | \$ 432,880        | \$ 458,630        | \$ 539,658        | \$ 119,105        | \$ 485,688        |
| 1005 Overtime                                          | 1,152             | 10                | 1,616             |                   | 2,202             |
| 1504 FICA                                              | 33,203            | 32,191            | 41,408            | 9,101             | 37,324            |
| 1506 Health Insurance                                  | 94,836            | 53,641            | 118,269           | 13,882            | 104,848           |
| 1508 KPERS Retirement                                  | 40,799            | 43,394            | 53,586            | 11,232            | 50,058            |
| 1510 State Unemployment Tax                            | 434               | 387               | 541               | 145               | 488               |
| <b>TOTAL PERSONNEL SERVICES</b>                        | <b>\$ 603,304</b> | <b>\$ 588,252</b> | <b>\$ 755,078</b> | <b>\$ 153,465</b> | <b>\$ 680,608</b> |
| <b>CONTRACTUAL SERVICES</b>                            |                   |                   |                   |                   |                   |
| 2010 Postage/Freight/Shipping                          | 1,000             | \$ 1,340          | \$ 1,500          | \$ 812            | \$ 2,000          |
| 2030 Cellular Phone Services                           | 1,560             | 1,560             | 1,560             | 390               | 1,560             |
| <del>2040 Internet Access</del>                        | <del>480</del>    | <del>480</del>    | <del>480</del>    | <del>40</del>     |                   |
| 2080 Printing/Duplication Services                     | 100               |                   | 100               |                   |                   |
| 2110 Advertising & Legal Publications                  | 1,000             | 805               | 1,000             | 901               | 1,100             |
| 2200 Office Equipment Rental                           | 5,500             | 5,594             | 6,000             | 2,203             | 6,500             |
| 2275 Records Preservation                              | 400               | 341               | 430               | 68                | 430               |
| 2300 Tax Payment                                       | 15                | (6)               | 15                |                   | 15                |
| <del>2420 Repair/Maintain Other Office Equipment</del> |                   |                   |                   |                   |                   |
| 2430 Computer Software Maintenance/Support             | 218               | 218               | 250               |                   | 250               |
| 2510 Mileage/Tolls/Parking/Rental                      | 500               | 346               | 500               | 101               | 500               |
| 2520 Lodging                                           | 500               | 201               | 1,000             |                   | 1,000             |
| 2540 Meals                                             | 1,000             | 639               | 1,000             | 28                | 1,000             |
| 2550 Dues & Memberships                                | 1,515             | 905               | 1,515             | 70                | 1,515             |
| 2560 Training & Registrations                          | 2,000             | 1,616             | 2,000             |                   | 2,000             |
| 2570 Subscriptions                                     | 5,500             | 6,308             | 5,500             | 1,206             | 5,500             |
| 2615 Recording Fees                                    | 250               | 80                | 300               |                   | 300               |
| <del>2620 Court Costs</del>                            |                   |                   |                   |                   |                   |
| 2640 Legal Services                                    | 13,500            | 1,457             | 15,000            |                   | 20,000            |
| 2700 Bonding Services                                  | 500               | -                 |                   |                   |                   |
| 2710 Transcripts                                       | 500               | 3,730             | 650               | 228               | 1,000             |
| 2720 Witness Fees                                      | 70                | 1,485             | 2,500             |                   | 500               |

|                                          |                   |                   |                   |                   |                   |     |
|------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----|
| 2760 Consultant Fees                     |                   |                   | 149               |                   |                   | 500 |
| 2990 Other Contract Services             | 1,200             |                   | 1,274             |                   |                   |     |
| <b>TOTAL CONTRACTUAL SERVICES</b>        | <b>\$ 37,308</b>  | <b>\$ 28,521</b>  | <b>\$ 41,300</b>  | <b>\$ 6,046</b>   | <b>\$ 45,670</b>  |     |
| <b>COMMODITIES</b>                       |                   |                   |                   |                   |                   |     |
| 3010 Office Supplies                     | 4,450             | \$ 2,432          | \$ 4,450          | \$ 700            | \$ 4,450          |     |
| 3020 Books & Publications                | 500               | 352               | 500               |                   | 500               |     |
| 3040 Clothing                            |                   | -                 | -                 |                   |                   |     |
| 3080 Fuel & Lubricants                   | 50                | -                 | 75                |                   | 75                |     |
| 3135 Furniture < \$100                   |                   |                   | -                 |                   | -                 |     |
| 3990 Other Supplies/Materials            |                   | -                 | -                 |                   | -                 |     |
| <b>TOTAL COMMODITIES</b>                 | <b>\$ 5,000</b>   | <b>\$ 2,784</b>   | <b>\$ 5,025</b>   | <b>\$ 700</b>     | <b>\$ 5,025</b>   |     |
| <b>CAPITAL OUTLAY</b>                    |                   |                   |                   |                   |                   |     |
| 4010 Office Equipment                    |                   | \$ 79             | \$ -              |                   | \$ -              |     |
| 4030 Telecommunications Equipment        | 450               | -                 |                   |                   | -                 |     |
| 4040 Furniture > \$100                   | 1,000             |                   | 1,000             |                   | 500               |     |
| 4050 Technology Hardware                 | 200               | -                 | 200               |                   | 200               |     |
| 4060 Computer Software                   | 400               | -                 | 400               |                   | 400               |     |
| <b>TOTAL CAPITAL OUTLAY</b>              | <b>\$ 2,050</b>   | <b>\$ 79</b>      | <b>\$ 1,600</b>   | <b>\$ -</b>       | <b>\$ 1,100</b>   |     |
| <b>TOTAL OPERATING EXPENDITURES</b>      | <b>\$ 645,612</b> | <b>\$ 619,557</b> | <b>\$ 801,403</b> | <b>\$ 160,211</b> | <b>\$ 731,303</b> |     |
| <b>TOTAL EXPENDITURES LESS PERSONNEL</b> | <b>\$ 44,358</b>  | <b>\$ 31,384</b>  | <b>\$ 47,925</b>  | <b>\$ 6,746</b>   | <b>\$ 51,795</b>  |     |
| <b>TOTAL EXPENDITURES</b>                | <b>\$ 647,662</b> | <b>\$ 619,636</b> | <b>\$ 803,003</b> | <b>\$ 160,211</b> | <b>\$ 732,403</b> |     |



**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

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

**MEETING:** May 8, 2023

**SUBJECT:** 2024 Budget Requests for Additional and Expanded Positions

**PRESENTER:** Elizabeth Ward

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### **BACKGROUND**

Each budget cycle, Department Heads are given the opportunity to present their requests for expanded positions in their respective departments, as part of the Strategic Planning process.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

The totals below include the cost of wages and benefits.

### **FISCAL IMPACT**

| Department             | Position                                                                                                                                           | Hours      | Total Request<br>(Wage + Benefits) |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------|
| Planning & Development | Environmental Health Specialist - <i>New Position</i><br>Existing PD – Range 16<br>Starting Rate, \$2,664.80/pp                                    | 2080 hours | \$96,652.30                        |
|                        | <b>Planning &amp; Development Budget Request</b>                                                                                                   |            | <b>\$96,652.30</b>                 |
| EMS/Ambulance          | 3 Lieutenant positions – <i>Expanded positions</i><br>Existing PD – Range LIEUT<br>Starting Rate, \$24.77/ph<br>(Each position costs \$162,111.14) | 3080 hours | \$107,014.23                       |
|                        | <b>EMS/Ambulance Budget Request</b>                                                                                                                |            | <b>\$107,014.23</b>                |
| County Attorney        | Assistant County Attorney<br>Existing PD – Range FF<br>Starting Rate, \$4116.55/pp                                                                 | 2080 hours | \$149,307.14                       |
|                        | <b>Attorney Budget Request</b>                                                                                                                     |            | <b>\$149,307.14</b>                |
|                        | <b>Total all New Requests</b>                                                                                                                      |            | <b>\$352,973.67</b>                |

## **DISCUSSION**

Please see attached enclosures for each position requested.

## **RECOMMENDATION(S)**

Recommendation is to consider each position individually as a separate motion as to what shall be included in the 2024 budget preparation.

## **POSSIBLE MOTION(S)**

Move to approve, deny, or amend each position individually as presented in the above chart.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

### **Enclosures:**

Planning & Development - Position Justification

Environmental Health Specialist Position Description

EMS/Ambulance - Position Justification

EMS Lieutenant - Position Description

County Attorney - Position Just  
Assistant County Attorney - Position Description

Enclosures:

- 2024 budget EHS request memo (DOCX)
- Planning Development Environment Health Specialist Position Description (DOCX)
- EMS 2024 Lt. Justification (DOCX)
- EMS-Lieutenant position description (DOC)
- New Attorney request (DOCX)
- Assistant County Attorney position description\_ (DOCX)



## PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

**Date:** March 21, 2023  
**To:** Elizabeth Ward, Human Resources Manager  
**From:** Amanda Webb, Planning Director  
**Re:** Request for additional Environmental Health Specialist position – 2024 budget

---

Riley County is currently served by one full-time Environmental Health Specialist (EHS) position within the Planning & Development Department. This position is currently vacant.

Prior to summer 2012, the EHS position was housed within the Health Department and funded by an LEPP grant. While in the Health Department, this position was supported by 2-3 administrative staff. In summer 2012, the position was transitioned into the Planning & Development Department which makes sense as this position is heavily involved with land development. No additional staff were brought over with this position.

The position is involved in a wide variety of job tasks and responsibilities. All of these occur within unincorporated Riley County, but some also take place within incorporated city limits:

- Wastewater systems including new, replacement, and repair systems. The EHS performs soil profile evaluations to determine the suitability of soil for a type of system (standard, alternative, or lagoon) and best location, performs a wide variety of inspections for new, existing, failing, and other wastewater systems, writes reports and provides reports to other entities, and issues permits.
- Private wells – inspections, reporting, permitting. Also performs water testing for any private well (we are the only lab in the area, and we occasionally receive samples from out of the county).
- Environmental System Evaluations (home loan inspections) – the EHS reviews the health and functionality of the wastewater system and private well. ESEs are not required but are strongly recommended. We have discussed requiring them as they are very important and provide a lot of useful information but would not have the staff to be able to do so.
- Pumping reports – septic tanks must be pumped every five years and a report submitted to this department. The EHS reviews the report to ensure the system is functioning properly and no repairs are needed.
- Installer testing/licensing. The EHS must train and proctor an exam to anyone who would like to become a licensed installer in Riley County, and he must observe their first full installation. The EHS must also inspect the installer's equipment for use.
- School inspections – mandated by the state (includes concession stands)
- Daycare inspections – well and septic. The Health Department Childcare licensing staff do the rest of the inspection.
- Kennel inspections
- Mobile home park inspections – any associated wells and septic systems. The Planning Compliance Specialist completes the rest of the inspection.

- Public Education – has attended multiple school related functions to help teach students about groundwater movement, contaminated wells, and septic or other underground storage tanks, among other topics.
- Public health complaints (City and County) – anything impacting the health and safety of the population, be it physical or environmental.
- Natural disasters and outcomes: including flooding, mold, tornado debris, contaminated wells, disposal questions, household hazardous waste items.
- Special projects including sewer benefit districts, Solid Waste Management Committee, reviewing alternative wastewater manuals for use in the county, radon and radon mitigation, food establishment complaints.
- Maintain Registered Environmental Health Specialist (REHS) certification and credentials
- Customer service/phones/counter

As Riley County is so large geographically, it can sometimes take up to two hours round trip to get to a site visit. Some inspections require two people. Many counties around the state have a minimum of two EHS positions:

- Pratt County (pop. approximately 10,000): Two EH positions that also do noxious weed, including one director.
- Lyon County (pop. 33,251 plus Chase County pop. 2,637): Three EH specific positions including a supervisor.
- Reno County (pop. 61,000): Three EH specific positions, including one supervisor, with a single administrative assistant.
- Saline County (pop. 69,147 between four counties including Saline, Ellsworth, Ottawa, and Lincoln): Two EH specific positions with a shared administrative assistant.
- Wynadotte County (pop. 166,000): Four EH specific positions, including one director and one supervisor with a single administrative assistant.
- Shawnee County (pop. 177,000): Three EH specific positions, but they also have dedicated Child Care workers, one manager, and one clerk.
- Johnson County (pop. 602,401): Four EH specific positions with shared administrative staff. (Note that while Johnson County has a high population, most of the county contains city water, rural water, and public sewer systems. The EH positions they have deal with private wastewater systems and wells).

Environmental Health permitting is unpredictable. We cannot anticipate when a wastewater system might fail and the severity of that failure. We cannot foresee when a seller may request a home loan inspection and as happens on occasion, if that inspection will reveal deficiencies that need repair. Submitted pumping reports may also reveal deficiencies needing attention. We cannot predict how much time one permit may take, especially factoring in the specific characteristics of a property. There's rarely "one-size-fits-all." This is all in addition to property owners wanting to build new homes or structures with plumbing, people needing to replace major or minor components for various reasons, and all the other inspections sprinkled throughout the year (kennels, daycares, schools, active alternative wastewater systems, wells, etc.). This also doesn't include the public health issues such as mold and unsafe living conditions that the EHS covers for all of Riley County, including within incorporated city limits.

I've shown graphs and charts comparing annual permit numbers in the past (this information is also included in my monthly BOCC updates and the department annual reports). These numbers only prove how unpredictable environmental health truly is. We may issue fewer new wastewater permits in one month versus an increase in repair permits, and the next month could be completely different. These charts and graphs do not, and will not, show a clear upward trajectory of permits processed. If we could see a trend to these types of permits, it might be easier to control workflow and efficiencies, but that's not the case with most Planning & Development permits, licenses, or processes. We can't really know year after year (or, almost

day to day) what landowners will need or want to do with their properties. Riley County is growing, so we do know the workload will continue to increase overall.

This is the third consecutive year I have made a request for an additional EHS position. In 2022, the EHS at that time was unexpectedly out of the office for an extended amount of time. We were lucky enough to secure contract assistance while he was out. In March 2023, the person who occupied the EHS position left to take a job with another community, thus leaving the county without many environmental health services. If we had a second EHS position, both issues could have been avoided.

#### Options:

Though I'm having a hard time filling one position, let alone two, that doesn't negate the fact that a second EHS is necessary. If there were two, we wouldn't have to worry about coverage should someone go on vacation, be out an unexpected extended period, or leave their position. We'd always have another person to keep things moving. Here are some potential options for EH assistance:

1. Regular, full-time experienced EHS: A second Environmental Health Specialist, matching the current job description and qualifications, including being a Registered Environmental Health Specialist (REHS), would be the best option for Riley County. The County would then be served by two positions who can simultaneously perform all the duties described above. Starting salary is \$63,460 annually based on 2022 professional pay scale and current job description. Benefits would be budgeted at \$25,384. Total compensation for this position would be \$88,844 that would need to be added to the proposed 2024 Planning & Development budget.
2. Regular, full-time entry-level EHS: A second less costly option is to create a position for an entry level Environmental Health Specialist who could perform some of the more basic duties such as: water testing, well inspections/permits/reports, soil evaluations, code enforcement and violation assistance, and issuing a variety of other environmental health permits. This position could perform some higher-level duties over time with training and experience. If this option is approved, a job description would need to be created and evaluated by McGrath to establish a proper pay grade. However, because it is an entry level position it would be lower pay than the current Environmental Health Specialist position because we would require less experience, less responsibilities, and would not require REHS.
3. As-needed EHS: This position would likely be more entry-level in nature but would still require a combination of education and experience in the field of environmental health. It would not be a benefits eligible position and would be capped at 1,000 hours per year.
4. Contract assistance: This would give the county some of the support, either via experienced EHS or entry-level EHS without it being a permanent benefits eligible position. We would pay a to-be-negotiated hourly rate.
5. Full time Clerical Assistant: Lastly, another potential option is to increase the part time as-needed Clerical Assistant position to a full-time regular position. This is an option that won't address the technical tasks, but the office/paperwork requirements of the position. The EHS prepares many reports, processes paperwork, and tracks project status (among other office tasks). The Clerical Assistant could help with this portion to take some of the burden off the one EHS to free them up for field work. This would require the county to pay for benefits in addition to a full-time salary.

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                                        |                  |           |
|---------------------|----------------------------------------|------------------|-----------|
| <b>Job Title:</b>   | <b>ENVIRONMENTAL HEALTH SPECIALIST</b> |                  |           |
| <b>Department:</b>  | Planning & Development                 | <b>Division:</b> |           |
| <b>Reports To:</b>  | Director of Planning & Development     |                  |           |
| <b>Pay Range:</b>   | <b>16</b>                              | <b>Status:</b>   | Full Time |
| <b>FLSA Status:</b> | Exempt                                 |                  |           |

**Position Summary:** The Environmental Health Specialist promotes the environmental health of Riley County through the enforcement of the Sanitary Code, provides education to the public regarding environmental health programs/regulations, and by provides inspection and technical assistance services for water and wastewater systems.

### ESSENTIAL FUNCTIONS:

#### Water

- Conducts field inspections and writes reports regarding private water supplies (e.g. inspects sites for drilling, evaluates wellhead construction, and promotes the wellhead protection program.)
- Issues permits for all water wells and verifies submission of well plugging reports to the state.
- Conducts laboratory testing of well water for Nitrates, Coliform Bacteria, Fluoride, Hardness, Alkalinity, Sulfates, Iron, Chlorides, and Free Cl<sub>2</sub>.
- Assists public with questions regarding water softening, water remediation, UV treatment, chlorination, reverse osmosis, and proper protocols for removal of toxic materials from water wells.
- Monitors bacteria and nitrate testing on Type II water supplies, Agritourism and Short-Term Rental well sites.

#### Wastewater

- Conducts field inspections and writes reports regarding private wastewater disposal systems (e.g., evaluates proposed sites, conducts soil profile tests, and designs repair of existing systems).
- Composes training manual/materials and conducts training for installers and septage haulers.
- Issues system installation/new construction permits, and repair permits for wastewater systems.
- Conducts inspections of active alternative private wastewater disposal systems and maintains a database for each system.

#### General

- Answers requests for assistance and investigates environmental health complaints.
- Maintains knowledge of and enforces the provisions of the Riley County Sanitary Code.
- Obtains grants to support program and submits paperwork per grant requirements.
- Educates the public regarding environmental health issues through presentations, website information, media releases or other appropriate means.
- Conducts school inspections.
- Conducts kennel inspections.
- Conducts and assists the Riley County Health Officer with public health complaints.

### SECONDARY FUNCTIONS:

- Assists Health Officer with other duties as directed.
- Assists Emergency Management in emergency response as directed.
- Performs other duties as assigned.

### Position Requirements:

**Education:** Bachelor's degree from an accredited college or university in natural science,

Updated 2023

Attachment: Planning Development Environment Health Specialist Position Description (13317 : New and Expanded Position Requests)

environmental health or public health with at least 45 credit hours of classroom and laboratory coursework in math, biology, microbiology, geology, chemistry, environmental engineering and physics.

**License(s)/Certification(s):** Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) certification from the National Environmental Health Association or ability to obtain REHS/RS certification within 6 one (1) year months of employment. Valid driver's license is required.

**Knowledge and Experience:** Advanced knowledge of the principles and techniques of environmental health, and the regulations and standards that apply. Knowledge of on-site water supply and on-site wastewater treatment methodology. Knowledge of groundwater flow and patterns. Knowledge of the principles of business letter writing and basic report preparation, including the use of the English language, spelling, grammar and punctuation. Minimum one year experience working with environmental health regulations or related experience required. Experience in conducting environmental inspections required. Two (2) years' experience with private water and wastewater system regulation preferred. Experience working in local government preferred. Advanced training in the inspection and operation of various types of alternative wastewater systems preferred.

**Skills:** Competent organizational skills and the ability to work effectively with the public, other agencies, and other county staff. Ability to assess situations and make decisions independent of supervision. Ability to multi-task and resolve problems in a timely manner. Ability to communicate effectively both orally and in writing. Skill in the use of a personal computer and related software. Ability to locate property, read maps and read legal descriptions. Ability to walk and stand for extended periods of time on uneven terrain and in various weather conditions. Ability to recognize and respond appropriately to potential physical threats in the field, e.g. snakes and other animal bites, poison ivy. Ability to follow protocols and established regulations.

**Supervisory Controls:** This position is expected to operate independently without a great degree of supervision. The Director defines overall objectives and assists the employee with unusual situations which do not have clear precedent. The employee establishes priorities and deadlines, plans and carries out the successive steps and handles problems and deviations in the work tasks independently and seeks guidance from the Director when needed.

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Guidelines:** County, State, and Federal regulations relating to environmental health are the guidelines for decisions. Some of the regulations are very plainly written and easily adapted to a specific question. Other regulations are outdated and do not pertain to current day problems. Therefore, judgment and interpretation are required in applying the regulations. The employee may also determine which of several established alternatives to use. Situations to which existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the director.

**Complexity:** The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships. Alternative private wastewater disposal system inspections involve the use of complex equipment and the interpretation of readings and data to determine proper system operation and needed corrective measures. These inspections also involve the potential for contact with raw sewage (a potential hazard) which therefore requires the use of proper techniques and precautionary measures.

**Scope and Effect of Work:** The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services. The alternative private wastewater disposal system inspections requires independent investigation, data evaluation and determination of corrective measures needed.

**Personal Contacts:** The contacts are generally with members of the general public, as individuals or groups, in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

**Purpose of Contacts:** The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. The employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. The work is often sedentary, and the employee can sit comfortably to do the work. Site inspections, however, require some physical exertion with occasionally having to walk over rough, uneven or rocky surfaces. Average or above-average agility is important. Periodic lifting of heavy objects is required. Stress is inherent to the position by having to deal with difficult persons and/or situations. Must have required immunizations as per OSHA 1910.1030 Bloodborne Pathogens Rule.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. Job may involve significant stress during certain periods of difficult interactions with the public or high demands by the Director or other staff members.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



## RILEY COUNTY

Emergency Medical Service  
2011 Claflin Road  
Manhattan, KS 66502

Commissioners,

Riley County EMS has worked under the current organizational structure since 1995. This structure included a full time Director, Assistant Director and 1 Captain and 1 Lieutenant on each shift. Since this time, our department has changed:

- Call volume has tripled.
- Stations have increased from 2 to 5 with proximity of stations changing from 2011 Claflin and
- 11<sup>th</sup> and Poyntz to now include station at the Manhattan Airport, the Riley County Public Works and in North Riley County.
- Full time staff have increased from 15 to 39 budgeted positions by the end of 2023.

### **Increased government mandates and public expectations:**

- A longer processing time of writing run reports
- More Quality Assurance in terms of volume and depth.
- Staff training needs including safety, focused special needs training and less reliance on 'canned' training courses in favor of internal programs more specific to our department and community needs.

In 2022 we found our department lacking in station level leadership, particularly in the outlying stations where we found ourselves relying on staff to lead the department who don't have the training, or the information to make these leadership decisions. This led to an in-depth analysis of our department structure, strengths, and weaknesses, and identified areas for improvement. Some of the areas identified included better forms of consistent communication, understanding the ever-evolving needs of the department and improvement of day-to-day operations.

We addressed these issues by having the captains make more station visits. We found this to be extremely difficult due to the operational needs of the department and the captains' roles with purchasing, scheduling, maintenance, training, and other ancillary duties. To do this effectively, the captains would have to make a visit to 5 stations every 3-shift rotation, while responding to 911 calls and managing the department's operational needs.

Based on this evaluation and our expanded operational needs, we recommend the creation of station lieutenants, as well as 1 administrative Lieutenant. These lieutenants will oversee every station and the operations as well as continuing to run calls as a staff Paramedic. An administrative Lieutenant is needed to assist with data entry, fulfilling operational needs such as stocking and resupply, training, and other related tasks.

Common practice in emergency services is to have 1 lieutenant per ambulance or 1 lieutenant per station/per day, as well as 1 shift Captain per day. We believe we can remain increase our needed

effectiveness a by adding only the Lieutenant position to each station and continue to rely on our current Captain staffing profile for the oversight of each shift.

By adding these additional Lieutenant positions, we will also address retention and succession planning needs in the department. Currently RCEMS employees have a lack of upward mobility. RCEMS has a very good core of young professionals who are looking for more responsibility and a reason to stay involved within our department. These positions would allow for better retention of some staff we have identified as key contributors now and in the future.

This request for additional leadership will give us 1 Lieutenant per station and one (1) administrative Lieutenant. The addition of these 3 positions will not increase the number of staff at RCEMS and these professionals will continue their primary role as Paramedics.

**Fiscal Impact:**

The 3 requested Lieutenant positions would be transitioned from 3 of the current paramedic positions. The average annualized cost of 3 paramedic positions, including wages and benefits, is \$126,439.73. The average cost of 3 Lieutenant positions is \$162,111.14.

| Current 2024 budget request | Cost of 3 LT's | Annualized difference |
|-----------------------------|----------------|-----------------------|
| \$379,319.19                | \$486,333.42   | \$107,014.23          |

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                        |                |                  |
|---------------------|------------------------|----------------|------------------|
| <b>Job Title:</b>   | <b>EMS Lieutenant</b>  |                |                  |
| <b>Department:</b>  | EMS/Ambulance Services |                |                  |
| <b>Reports To:</b>  | EMS/Ambulance Captain  |                |                  |
| <b>Pay Grade:</b>   | <b>Lieutenant</b>      | <b>Status:</b> | <b>Full Time</b> |
| <b>FLSA Status:</b> | Non-Exempt             |                |                  |

**POSITION SUMMARY:** In cooperation with the Captain, the Lieutenant is responsible for planning, coordinating, and utilizing shift personnel to address the operational activities of the department. Will lead and provide direct patient care within their scope of practice independently and in support of their partner in the pre-hospital and inter-facility transfer settings. Will provide leadership to staff as well as participate in the care and maintenance of facilities, equipment, and ambulances. Must set a standard for ability to work independently, prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMS works 12/24/36 hour shift structures.

### ESSENTIAL FUNCTIONS:

- Assists the Captain in planning, coordinating, and utilizing shift personnel in the delivery of quality patient care and non-patient care activities of the department.
- Provides leadership in specific operational functions of the department.
- Proficiently performs skills in the scope of a Paramedic in a compassionate caring manner.
- Proficiently performs ALS skills: advanced airway management, IV/IO insertion, medication administration, three and 12-lead EKG placement and interpretation, defibrillation and pacing, chest decompression. This list is not all inclusive.
- Ability to lead, anticipate and react to partners needs in support of patient care.
- Ability to lead staff and work independently, multi-task and manage a multi-casualty scene.
- Maintains professional image and promotes harmonious relationships among EMS, health care and other public service personnel and encourages communication at all levels.
- Accurate and timely documentation of the electronic medical record
- Shows initiative participating in routine shift duties (daily, weekly, and monthly activities)
- Is available for event standby time per guidelines.

### SECONDARY FUNCTIONS:

- Provides effective leadership that communicates philosophy, objectives, goals, mission, vision and plans for improvement and growth to all employees.
- Maintains positive and professional relationship with local emergency service providers, hospital administrators, and with physicians and other health care providers.
- Ensures employees continuously meet and maintain the required qualifications, certifications, and competence required for staff members who provide care, treatment, and services.
- Performs other duties as assigned.

### POSITION REQUIREMENTS:

**Education:** High School diploma or equivalent

### Certificate(s)/License(s):

- Kansas Certified Paramedic required.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.

Updated Jan 2023

Attachment: EMS-Lieutenant position description (13317 : New and Expanded Position Requests)

- Advanced Cardiac Life Support credentialed from the American Heart Association (AHA) within 6 Months of hire.
- BLS Provider credentialed from the American Heart Association (AHA) or Riley County EMS within 6 months of hire.

One or more of the following:

- Pediatric Advanced Life Support or Emergency Pediatric Care within 6 months) of hire date.
- Advanced Medical Life Support (AMLS) required within 6 months of hire.
- Successful completion RCEMS credentialing program.
- ICS Command level training

**Experience:** 3 years' experience in EMS required. 1 year experience as a Paramedic required. Past leadership/supervisory experience preferred. 1 years' experience at RCEMS preferred.

**Skills:** Ability to appraise emergency medical services and making appropriate decisions that could affect the population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Must demonstrate compassion and professionalism and ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Ability to participate in leadership meetings and activities outside of normal shift hours. Ability to work in severe adverse weather conditions. Ability to work under stress at a high pace, high demanding environment while leading and coordinating multiple activities simultaneously. Ability to take or provide instructions to multiple individuals while prioritizing work tasks.

**Supervisory Controls:** Duties are performed independently and on own initiative in accordance with established procedures and policies Employee and Department Head (or designee) consult to set deadlines, define the scope of major projects, and determine the type of work to be done. The EMS Captain/Director (or designee) provides occasional direction and reviews work.

**Supervisory Responsibility:** This position has supervisory responsibilities of shift personnel on a routine basis and other EMS staff during events or special circumstances.

**Guidelines:** Federal, State, and County laws and regulations are the basic guidelines. Established principles of emergency medical services and written emergency plans are also guides. EMS/Ambulance Director (or their designee) provides guidelines and general direction. Guidelines may be provided orally or in writing. Other guides are available but the use of these require extensive training, previous experience, and good judgment to interpret and adapt to a specific situation.

**Complexity:** This position makes decisions involving assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data and the expenditure of funds. This position requires the employee to routinely exercise independent judgment and make careful interpretations of more technical and complicated guidelines. Meeting and dealing with many individuals of varying interests and levels of responsibility creates complexities of a high degree. These encounters often

involve concepts, theories or programs with undefined issues and elements.

**Scope and Effect of Work:** This position has direct effect in the success or failure of the emergency medical service/ambulance program. This position is responsible for making sound decisions that limit the County's liability exposure, improve public relations and enhance the County's professional image.

**Personal Contacts:** Many contacts are involved. These include contacts with local, state, and federal officials both within the emergency medical/ambulance services and other agencies, volunteers, emergency medical victims, news media, contractors, and citizens. Contacts may be initiated by the EMS/Ambulance Director, other officials, or members of the public. They may be groups or individuals and may be scheduled in advance or impromptu at the workplace, other offices, in the homes of citizens or other locations throughout the County or State.

**Purpose of Contacts:** To exchange information; to educate and report to higher officials within the county, state, and federal government; to receive requests for service; to gain support and funding for required projects; to persuade officials or private parties to initiate or respond to beneficial projects; to recruit; to provide public education and information through news media; and to obtain needed equipment and supplies. The purpose of the contacts may or may not be understood beforehand.

**Physical Demand/Effort:** The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. Frequently required to lift over 50 pounds. Frequently performs activities that require stooping, bending, and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously.

**Work Environment/Conditions:** The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.***

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### Request for Attorney:

We request the addition of a entry level assistant county attorney to assist with traffic low level crimes, misdemeanors and juvenile offender cases and routine daily hearings. The County Attorney's Office has a significant number of cases to be tried within the next few years.

On major trials, a considerable amount of pre-trial preparation is required. We have had one judge stack 4-5 one-week trials on top of each other so that some attorneys are having to prepare for multiple trials or 3 or 4 attorneys are having to prepare for trials.

This is not manageable with the current staffing level. We have a number of routine hearings that need coverage on a daily basis. Attorneys are having to both cover day to day hearings, to include traffic, juvenile hearings and revocation hearing in addition to attempting to prepare themselves and witnesses for trial. Frankly it is beginning to impact the quality of work and trial preparation. In addition, one attorney, left in part because of the daily/weekly/monthly grind of trying to competently complete all the required tasks.

One more attorney would make a difference. While it would be ideal to hire one more experienced trial attorney, we can get by with an entry level position to alleviate some of the stress of the routine, daily court appearances, juvenile and traffic cases.

The day-to-day work, outside of trial, hearings, first appearances, revocations, bond can be equally important towards public safety. Defendant's out on bond have committed serious crimes. We need to ensure that we are presenting our best cases even on routine matters such as bond hearings or motions to revoke probation.

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                                  |                          |
|---------------------|----------------------------------|--------------------------|
| <b>Job Title:</b>   | <b>ASSISTANT COUNTY ATTORNEY</b> |                          |
| <b>Department:</b>  | County Attorney                  | <b>Division:</b>         |
| <b>Reports To:</b>  | County Attorney                  |                          |
| <b>Pay Grade:</b>   | <b>GG</b>                        | <b>Status:</b> Full Time |
| <b>FLSA Status:</b> | Non-Exempt                       |                          |

**Position Summary:** The position of Assistant Riley County Attorney is to represent the State of Kansas in the prosecution of felony and misdemeanor crimes, traffic infractions, Child in Need of Care cases, Juvenile Offender cases, and Care and Treatment cases for the Mentally Ill. An ACA is also to prepare appellate briefs and orally argue them before the Kansas appellate courts. Finally, an ACA is expected to staff cases with and to give advice to law enforcement agencies within Riley County.

**Essential Functions:**

- Prosecute assigned cases under guidelines established by the County Attorney and within the Rules of Professional Conduct as established by the Kansas Supreme Court.
- Maintain a working knowledge of the law and any changes.
- Must be available 24 hours a day, 7 days a week to answer questions for law enforcement, assist with search warrants and arrest warrants, and to provide legal guidance as requested.
- Assist governmental or private local, state and federal agencies with the promotion of public safety and the current status of the law.
- Assist District Judges and Magistrate Judges in the administration of justice.

**NOMINAL FUNCTIONS:**

As directed by the Riley County Attorney.

**POSITION REQUIREMENTS:**

**Education:** Requires a Doctor of Jurisprudence Degree.

**License(s)/Certificate(s):** A member in good standing with the Kansas Bar.

**Experience:**

Knowledge of the principles, concepts, and methodology of a professional occupation. Depending upon experience, assistant Riley County Attorneys may be responsible to prosecute all levels of criminal activity from traffic, misdemeanors low level felonies to upper level and off-grid felonies. Only the most experienced Assistant County Attorneys however prosecute Off-Grid and upper level felonies.

**Skills:**

Proficient in criminal prosecution to a level which guarantees reasonable success in prosecuting cases.

**Supervisory Controls:** This position reports directly to the Riley County Attorney. The prosecution of assigned cases to a goal generally defined by the Riley County Attorney entails responsibility for deciding whether to file or not to file charges, what charge to file, compilation of an affidavit and complaint, plea negotiations, and preparation for preliminary hearing, trial, sentencing, and appeal. The success of this position can sometimes be measured through complaints or lack of complaints received from victims, law enforcement officers, judges and other court personnel, jurors, and the public.

**Supervisory Responsibilities:** Supervises and reviews the work of the assigned Legal Secretary. Responsible for the annual evaluation of work performance of that position in conjunction with the County Attorney. Provides leadership to other office staff members.

**Guidelines:** Guidelines are broadly stated. The employee regularly must use judgment and ingenuity in interpreting the intent of the case law and statutory law as well as application of same. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation with conflicting issues. Guidelines generally consists of United States Supreme Court Rules, State of Kansas statutes, case law, Riley County District Court Local Court Rules; Kansas Juvenile Justice Policies and Procedures; Kansas Sentencing Guidelines; and established internal policies and procedures.

**Complexity:** The work requires strong organizational skills, leadership skills, and the ability to handle highly emotional situations in a courteous and professional manner. Analytical thought becomes critical at this level due to increased responsibilities and changing situations. Employee must routinely exercise independent judgment.

**Scope and Effect of Work:** Challenges inherent in this position are working with many individuals involved in crisis situations.

**Personal Contacts:** This position will have daily personal contacts with staff, victims and their families law enforcement officers, defendants via their attorneys, other attorneys, judges, district court personnel Court Services personnel, community corrections personnel, social service agencies, civic organizations and the general public.

**Purpose of Contacts:** To prosecute, negotiate, settle, or defend matters involving significant or controversial issues. Above average communication skills are required. Ability to defuse high pressure situations is critical.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements of the profession may require working nights and weekends.

**Work Environment:** Law Office, District Court, schools and other public and private venues. May also be required to respond to crime scenes.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is moderate risk involved as the employee is potentially subject to verbal or physical abuse from disgruntled individuals including dangerous felons or family members.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

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**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

---

**FROM:** Rich Vargo, County Clerk  
**MEETING:** May 8, 2023  
**SUBJECT:** Request to Fill Budget and Finance Manager position  
**PRESENTER:** Rich Vargo

---

### **BACKGROUND**

The incumbent in this position submitted a resignation, with an effective date of June 16, 2023.

This position leads budget and finance matters of Riley County and is vital to County operations.

### **FISCAL IMPACT**

This is a budgeted position, however the fiscal impact will be determined by the current recruitment market.

### **RECOMMENDATION(S)**

Recommendation is to open the position of Budget & Finance Manager for recruitment.

### **POSSIBLE MOTION(S)**

Move to approve recruiting to fill the position of Budget & Finance Manager.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

**Enclosures:**

- 2023-05 Clerk Budget & Finance Manager PAF (DOCX)
- Budget-Finance Manager position description (DOC)

# RILEY COUNTY POSITION ACTION FORM

21.a

## Requisition Approval Process

Submitted by Elizabeth Ward on 05/04/2023 at 03:20 PM

### Internal Position Details (not displayed on job posting)

|                                            |                                                                 |                                            |
|--------------------------------------------|-----------------------------------------------------------------|--------------------------------------------|
| <b>Company</b><br>Riley County, KS         | <b>Position Template</b><br>Budget & Finance Officer [BDGTFINC] | <b>Work Location</b><br>Office Building    |
| <b>Job ID</b><br>1701206                   | <b>Salary</b><br>Starting range: \$89,803 - \$97,885 annualized | <b>Supervisor Position</b><br>No           |
| <b>Pay Grade</b><br>CC [CC]                | <b>EEO Class</b><br>Professionals [2]                           | <b>Workers Compensation</b><br>8810 [8810] |
| <b>Cost Center 1</b><br>County General [1] | <b>Cost Center 2</b><br>Clerk [2]                               | <b>Cost Center 3</b><br>--                 |
| <b>1 Job Slot</b><br>BUDGET -1             |                                                                 |                                            |

Supervisor: Rich Vargo

Department Head: Rich Vargo

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$97,885

Budget for Benefits: \$38,664.58

Total proposed annual budget: \$136,549.58

Additional Position Comments: \_\_\_\_\_

BoCC Chairwoman \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Original document stored in Human Resources

Revised 2023-01

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                                   |                          |
|---------------------|-----------------------------------|--------------------------|
| <b>Job Title:</b>   | <b>BUDGET AND FINANCE MANAGER</b> |                          |
| <b>Department:</b>  | County Clerk                      | <b>Division:</b>         |
| <b>Reports To:</b>  | County Clerk                      |                          |
| <b>Pay Grade:</b>   | <b>CC</b>                         | <b>Status:</b> Full Time |
| <b>FLSA Status:</b> | Exempt                            |                          |

**Position Summary:** Leads budget and finance matters of Riley County. Assists the Board of County Commissioners, County Clerk, Budget and Planning Committee and department heads on budget and finance matters to oversee and manage AP processes, ensures departments, employees, vendors and community partners comply with processes and policies related to budget and finance, trains management and employees on financial aspects of jobs and function as backup to payroll processing.

### ESSENTIAL FUNCTIONS:

- Prepare, establish and submit Riley County Operating budget to the State of Kansas under the direction of the County Clerk, Board of Commissioners, Budget and Planning Committee and Department Heads.
- Prepare, establish and manage the Capital Improvement Program, Economic Development, Bond & Interest, RCPD, and special capital projects fund budgets as well as the operating budget for the General fund departments of General Services, Coroner, Commissioners, Appropriations and Liability Insurance. Coordinate such tasks with the County Clerk, County Treasurer, Public Works Director, County Counselor, and the County's Auditor.
- Ensure all approved budgeted transfers are completed annually.
- Present all necessary budget amendments to the Board of Commissioners for approval and submittal to the State of KS prior to year-end.
- Prepare annual personnel and benefit budgets for all departments in collaboration with the Human Resource Manager.
- Ensure accuracy of financial documents within the clerk's office prior to public submittal.
- Prepare and present to the Board of Commissioners monthly cash flow reports for CIP, Building Fund, Economic Development and Half Cent Sales Tax funds.
- Schedule a quarterly CIP work session with the Board of Commissioners.
- Review all journal entries for accuracy. Approve prior to financial system entry by Treasurer.
- Lead and coordinate the Budget and Planning Committee, Financial Advisor, County Clerk and County Treasurer, Auditors and Bond Counsel on all other county financial matters.
- Serve as Riley County's Risk Manager for liability, auto/equipment and property exposures and coordinate the administration of claims with the County Counselor when necessary.
- Prepare projections of future revenues, expenditures, and cash position, perform financial implication analysis of funding options, and research for special projects as requested.
- Under the purview of the County Clerk and County Treasurer, create, manage the Riley County Financial Policies and Procedures, Purchase Card Program Policy, Federal and State Grant Program Administration, and Procurement Policy.
- Prepare budget document and brochure for the Commission, and others as necessary.
- Be the point of contact for Budget and Finance page of the website, coordinating updates with the Public Information Officer.
- Function as Grant Coordinator by monitoring all award programs and accurately completing and submitting the Schedule of Expenditures of Federal Awards (SEFA) to the external auditors.
- Responsible for monitoring General Obligation post-issuance compliance requirements. Consult

Updated February 2022

Attachment: Budget-Finance Manager position description (13396 : Request to Fill Budget and Finance Manager position)

- outside resources as necessary to meet the requirements of the county's post compliance policy.
- Oversee the county's fiscal responsibility with the inmate medical program. Act as liaison between the inmate facility administrator and contracted third party vendor. Monitor and negotiate the annual contract with the county's third party vendor.
- Serve as Riley County's Debt Manager in preparing and managing the county's bonded indebtedness including consideration of bond refinancing.
- Serve as back up to Human Resources on injury/accident claims relating to worker's comp, annual audit requirements, and payroll.
- Perform any other duties as assigned.

## SECONDARY FUNCTIONS:

- Supervise the Administrative Analyst-Accounts Payable position.
- Serve as a resource and backup to the Administrative Analyst-Levy for Cemetery and Township Budget Preparations.
- Attend meetings of the Board of Commissioners, Department Heads, Health Department Board, and County Officials.
- Communicate with and maintain cordial relationships with supervisors, peers and the public.

## POSITION REQUIREMENTS:

**Education:** Bachelors of Arts or Bachelors of Science degree in Accounting or Business Administration with an emphasis in accounting, economics, and/or finance required, with at least 3 years of experience. Equivalent combination of experience, education and training which provides the required knowledge, skills and abilities will be accepted.

## License(s)/Certification(s):

**Experience:** Knowledge of general accounting principles. Experience with Kansas local government finance.

**Skills:** Proficiency with personal computer applications, specifically experience with Excel, Access, Word, MinuteTraQ and Komtek AS400. Knowledge of modern office practices and experience with common office equipment which should include copiers, fax machines, and printers. Knowledge of the proper formats for business correspondence and report writing. Ability to analyze data and information from various sources to compile reports. Ability to type 50 wpm. Advanced ten key calculator skills. Ability to communicate effectively both verbally and in writing. Must have strong interpersonal skills and strong organizational skills; must be detail-oriented; must be able to work cordially with County employees and the public.

**Supervisory Controls:** Work is performed independently and requires little supervision. The employee is responsible for planning and carrying out the assignment under the direction of the County Clerk and Board of County Commissioners. The employee keeps the County Clerk informed of all matters on which he/she works. Position is supervised by the County Clerk.

**Supervisory Responsibility:** The employee supervises the Administrative Analyst-Accounts Payable position within the County Clerk's Office. The employee must be able to provide guidance and leadership to coworkers who may be asked to assist this position from time to time on matters that the Budget and Finance Officer is responsible for as well as any position deemed necessary by the County Clerk to provide support to the department.

**Complexity:** The work requires completing tasks accurately and in an efficient and timely manner.

Updated February 2022

Complexity in this position comes from performing several function/tasks at one time, working with the public and understanding the overall financial impact of all transactions required in this position. The work requires strong organizational abilities and the skills necessary to interpret policies and procedures, to review and refine established methods.

**Scope and Effect of Work:** The scope of work is any activity the County Clerk and the County Commission assigns. The employee shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions. The job directly supports the financial mission of Riley County. Work product affects all financial, budget, and risk management of the county which affects ALL county employees as well as the public.

**Personal Contacts:** Personal contacts are with, Board of County Commissioners, department heads, County Clerk, employees and officials at the local, county, and state level, university officials, private organizations, and the general public in a moderately structured setting.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a normal noise level.

Approved: \_\_\_\_\_ Date:  
(Supervisor)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## MEMORANDUM

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**FROM:** Emiley Wagner

**MEETING:** May 8, 2023

**SUBJECT:** 2024 Manhattan Emergency Shelter Appropriation Request

**PRESENTER:** Emily Wagner, Manhattan Emergency Shelter

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Enclosures:

- EMERGENCY SHELTER REQUEST 2024 (PDF)

## Manhattan Emergency Shelter, Inc. Appropriation Request for the 2024 Budget

### Mission Statement

Manhattan Emergency Shelter, Inc. provides safe shelter and housing stabilization services for the homeless individuals and families 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, rapid rehousing rental assistance, and homeless prevention services 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 2022 through the COVID-19 pandemic, Caroline Peine Transitional Shelter provided emergency shelter to 385 unduplicated individuals including 16 children.

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. In 2022, MESI helped 281 clients move into permanent housing through these programs.

### Funding Sources

| <b>Budgeted Figures</b>                       | <b>2024</b> |
|-----------------------------------------------|-------------|
| Emergency Solutions Grant                     | \$133,500   |
| City of Manhattan                             | \$86,768    |
| Konza United Way                              | \$55,000    |
| Community Development Block Grant             | \$50,000    |
| City of Manhattan (Special Alcohol)           | \$18,000    |
| Emergency Food and Shelter Program            | \$15,000    |
| Kansas Career Work Study                      | \$16,000    |
| City of Manhattan (Capital Improvement Funds) | \$5,000     |
| Caroline Peine Charitable Foundation          | \$18,490    |
| Greater Manhattan Community Foundation        | \$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             | \$ 23,250       |
| <u>4001</u> | <u>Payroll Taxes</u> | <u>\$ 1,750</u> |
|             | Total                | \$ 25,000       |

MESI is requesting funding to support Caroline Peine Transitional Shelter through salaries and payroll taxes for night and weekend staff. These 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 assistance, security, and safety. In order to be competitive and recruit quality candidates, hourly pay had to be raised from \$7.25 to \$11.00 over the past three years. Through this point, CARES funding has been utilized to sustain this increased expense; however, that funding has ended. To help offset a portion of this cost, MESI is requesting \$25,000 from Riley County. This funding is vital to maintaining the high quality of services delivered at MESI. Without an increase in revenue, MESI may be forced to reduce the number of individuals served to due safety precautions. This would leave people with nowhere else to go causing them to live outside, in abandoned buildings or vehicles, or in places not meant for human habitation. This would increase the unsheltered, visible homeless population in our community.

**2024 Goals**

- Seek out and secure additional funding to support increased labor costs.
- Improve agency sustainability and self-sufficiency through endowment gifts.
- Provide emergency shelter to a minimum of 400 homeless individuals in the community.



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## MEMORANDUM

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**FROM:**           Andrey Shremmer

**MEETING:**     May 8, 2023

**SUBJECT:**       2024 3 Rivers Funding Request

**PRESENTER:**   Erica Christy

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**Enclosures:**

- Three Rivers Inc Mission Statement (DOCX)
- Riley Co Request Letter 2023 (DOCX)
- 3Rivers FY24 Ind Living Dept Budget (PDF)

# Three Rivers, Inc.



## **Center for Independent Living**

***Working with people with disabilities since 1986.***

### **Mission Statement**

**The mission of Three Rivers, Inc.  
Is to promote self-reliance through  
education, advocacy, training & support**



Riley County Commission

April 12, 2023

FY24 Request for Funds \$4,200

Dear Commissioners:

Thank you in advance for considering this funding request. Like many businesses, we have seen our expenses rise. Despite budget constraints, 3Rivers remains committed to providing employment training and support programs. Your support will help us cover funding gaps. While 3Rivers covers 12 counties in Northeast Kansas, we are seeking county support for projects we operate specifically in your county. The 2020 census data shows there are 7,726 persons with disabilities in your county.

Our programs support employment partnerships and job training opportunities in Riley County, with a focus on youth with disabilities. Additional funding will help increase our employer support network, match persons with disabilities with employers, and significantly increase vocational services in your county. In 2022, we were able to assist 14 youth with transition goals (employment or higher education) in Riley County. **Our goals for Riley County are to double the number of youth who receive employment assistance, increase Vocational services to over 400, and increase the total number of services provided by 10% (600 additional services).** We need your help to achieve these goals!

We've significantly increased our community presence in Riley County through our involvement with the Local Health Action Equity Team (LHEAT) and the Flint Hills Community Care Team. 3Rivers is currently working with individuals experiencing the devastating symptoms of COVID-19 and have opened our COVID Long Haulers support group to Riley County residents. We continue our collaboration with area health departments to ensure access to vaccines and other health related services. Thank you for this opportunity to share our plan for increased services in your county.

Sincerely,

*Audrey Schremmer*

Audrey Schremmer, MA  
Executive Director

| <b>Three Rivers Inc. Independent Living Dept.</b>                                                                         |                   |
|---------------------------------------------------------------------------------------------------------------------------|-------------------|
| <i>FY 2024 DRAFT Budget</i>                                                                                               |                   |
| <b>Direct Expenses</b>                                                                                                    |                   |
| Employee expenses                                                                                                         | \$ 542,806        |
| Rent                                                                                                                      | \$ 22,000         |
| Training                                                                                                                  | \$ 6,000          |
| Travel                                                                                                                    | \$ 18,000         |
| Administrative employees                                                                                                  | \$ 36,000         |
| Allocated expenses, utilities,<br>insurance, office supplies,<br>equipment rental, annual audit,<br>accounting fees, etc. | \$ 98,000         |
| <b>Total Department expenses</b>                                                                                          | <b>\$ 722,806</b> |

|                               |                   |
|-------------------------------|-------------------|
| <b>Revenue</b>                |                   |
| Grants                        | \$ 591,962        |
| Contracts* fee for service    | \$ 70,000         |
| Donations (inc. county funds) | \$ 47,000         |
| <b>Total Revenue</b>          | <b>\$ 708,962</b> |
| income after expenses est.    | \$ (13,844)       |



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## MEMORANDUM

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**FROM:** RUSSEL STUKEY

**MEETING:** May 8, 2023

**SUBJECT:** 2024 BUDGETS FOR FIRE DISTRICT #1, 911, EMERGENCY  
MANAGEMENT AND FIRE STATION PROJECTS

**PRESENTER:** RUSSEL STUKEY

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Enclosures:

- 2024 Fire District (XLSX)
- 2024 Emergency Management (XLSX)
- 2024 911 (XLSX)
- 2024 FIRE STATION PROJECTS FUND 185 (XLS)

**Riley County, Kansas**  
**2024 Budget**  
**Rural Fire District #1 Fund**  
**Fund 183**

| <b>PERSONNEL</b>                    | <b>2022</b>          | <b>2023</b>          | <b>2024</b>          |
|-------------------------------------|----------------------|----------------------|----------------------|
| <b>Position Title - Full Time</b>   | <b><u>ACTUAL</u></b> | <b><u>BUDGET</u></b> | <b><u>BUDGET</u></b> |
| Director                            | 0.5                  | 0.5                  | 0.5                  |
| Assistant Fire Chief                | 1                    | 1                    | 1                    |
| Fire Chief                          | 0                    | 1                    | 1                    |
| Office Assistant II                 | 1                    | 1                    | 1                    |
| <b>TOTAL NUMBER OF EMPLOYEES</b>    | <b>2.5</b>           | <b>3.5</b>           | <b>3.5</b>           |
| <b>BEGINNING CASH BALANCE</b>       |                      |                      |                      |
| Fund Balance                        | \$ 51,770            | \$ 62,780            | \$ 38,001            |
| <b>TOTAL BEGINNING CASH BALANCE</b> | <b>\$ 51,770</b>     | <b>\$ 62,780</b>     | <b>\$ 38,001</b>     |
| <b>REVENUE</b>                      |                      |                      |                      |
| 102 Motor Vehicle Tax               | \$ 110,942           | \$ 125,792           | \$ 113,711           |
| 103 Vehicle Rental Excise Tax       | -                    | -                    | -                    |
| 113 Recreational Vehicle Tax        | 1,780                | 2,064                | 1,930                |
| 130 Commercial Vehicle Fees         | 8,901                | 9,403                | 9,354                |
| 180 Ad Valorem Tax                  | 1,038,463            | 1,086,465            | -                    |
| 181 Delinquent Tax                  | 25,053               | -                    | -                    |
| 182 Oil & Gas                       | 427                  | -                    | -                    |
| 184 P.P                             | 23,965               | -                    | -                    |
| 190 16/20 M Vehicle Tax             | 2,751                | 3,092                | 3,075                |
| 193 Watercraft Tax                  | 1,315                | 1,700                | 1,794                |
| 206 State Grant                     | 3,400                | -                    | -                    |
| 402 Investment Interest             | -                    | -                    | -                    |
| 503 Non-Collection Revenue          | -                    | 5,000                | -                    |
| 600 Miscellaneous Reimbursement     | 1,393                | -                    | -                    |
| 602 Miscellaneous Collection        | -                    | -                    | -                    |
| <b>TOTAL REVENUE</b>                | <b>\$ 1,218,390</b>  | <b>\$ 1,233,516</b>  | <b>\$ 129,864</b>    |
| <b>TOTAL RESOURCES AVAILABLE</b>    | <b>\$ 1,270,160</b>  | <b>\$ 1,296,296</b>  | <b>\$ 167,865</b>    |
| <b>PERSONNEL SERVICES</b>           |                      |                      |                      |
| 1001 Salaries (Full Time)           | \$ 239,093           | \$ 274,896           | \$ 254,870           |
| 1003 Stipends                       | 38,836               | 58,363               | 69,320               |
| 1005 Overtime                       | 93                   | 553                  | 639                  |
| 1504 FICA                           | 19,806               | 25,136               | 19,546               |
| 1506 Health Insurance               | 35,711               | 57,059               | 54,909               |
| 1508 KPERS/KPF Retirement           | 49,389               | 54,631               | 53,235               |
| 1510 State Unemployment Tax         | 223                  | 328                  | 256                  |
| <b>TOTAL PERSONNEL SERVICES</b>     | <b>\$ 383,151</b>    | <b>\$ 470,966</b>    | <b>\$ 452,775</b>    |

Attachment: 2024 Fire District (13388 : 2024 FIRE, EM, 911 AND FIRE STATION PROJECTS)

**RURAL FIRE DISTRICT #1 FUND**  
**CONTRACTUAL SERVICES**

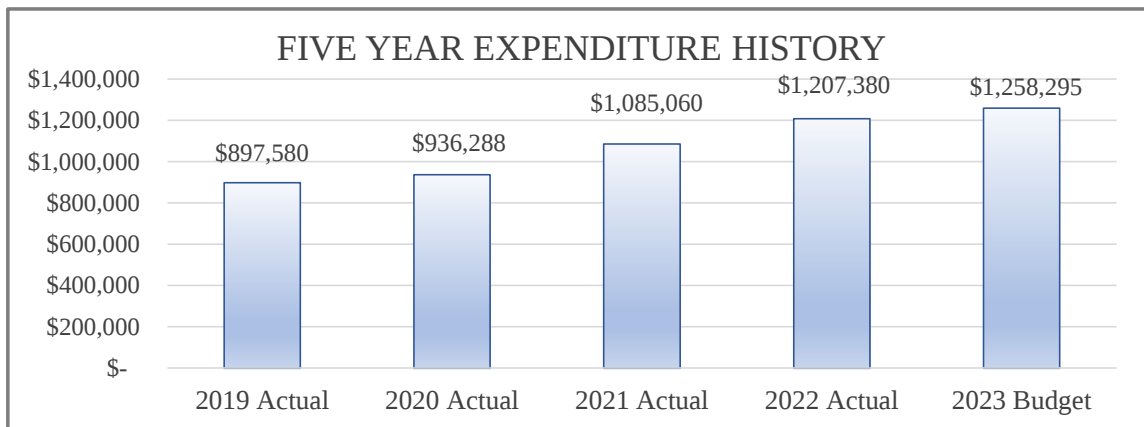
|                                            | <u>ACTUAL</u>     | <u>BUDGET</u>     | <u>BUDGET</u>     |
|--------------------------------------------|-------------------|-------------------|-------------------|
| 2010 Postage/Freight/Shipping              | \$ 388            | \$ 500            | \$ 500            |
| 2030 Cellular Phone Services               | 2,150             | 2,250             | 2,350             |
| 2040 Internet Access                       | 3,945             | 3,750             | 4,000             |
| 2080 Printing/Duplication Services         | 386               | 250               | 400               |
| 2110 Advertising & Legal Publications      | 56                | 3,500             | 2,500             |
| 2120 Insurance-Property/Building           | 8,182             | 8,500             | 8,500             |
| 2122 Vehicle/Fleet Insurance               | 28,857            | 30,000            | 31,000            |
| 2124 Other Insurance                       | 3,576             | 8,000             | 6,000             |
| 2126 Life Insurance                        | 3,239             | 7,500             | 7,000             |
| 2200 Office Equipment Rental               | 2,587             | 3,500             | 3,500             |
| 2210 Machinery Equipment Rental            | 330               | 500               | 500               |
| 2245 Other Rental Services                 | 1,160             | 4,000             | 3,500             |
| 2290 Debt Service-principal                | 127,114           | 130,000           | 130,000           |
| 2305 Debt Service-interest                 | 53,658            | 55,401            | 55,000            |
| 2400 Repair/Maintain County Vehicles       | 70,242            | 66,678            | 70,000            |
| 2420 Repair/Maintain Other Equipment       | 2,432             | 12,500            | 12,000            |
| 2430 Computer Software Maintenance/Support | -                 | 3,000             | 2,000             |
| 2450 Computer Hardware Maintenance/Support | 195               | 250               | 250               |
| 2480 Repair/Maintain Buildings & Grounds   | 11,723            | 8,000             | 12,000            |
| 2510 Mileage/Tolls/Parking/Rental          | 140               | 750               | 500               |
| 2520 Lodging                               | 1,838             | 2,000             | 2,200             |
| 2530 Air Fare                              | 1,267             | 2,500             | 2,000             |
| 2540 Meals                                 | 3,122             | 5,000             | 5,000             |
| 2550 Dues & Memberships                    | 381               | 1,250             | 1,000             |
| 2560 Training & Registrations              | 1,922             | 3,000             | 3,000             |
| 2570 Subscriptions                         | 1,625             | 2,000             | 2,000             |
| 2635 Engineering Fees                      | -                 | 2,500             | 1,500             |
| 2650 Physician Fees                        | -                 | 6,000             | 5,000             |
| 2700 Bonding Services                      | -                 |                   |                   |
| 2775 Pest Control Fees                     | -                 | 2,000             | 1,000             |
| 2810 Electric/Gas Services                 | 17,263            | 18,000            | 19,000            |
| 2830 Water                                 | 2,769             | 2,000             | 3,000             |
| 2850 Waste Disposal                        | 895               | 1,250             | 1,200             |
| 2890 Other Utilities                       | -                 | 250               | 250               |
| 2990 Other Contract Services               | 1,910             | 3,500             | 3,000             |
| <b>TOTAL CONTRACTUAL SERVICES</b>          | <b>\$ 353,350</b> | <b>\$ 400,079</b> | <b>\$ 400,650</b> |

**COMMODITIES**

|                           |          |          |           |
|---------------------------|----------|----------|-----------|
| 3010 Office Supplies      | \$ 9,904 | \$ 6,000 | \$ 10,000 |
| 3020 Books & Publications | 169      | 1,000    | 500       |
| 3040 Clothing             | 345      | 3,000    | 7,500     |
| 3045 Protective Gear      | 26,038   | 35,000   | 40,000    |
| 3060 Medical Supplies     | -        | 4,000    | 2,000     |
| 3080 Fuel & Lubricants    | 42,305   | 70,000   | 70,000    |
| 3085 Propane              | 12,889   | 16,000   | 15,000    |

Attachment: 2024 Fire District (13388 : 2024 FIRE, EM, 911 AND FIRE STATION PROJECTS)

|                                           |                     |                     |                       |
|-------------------------------------------|---------------------|---------------------|-----------------------|
| 3135 Furniture < \$100                    | -                   | 1,000               | 1,000                 |
| 3140 Parts & Tools < \$100                | 27,733              | 29,750              | 30,000                |
| 3150 Parts & Tools > \$100                | 129,948             | 70,000              | 110,000               |
| 3190 Sign Material                        | -                   | 3,000               | 1,500                 |
| 3990 Other Supplies/Materials             | 655                 | 6,000               | 4,000                 |
| <b>TOTAL COMMODITIES</b>                  | <b>\$ 249,985</b>   | <b>\$ 244,750</b>   | <b>\$ 291,500</b>     |
| <b>CAPITAL OUTLAY</b>                     |                     |                     |                       |
| 4030 Telecommunications Equipment         | \$ 9,065            | \$ 15,000           | \$ 12,500             |
| 4031 Technology Network Equipment         | -                   | 2,000               | 1,500                 |
| 4050 Technology Hardware                  | -                   | 2,000               | 1,500                 |
| 4060 Computer Software                    | 1,478               | 7,500               | 4,000                 |
| 4085 Emergency Vehicles                   | 24,500              | 26,000              | 55,000                |
| 4300 Land                                 | -                   | -                   | -                     |
| 4990 Other Capital Outlay                 | 113,350             | 60,000              | 60,000                |
| <b>TOTAL CAPITAL OUTLAY</b>               | <b>\$ 148,394</b>   | <b>\$ 112,500</b>   | <b>\$ 134,500</b>     |
| 604 Transfer to Rural Fire Capital Outlay | \$ 72,500           | \$ 30,000           | \$ 70,000             |
| <b>TOTAL TRANSFERS</b>                    | <b>\$ 72,500</b>    | <b>\$ 30,000</b>    | <b>\$ 70,000</b>      |
| <b>TOTAL EXPENDITURES</b>                 | <b>\$ 1,207,380</b> | <b>\$ 1,258,295</b> | <b>\$ 1,349,425</b>   |
| <b>TOTAL ENDING FUND BALANCE</b>          | <b>\$ 62,780</b>    | <b>\$ 38,001</b>    | <b>\$ (1,181,559)</b> |



**Riley County, Kansas**  
**2024 Budget**  
**Emergency Management Department**  
**001-010**

| <b>PERSONNEL</b>                           | <b>2022</b>          | <b>2023</b>          | <b>2024</b>          |
|--------------------------------------------|----------------------|----------------------|----------------------|
| <b>Position Title - Full Time</b>          | <b><u>ACTUAL</u></b> | <b><u>BUDGET</u></b> | <b><u>BUDGET</u></b> |
| Director                                   | 0.50                 | 0.50                 | 0.50                 |
| Emergency Management Coordinator           | 1.00                 | 1.00                 | 1.00                 |
| Planner                                    | 0.50                 | 0.50                 | 0.50                 |
| <b>TOTAL NUMBER OF EMPLOYEES</b>           | <b>2.00</b>          | <b>2.00</b>          | <b>2.00</b>          |
| <b>EXPENDITURES</b>                        |                      |                      |                      |
| <b>PERSONNEL SERVICES</b>                  |                      |                      |                      |
| 1001 Salaries (Full Time)                  | \$ 144,998           | \$ 152,041           | 205,200              |
| 1003 Seasonal/Temporary/Part Time          | 22,402               | 24,658               | 251                  |
| 1005 Overtime                              | 362                  | -                    | 754                  |
| 1504 FICA                                  | 12,335               | 13,518               | 15,755               |
| 1506 Health Insurance                      | 25,460               | 33,222               | 44,259               |
| 1508 KPERS/KPF Retirement                  | 23,972               | 28,926               | 29,192               |
| 1510 State Unemployment Tax                | 138                  | 152                  | 206                  |
| <b>TOTAL PERSONNEL SERVICES</b>            | <b>\$ 229,668</b>    | <b>\$ 252,517</b>    | <b>\$ 295,618</b>    |
| <b>CONTRACTUAL SERVICES</b>                |                      |                      |                      |
| 2010 Postage/Freight/Shipping              | \$ 61                | \$ 400               | 100                  |
| 2020 Phone Services                        | 2,311                | 3,250                | 2000                 |
| 2030 Cellular Phone Services               | 1,170                | 2,000                | 1200                 |
| 2040 Internet Access                       | 1,271                | 1,750                | 1500                 |
| 2110 Advertising & Legal Publications      | 436                  | 750                  |                      |
| 2122 Vehicle/Fleet Insurance               | 3,557                | 4,000                | 4000                 |
| 2200 Office Equipment Rental               | 2,286                | 2,200                | 2600                 |
| 2245 Other Rental Services                 | 1,140                | 1,200                | 1000                 |
| 2350 Right-of-Way Maintenance              | -                    |                      |                      |
| 2400 Repair/Maintain County Vehicles       | 5                    | 5,000                | 5000                 |
| 2420 Repair/Maintain Other Equipment       | 2,041                | 10,000               | 10000                |
| 2430 Computer Software Maintenance/Support | 150                  | 1,000                | 500                  |
| 2480 Repair/Maintain Buildings & Grounds   | -                    |                      | 500                  |
| 2510 Mileage/Tolls/Parking/Rental          | 391                  | 1,000                | 1000                 |
| 2520 Lodging                               | 1,179                | 2,000                | 2000                 |
| 2530 Air Fare                              | -                    | 500                  | 500                  |
| 2540 Meals                                 | 800                  | 850                  | 1000                 |
| 2550 Dues & Memberships                    | 150                  | 600                  | 500                  |
| 2560 Training & Registrations              | 855                  | 1,250                | 1000                 |
| 2570 Subscriptions                         | 988                  | 1,095                | 1000                 |
| 2615 Recording Fees                        | 110                  | 500                  |                      |

Attachment: 2024 Emergency Management (13388 : 2024 FIRE, EM, 911 AND FIRE STATION PROJECTS)

|                                          |                   |                   |                   |
|------------------------------------------|-------------------|-------------------|-------------------|
| 2635 Engineering Fees                    | -                 | -                 |                   |
| 2810 Electric                            | 293               | 500               | 500               |
| 2890 Other Utilities                     | -                 | -                 |                   |
| 2990 Other Contract Services             | 6,120             | 3,000             | 6000              |
| <b>TOTAL CONTRACTUAL SERVICES</b>        | <b>\$ 25,314</b>  | <b>\$ 42,845</b>  | <b>\$ 41,900</b>  |
| <b>COMMODITIES</b>                       |                   |                   |                   |
| 3010 Office Supplies                     | \$ 174            | \$ 2,000          | 1000              |
| 3032 Supplies-Printers                   | -                 | 300               |                   |
| 3040 Clothing                            | 280               | 500               | 500               |
| 3045 Protective Gear                     | 2,950             |                   | 1500              |
| 3080 Fuel & Lubricants                   | 243               | 150               | 200               |
| 3140 Parts & Tools < \$100               | 59                | 500               | 500               |
| 3150 Parts & Tools > \$100               | -                 | 500               | 500               |
| 3170 Gravel Aggregates                   | -                 | -                 |                   |
| 3990 Other Supplies/Materials            | 7,616             | 7,000             | 5000              |
| <b>TOTAL COMMODITIES</b>                 | <b>\$ 11,322</b>  | <b>\$ 10,950</b>  | <b>\$ 9,200</b>   |
| <b>CAPITAL OUTLAY</b>                    |                   |                   |                   |
| 4030 Telecommunications Equipment        | \$ -              | \$ 2,000          | 2000              |
| 4040 Furniture >\$100                    | -                 | 1,000             | 250               |
| 4050 Technology Hardware                 | 0                 | 1,000             |                   |
| 4051 Technology Hardware-Notebook        | -                 | 1,000             | 1500              |
| 4060 Computer Software                   | 375               | -                 | -                 |
| <b>TOTAL CAPITAL OUTLAY</b>              | <b>\$ 375</b>     | <b>\$ 5,000</b>   | <b>\$ 3,750</b>   |
| <b>TOTAL OPERATING EXPENDITURES</b>      | <b>\$ 266,304</b> | <b>\$ 306,312</b> | <b>\$ 346,718</b> |
| <b>TOTAL EXPENDITURES LESS PERSONNEL</b> | <b>\$ 37,011</b>  | <b>\$ 58,795</b>  | <b>\$ 54,850</b>  |
| <b>TOTAL EXPENDITURES</b>                | <b>\$ 266,679</b> | <b>\$ 311,312</b> | <b>\$ 350,468</b> |

Attachment: 2024 Emergency Management (13388 : 2024 FIRE, EM, 911 AND FIRE STATION PROJECTS)

**Riley County, Kansas**  
**2024 Budget**  
**Emergency 911 Fund**  
**Fund 148**

|                                            | 2022                | 2023                | 2024              |
|--------------------------------------------|---------------------|---------------------|-------------------|
| BEGINNING CASH BALANCE                     | ACTUAL              | BUDGET              | BUDGET            |
| Fund Balance                               | \$ 771,048          | \$ 724,617          | \$ 117,665        |
| <b>TOTAL BEGINNING CASH BALANCE</b>        | <b>\$ 771,048</b>   | <b>\$ 724,617</b>   | <b>\$ 117,665</b> |
| <b>REVENUE</b>                             |                     |                     |                   |
| 207 Federal Grant                          | \$ -                | \$ -                | \$ -              |
| 402 Investment Interest                    | 8,038               | 1,000               | \$ 7,000          |
| 602-149 Miscellaneous Collection           | 364,567             | 300,000             | \$ 360,000        |
| 600 Miscellaneous Reimbursement            | 3,308               |                     | 18,000            |
| <b>TOTAL REVENUE</b>                       | <b>\$ 375,913</b>   | <b>\$ 301,000</b>   | <b>\$ 385,000</b> |
| <b>TOTAL RESOURCES AVAILABLE</b>           | <b>\$ 1,146,961</b> | <b>\$ 1,025,617</b> | <b>\$ 502,665</b> |
| <b>EXPENDITURES</b>                        |                     |                     |                   |
| <b>CONTRACTUAL SERVICES</b>                |                     |                     |                   |
| 2020 Phone Services                        | \$ 152,507          | \$ 165,000          | \$ 150,000        |
| 2040 Internet Access                       | 24,125              | 20,000              | 10,000            |
| 2230 Land Rental/Lease Payments            | 30,018              | 35,000              | 35,000            |
| 2245 Other Rental Services                 | -                   |                     | -                 |
| 2420 Repair/Maintain Other Equipment       | 177,083             | 50,000              | 50,000            |
| 2450 Computer Hardware Maintenance/Support | -                   | 177,609             | 178,000           |
| 2490 Other Repairs/Maintenance             | -                   | 425,843             | -                 |
| 2510 Mileage/Toll/Parking                  | 1,066               | -                   | 2,000             |
| 2520 Lodging                               | 227                 | 2,000               | 2,000             |
| 2540 Meals                                 | 283                 | 500                 | 1,000             |
| 2560 Training & Registration               | 3,872               | 2,000               | 2,500             |
| 2760 Consultant Fees                       | -                   | 2,500               | 3,000             |
| 2765 Contract Fees                         | 3,308               |                     | -                 |
| 2810 Electric/Gas Services                 | 29,557              | 25,000              | 35,000            |
| 2990 Other Contract Services               | -                   | 2,500               | 3,000             |
| <b>TOTAL CONTRACTUAL SERVICES</b>          | <b>\$ 422,044</b>   | <b>\$ 907,952</b>   | <b>\$ 471,500</b> |
| <b>COMMODITIES</b>                         |                     |                     |                   |
| 3085 Propane                               | \$ -                | \$ -                | \$ -              |
| <b>TOTAL COMMODITIES</b>                   | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>       |
| <b>CAPITAL OUTLAY</b>                      |                     |                     |                   |
| 4020 Other Equipment                       | \$ -                | \$ -                | -                 |
| 4030 Telecommunications Equipment          | -                   | -                   | -                 |
| 4050 Technology Hardware                   | 300                 | -                   | -                 |
| <b>TOTAL CAPITAL OUTLAY</b>                | <b>\$ 300</b>       | <b>\$ -</b>         | <b>\$ -</b>       |
| <b>TOTAL EXPENDITURES</b>                  | <b>\$ 422,344</b>   | <b>\$ 907,952</b>   | <b>\$ 471,500</b> |
| <b>TOTAL ENDING FUND BALANCE</b>           | <b>\$ 724,617</b>   | <b>\$ 117,665</b>   | <b>\$ 31,165</b>  |

Attachment: 2024 911 (13388 : 2024 FIRE, EM, 911 AND FIRE STATION PROJECTS)

**Fund #185**  
**Riley County Fire Station Projects**

**24.d**

|                                             | <u>2019</u>         | <u>2020</u>         | <u>2021</u>      | <u>2022</u>      | <u>2023</u>       | <u>2024</u>       |
|---------------------------------------------|---------------------|---------------------|------------------|------------------|-------------------|-------------------|
|                                             | <u>ACTUAL</u>       | <u>ACTUAL</u>       | <u>ACTUAL</u>    | <u>ACTUAL</u>    | <u>BUDGET</u>     | <u>BUDGET</u>     |
| <b>BEGINNING CASH BALANCE</b>               |                     |                     |                  |                  |                   |                   |
| Fund Balance                                | \$ 11,528           | \$ 244,565          | \$ 1,156         | \$ 14,000        | \$ 13,850         | \$ 13,850         |
| <b>TOTAL BEGINNING CASH BALANCE</b>         | <b>\$ 11,528</b>    | <b>\$ 244,565</b>   | <b>\$ 1,156</b>  | <b>\$ 14,000</b> | <b>\$ 13,850</b>  | <b>\$ 13,850</b>  |
| <b>REVENUE</b>                              |                     |                     |                  |                  |                   |                   |
| 598 Temporary Note                          | \$ 1,406,000        | \$ -                | \$ -             | \$ -             | \$ -              | \$ -              |
| 600 Miscellaneous Reimbursement             | 55                  | -                   | -                | -                | -                 | -                 |
| 601 G.O. Bond Proceeds                      | -                   | 1,222,000           | -                | -                | 500,000           | 500,000           |
| 603 Transfer from Rural Fire Capital Outlay | -                   | -                   | 14,000           | -                | -                 | -                 |
| <b>TOTAL REVENUE</b>                        | <b>\$ 1,406,055</b> | <b>\$ 1,222,000</b> | <b>\$ 14,000</b> | <b>\$ -</b>      | <b>\$ 500,000</b> | <b>\$ 500,000</b> |
| <b>TOTAL RESOURCES AVAILABLE</b>            | <b>\$ 1,417,583</b> | <b>\$ 1,466,565</b> | <b>\$ 15,156</b> | <b>\$ 14,000</b> | <b>\$ 513,850</b> | <b>\$ 513,850</b> |
| <b>EXPENDITURES</b>                         |                     |                     |                  |                  |                   |                   |
| <b>CONTRACTUAL EXPENSES</b>                 |                     |                     |                  |                  |                   |                   |
| 2010 Postage/Freight/Shipping               | \$ 8                | \$ 34               | \$ -             | \$ -             | \$ -              | \$ -              |
| 2120 Insurance Property/Bldg                | 2,073               | -                   | -                | -                | -                 | -                 |
| 2245 Other Rental Svc                       | 344                 | -                   | -                | -                | -                 | -                 |
| 2290 Principal Payment                      | -                   | 1,406,000           | -                | -                | -                 | -                 |
| 2305 Interest Payment                       | -                   | 27,376              | -                | -                | -                 | -                 |
| 2480 Repair/Maint Building/Grounds          | 456                 | -                   | -                | -                | -                 | -                 |
| 2635 Engineering Fees                       | 9,609               | 172                 | -                | -                | -                 | -                 |
| 2640 Legal Services                         | 8,428               | 14,621              | -                | -                | -                 | -                 |
| 2700 Bonding Services                       | 630                 | 1,859               | -                | -                | -                 | -                 |
| 2765 Contract Fees                          | -                   | -                   | -                | -                | -                 | -                 |
| 2830 Water                                  | -                   | -                   | -                | -                | -                 | -                 |
| 2840 Sewage Charges                         | -                   | -                   | -                | -                | -                 | -                 |
| 2990 Other Contract Services                | -                   | -                   | -                | 150              | 500,000           | 500,000           |
| <b>TOTAL CONTRACTUAL EXPENSES</b>           | <b>\$ 21,548</b>    | <b>\$ 1,450,062</b> | <b>\$ -</b>      | <b>\$ 150</b>    | <b>\$ 500,000</b> | <b>\$ 500,000</b> |
| <b>COMMODITIES</b>                          |                     |                     |                  |                  |                   |                   |
| 3150 Parts & Tools > \$100                  | \$ 423              | \$ -                | \$ -             | \$ -             | \$ -              | \$ -              |
| 3990 Other Supplies & Material              | 1,390               | -                   | -                | -                | 14,000            | -                 |
| <b>TOTAL COMMODITIES</b>                    | <b>\$ 1,813</b>     | <b>\$ -</b>         | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ 14,000</b>  | <b>\$ -</b>       |
| <b>CAPITAL OUTLAY</b>                       |                     |                     |                  |                  |                   |                   |
| 4020 Other Equipment                        | 9,894               | -                   | -                | -                | -                 | -                 |
| 4400 Buildings                              | 1,139,763           | 15,348              | -                | -                | -                 | -                 |
| <b>TOTAL CAPITAL OUTLAY</b>                 | <b>\$ 1,149,657</b> | <b>\$ 15,348</b>    | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>TRANSFERS</b>                            |                     |                     |                  |                  |                   |                   |
| 604 Transfer to Rural Fire District #1      | \$ -                | \$ -                | \$ 1,156         | \$ -             | \$ -              | \$ -              |
| <b>TOTAL TRANSFERS</b>                      | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 1,156</b>  | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>TOTAL EXPENDITURES</b>                   | <b>\$ 1,173,018</b> | <b>\$ 1,465,410</b> | <b>\$ 1,156</b>  | <b>\$ 150</b>    | <b>\$ 514,000</b> | <b>\$ 500,000</b> |
| <b>TOTAL ENDING FUND BALANCE</b>            | <b>\$ 244,565</b>   | <b>\$ 1,155</b>     | <b>\$ 14,000</b> | <b>\$ 13,850</b> | <b>\$ (150)</b>   | <b>\$ 13,850</b>  |

Attachment: 2024 FIRE STATION PROJECTS FUND 185 (13388 : 2024 FIRE, EM, 911 AND FIRE STATION PROJECTS)



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## MEMORANDUM

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**FROM:** ANNA BURSON

**MEETING:** May 8, 2023

**SUBJECT:** 2024 APPRAISER BUDGET

**PRESENTER:** ANNA BURSON

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Enclosures:

- 2024 APPRAISERS DEPT (XLSX)

Riley County, Kansas  
2024 Budget  
Appraiser Department  
001-022

| PERSONNEL                                  | 2022                | 2023                | 2024                |
|--------------------------------------------|---------------------|---------------------|---------------------|
| Position Title - Full Time                 | <u>ACTUAL</u>       | <u>BUDGET</u>       | <u>BUDGET</u>       |
| Appraiser                                  | 1.00                | 1.00                | 1.00                |
| Assistant Appraiser                        | 1.00                | 1.00                | 1.00                |
| Appraisal Analyst                          | 1.00                | 1.00                | 1.00                |
| Appraiser I                                | 1.00                | 1.00                | 1.00                |
| Appraiser II                               | 4.00                | 4.00                | 4.00                |
| Appraiser III                              | 6.00                | 6.00                | 6.00                |
| Appraiser IV                               | 1.00                | 1.00                | 1.00                |
| Administrative Assistant II                | 1.00                | 1.00                | 1.00                |
| Commercial Real Estate Analyst             | 1.00                | 1.00                | 1.00                |
| <b>Sub-Total</b>                           | <b>17.00</b>        | <b>17.00</b>        | <b>17.00</b>        |
| <b>Seasonal/Temporary</b>                  |                     |                     |                     |
| As-Needed Clerical                         | 1.00                | 1.00                | 1.00                |
| As-Needed Real Estate Analyst              | 0.00                | 0.00                | 0.00                |
| <b>Sub-Total</b>                           | <b>1.00</b>         | <b>1.00</b>         | <b>1.00</b>         |
| <b>TOTAL NUMBER OF EMPLOYEES</b>           | <b>18.00</b>        | <b>18.00</b>        | <b>18.00</b>        |
| <b>EXPENDITURES</b>                        |                     |                     |                     |
| <b>PERSONNEL SERVICES</b>                  |                     |                     |                     |
| 1001 Salaries (Full Time)                  | \$ 1,030,050        | \$ 1,206,442        | \$ 1,200,024        |
| 1003 Seasonal/Temporary/Part Time          | -                   | 15,170              | 15,000              |
| 1005 Overtime                              | 2,229               | 11,323              | 16,413              |
| 1504 FICA                                  | 72,926              | 94,319              | 94,205              |
| 1506 Health Insurance                      | 208,861             | 266,081             | 261,412             |
| 1508 KPERS Retirement                      | 96,688              | 120,559             | 124,806             |
| 1510 State Unemployment Tax                | 821                 | 1,233               | 1,231               |
| <b>TOTAL PERSONNEL SERVICES</b>            | <b>\$ 1,411,575</b> | <b>\$ 1,715,127</b> | <b>\$ 1,713,092</b> |
| <b>CONTRACTUAL SERVICES</b>                |                     |                     |                     |
| 2010 Postage/Freight/Shipping              | \$ 27,876           | \$ 28,100           | \$ 15,000           |
| 2030 Cellular Phone Services               | 4,440               | 4,785               | 4500                |
| 2060 Moving Office Equipment               | -                   | -                   |                     |
| 2080 Printing/Duplication Services         | -                   | 200                 | 15900               |
| 2110 Advertising & Legal Publications      | 2,552               | 500                 | 800                 |
| 2122 Vehicle/Fleet Insurance               | 2,761               | 3,180               | 3200                |
| 2140 Appraisal Services                    | 41,015              | 52,100              | 55000               |
| 2240 Storage Rental                        | 150                 | -                   |                     |
| 2245 Other Rental Services                 | -                   | -                   |                     |
| 2260 Security Services                     | -                   | -                   |                     |
| 2400 Repair/Maintain County Vehicles       | 30                  | 1,000               | 1000                |
| 2410 Repair/Maintain Office Equipment      | 5,559               | 6,100               | 6000                |
| 2430 Computer Software Maintenance/Support | 10,466              | 12,500              | 12500               |
| 2480 Repair/Maintain Buildings & Grounds   | -                   | -                   |                     |
| 2510 Mileage/Tolls/Parking/Rental          | 999                 | 700                 | 800                 |
| 2520 Lodging                               | 6,602               | 6,500               | 6500                |
| 2530 Airfare                               | 2,722               | 1,800               | 2000                |
| 2540 Meals                                 | 1,133               | 1,320               | 1320                |
| 2550 Dues & Memberships                    | 4,495               | 8,500               | 7500                |
| 2560 Training & Registrations              | 10,958              | 9,500               | 11000               |
| 2570 Subscriptions                         | 11,446              | 10,500              | 11500               |
| 2585 Misc Refunds/Reimbursements           | 200                 | -                   |                     |
| 2657 Miscellaneous Fees                    | -                   |                     |                     |
| 2700 Bonding Services                      | 270                 | 294                 | 294                 |
| 2850 Waste Disposal                        | 55                  |                     | 120                 |
| <b>TOTAL CONTRACTUAL SERVICES</b>          | <b>\$ 133,728</b>   | <b>\$ 147,579</b>   | <b>\$ 154,934</b>   |

Attachment: 2024 APPRAISERS DEPT (13387 : 2024 APPRAISERS BUDGET)

**COMMODITIES**

|                               |           |               |           |               |           |                  |
|-------------------------------|-----------|---------------|-----------|---------------|-----------|------------------|
| 3010 Office Supplies          | \$        | 11,229        | \$        | 13,000        | \$        | <b>13,000.00</b> |
| 3020 Books & Publications     |           | 1,175         |           | 1,000         | \$        | <b>1,200</b>     |
| 3030 Computer Supplies        |           | 60            |           |               | \$        | <b>300</b>       |
| 3032 Supplies-Printers        |           | 200           |           | 300           | \$        | <b>300</b>       |
| 3040 Clothing                 |           | 926           |           | 750           | \$        | <b>600</b>       |
| 3305 Web Development          |           | -             |           | -             |           |                  |
| 3990 Other Supplies/Materials |           | -             |           | -             |           |                  |
| <b>TOTAL COMMODITIES</b>      | <b>\$</b> | <b>13,590</b> | <b>\$</b> | <b>15,050</b> | <b>\$</b> | <b>15,400</b>    |

**CAPITAL OUTLAY**

|                             |           |              |           |            |           |              |
|-----------------------------|-----------|--------------|-----------|------------|-----------|--------------|
| 4010 Office Equipment       | \$        | 6,408        | \$        | -          | \$        | 1,000        |
| 4040 Furniture > \$100      | \$        | 1,160        | \$        | 500        | \$        | 5,000        |
| 4050 Technology Hardware    |           | -            |           | 200        |           | -            |
| <b>TOTAL CAPITAL OUTLAY</b> | <b>\$</b> | <b>7,569</b> | <b>\$</b> | <b>700</b> | <b>\$</b> | <b>6,000</b> |

**TOTAL OPERATING EXPENDITURES \$ 1,558,892 \$ 1,877,756 \$ 1,883,426**

**TOTAL EXPENDITURES LESS PERSONNEL \$ 154,886 \$ 163,329 \$ 176,334**

**TOTAL EXPENDITURES \$ 1,566,461 \$ 1,878,456 \$ 1,889,426**

Total change \$ 10,970

Total % Change 0.6%

3 C's \$ 13,005

3 C's % change 8.0%

Attachment: 2024 APPRAISERS DEPT (13387 : 2024 APPRAISERS BUDGET)



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## MEMORANDUM

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**FROM:** VICKIE JAMES

**MEETING:** May 8, 2023

**SUBJECT:** 2024 FOOD AND FARM COUNCIL FUNDING

**PRESENTER:** VICKIE JAMES

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**Enclosures:**

- Food and Farm Council (PDF)



**From:** Food and Farm Council of Riley County and City of Manhattan

**Date:** April 19, 2023

**Subject:** Riley County Appropriation Request

**Council Mission Statement:** To provide a forum for local food issues and a platform for coordinated actions to create a more healthful food system.

**Agency/Entity Description:**

There is no formal governing board when it comes to food system issues thus the emergence in well managed communities has been the appointment of local food and farm councils to fill that void.

The Food and Farm Council of Riley County and City of Manhattan was created as a joint advisory council in 2018 by an interlocal agreement between City and County Commissions. Fifteen community members are appointed by the Commissions and serve as volunteers representing the various sectors of the food system. (9 County appointments, 6 City) We've had the extreme opportunity to be led by a registered, licensed dietitian with a 40-year career in healthy eating, active living, and facilitation of community collaboration focusing on food systems change as the Council Coordinator. A K-State graduate with extensive work both on campus and across Riley County/Manhattan for many years while living in Western Kansas, she and her husband made Manhattan their permanent retirement home nine years ago. Through her past consulting work with the Kansas Health Foundation, our coordinator has assisted many communities across Kansas with technical support for assessing their local food systems, and the development of Councils. It was her vision to use that expertise in cooperation with community partners to better the food system for her now "home" community, Manhattan/Riley County.

**Council Goals:**

- Identify and prioritize needs and make recommendations that promote, support, and strengthen access to local, healthy, safe, affordable food.
- Support education of growing, buying, preparing, and consuming healthy foods.
- Serve as a city/county commission-appointed education and advisory council to strengthen communication, education, and policy within our local food system.

## How we do our work:

### Council Core Food System Functions-

- Serve as a network hub for information, and advocacy
- Connect people to resources, other people, policy
- Provide a call to action whereby the community has power in decision making

### Circles of Concern:

- Food Waste (and associated solid waste)
- Food Insecurity
- Food Skills, Food Safety, and Nutrition Education

### Programs that have emerged from these Circles of Concern and impact include:

Kitchen Restore – 300+ kitchenware starter kits distributed to 13 partner agencies

Blessing Boxes – 24 in the county, with 2 more in process

Power of Produce – 2,000 youth participated in produce education at Downtown Farmers Market (DFM) Summers 21/22

Konza Student Table – Over 55,000 meals served since Fall 2020 to KSU students

Ks. Senior Farmers Market Nutrition Program – Doubled Senior recipients

Flint Hills Food Recovery – 13,535 lbs. food recovered July 21, 2022-Apr 19, 2023

Website Nourish Together.org – Built during Covid to help people find food and related resources

Diversity, equity, and inclusion engagement with residents – Focus group efforts to learn what our residents need in the food system and to identify leaders amongst various populations

Healthy Food Rx. Program – 400 vouchers given to high-risk food insecure clients via 4 agencies

Kansas State University student community engagement opportunities in our food system – 4-10 students per semester

Members on the Solid Waste Management Committee – FFC members are active participants

SNAP Application Assistance – New program, 8-10 agencies assisting

Coming Soon – Double Up Food Bucks at DFM evaluation and Ambassador program

Master Food Plan – Long range strategic plan as a guidance for improving our food system

## The Master Food Plan

A food system plan is a long-range planning document that lays out a community's vision for what it wants its food system to be and how it will accomplish that growth or change. This is akin to master planning documents that cities and counties use to do long-range municipal planning for a variety of sectors – land use, infrastructure, transportation, economic development, and so on. Food system planning has traditionally been left out, often because there is no one "Department of Food." However, the food system overlaps with many of the structural and systemic issues that require attention in other areas of a community—land use, water use, transportation, and infrastructure. Cities and counties across the country are bringing this community planning lens to food systems to bring focus and intention to their food system development. The role of the Food and Farm Council is to coordinate and guide the implementation of the plan along with food system partners and City/County government.

More than a year of community engagement by the Council led to the creation of the Riley County and City of Manhattan, Kansas Master Food Plan (MFP). A community survey completed by over 2000 respondents, a local food system assessment, and a food system partner summit plus community events, meetings and focus group input were used to draft goals for the MFP. The plan was adopted by the City and County Commissions in June 2022.

A Lead Partner Summit was recently held April 4, 2023, with 67 partners in attendance. The time was spent discussing progress with the MFP, continuing barriers, and setting priorities for work within the food system for the coming year. Voices were unanimous in expressing their support for the value and role of the Council in helping improve our food system and support the work of implementing the MFP. They also expressed support for the Council seeking funding from local government to provide some financial support for daily operations, including support for a Coordinator.

### Breakdown of Sources of Funding:

The Council has no current sustainable funding sources. Since 2018 we have done our work with volunteerism, grants, and limited community donations.

The grants we have received include:

- Alliance for Wellness Grants – \$20,000 (Pework to determine website and programming needs; initial start-up funds for Power of Produce; start-up funds for the three Community Action Teams and projects, surveys)
- Greater Manhattan Community Foundation – \$10,000 (Grant during Covid and in-kind from a media company provided funding to build the Nourish Together website)
- Peine grant – \$10,000 (For initial blessing boxes and helped with some community resources development for our website, MFP video)
- Peine grant - \$5,000 (Initial Kitchen Restore purchases, shelving, box labels)
- Peine Grant - \$18,000 (Startup costs for Flint Hills Food Recovery - shelving for a walk-in, ChowMatch app, supplies, insurance)
- Deihl Grant – \$16,400 (Support for Flint Hills Food Recovery - ChowMatch app, engagement of donors, supplies)
- \$100-\$750 (Civic organization small grants or donations to specific programs)
- \$25-\$1000 (Individual donations to specific programs)
- \$5,000 (Award from Kansas State Farm Bureau for their End Hunger Campaign to extend the Healthy Food Rx. Program)

BCBSKS Pathways to a Healthy Kansas Implementation Grants (through the Flint Hills Wellness Coalition) –

- \$25,000 - Master Food Plan (food system assessment, survey, and plan development)
- \$15,000 Healthy Food Rx. program (voucher reimbursement)
- \$15,000 Diversity, Equity, and Inclusion (focus group work to better inform MFP work)

### Line Item Budget for Use of Funds Request: \$35,000

Council Coordinator \$31,200 (20 hours/week)

Daily operational supplies \$3800 (copy paper, ink cartridges, zoom acct, stamps, envelopes, folders, print piece development)

We plan to continue seeking grants and expand our community donation support. The growth of our work needs daily operational funding.

### Goals for 2024:

Ongoing implementation of the Master Food Plan through prioritization of action steps for each of the three goals. The Council is reviewing action steps that will be high impact, low effort, which offer positive outcomes with limited resources, but also with funding support want to implement action steps with high impact, high effort to create systems, infrastructure, and policy solution changes.

The three goals of the Master Food Plan are:

Goal 1. Reduce hunger and food insecurity in the community and ensure access to healthier food for all

Goal 2. Invest in the production, sales, and consumption of locally grown food

Goal 3. Reduce food waste and related solid wastes

Action steps are included for infrastructure, policy solutions, city/county leadership, and education.

At the April 2023 Summit key themes and priorities from the group discussions that will become part of the work of the Food and Farm Council and Community Action Teams include:

- Work with the Solid Waste Management Committee and plan to define feasible actions for decreasing solid wastes related to food (plastic bags, glass, increased use of cardboard boxes, education, incentives, compost potential)
- Transportation/food access issues (hours, stops, free rides, public education, coordination of information regarding food availability, SNAP application assistance program, emphasis on our residents outside the city of Manhattan with these issues, mobile produce markets)
- Neighborhood and backyard gardening expansion (education, locations, supplies, coordination, collaboration with KSU and USD 383)
- Food skills education (shop, store, prepare, repurpose, food safety, nutrition education, diversity, and culturally familiar foods emphasis)

ALL the groups, no matter the agency or organization represented cited EDUCATION as key for improving our food system. This includes fostering agriculture, food business, food skills, health, soil, water, and air quality, waste reduction, cultural diversity, and economic development so that all are empowered to participate in improving our local food system. These partnerships the Food and Farm Council has cultivated with partners are key and the capacity to do more is contingent upon sustainable funding sources for the Council.