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

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Resolution formally adopting the 2025 Riley County Solid Waste Management Plan annual review
4. Jackson Township Clerk appointment
5. Water Supply Contract
6. Sign Proclamation for Older Americans Month
7. National Public Works Week Proclamation May 18-24, 2025
8. Outstanding Check Resolution
9. Sign Riley County Employee Action Form(s)
10. Fiscal Analyst transfer to Health Department

Review Minutes

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

Review Tentative Agenda

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference

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

14. Year to date budget and expenditure reports

9:15 AM **John Ellermann, Public Works Director/County Engineer**

15. Public Works Project Update

9:30 AM **Press Conference**

16. Presentation of National Public Works Week Proclamation - Greg McKinley and John Ellermann (2-3 minutes)
17. Presentation of Older Americans Month Proclamation - Greg McKinley and Kevin Larson (2-3 minutes)

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

18. Discuss Updates for Riley County Fireworks Resolution

9:55 AM **Rich Vargo, County Clerk**

19. Executive session to discuss a performance matter involving non-elected personnel

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

20. Administrative Work Session

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

21. Monthly Staff Update

11:15 AM **Michael Boller, Noxious Weed/HHW Director**

22. Out of State Travel Request

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

23. 2026 Museum Budget Request

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

24. 2026 Riley County Budget Proposals

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

25. 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests

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

26. 2026 Riley County IT/GIS Budget Request

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

27. 2026 Riley County Attorney Budget Request

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

28. 2026 Community Corrections Budget

Adjournment

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

Planning & Development
Resolution

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

RESOLUTION

FROM: **Amanda Webb, Planning Director**

MEETING: **May 12, 2025**

SUBJECT: **Resolution formally adopting the 2025 Riley County Solid Waste Management Plan annual review**

PRESENTER: **Amanda Webb, Planning Director**

DISCUSSION

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

KDHE requires the BOCC review and approve this annual review. The BOCC approved the annual review at their April 28, 2025 meeting.

Staff submitted the required materials to KDHE to complete the review, but due to staffing changes, an additional document is needed. KDHE has requested the BOCC pass a resolution formally adopting the 2025 Solid Waste Management Plan annual review.

The resolution is attached for your signature. Also attached are SWMC's April 1, 2025 meeting minutes, an excerpt of the BOCC minutes for April 28th approving the SWMP annual review, and the 2024 Solid Waste Management Plan.

FISCAL IMPACT

None.

RECOMMENDATION(S)

Staff recommends the BOCC approve the resolution formally adopting the 2025 Solid Waste Management Plan annual review.

POSSIBLE MOTION(S)

Move to approve Resolution #05122025- __ adopting the Solid Waste Management Plan annual review for 2025.

Enclosures:

- Resolution SWMP (PDF)
- 4.1.25 SWMC minutes (PDF)
- BOCC Minutes (PDF)
- SWMP_Final 2024 (PDF)

RESOLUTION NO. 051225--

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, ADOPTING THE ANNUAL REVIEW OF THE SOLID WASTE MANAGEMENT PLAN

WHEREAS, pursuant to K.S.A. 65-3405, the Board of County Commissioners established a Solid Waste Management Committee and adopted a Solid Waste Management Plan; and

WHEREAS, K.A.R. 28-29-80 requires an annual review of the Solid Waste Management Plan. The last 5-year update was completed and adopted in May 2024 and the last annual review was completed and adopted in May 2023; and

WHEREAS, the Solid Waste Management Committee reviewed the Solid Waste Management Plan at their April 1, 2025 meeting and, proposing no changes, voted to send a recommendation of approval to the Riley County Board of Commissioners; and

WHEREAS, at their April 28, 2025 meeting, the Board of County Commissioners approved the annual review of the Solid Waste Management Plan and directed staff to forward the plan and supporting documents to the Kansas Department of Health and Environment.

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

That the Solid Waste Management Plan 2025 annual review is hereby adopted as presented.

ADOPTED this 12th day of May, 2025

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chair

_____
Kathryn Focke, Vice Chair

_____
John Ford, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution SWMP (15810 : 2025 Solid Waste Management Plan Annual Review)

Riley County Solid Waste Management Committee
Minutes

Tuesday, April 1, 2025
6:30 PM

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

Zoom: Amanda Webb, Krista Sylvester and Casey Smithson

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

Others present: Lisa Daily

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

Approve minutes from previous meeting

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

Annual Review – Solid Waste Management Plan

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

2029 Solid Waste Management Plan Periodic Update

a. Waste Characterization Study

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

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

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

Attachment: 4.1.25 SWMC minutes (15810 : 2025 Solid Waste Management Plan Annual Review)

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

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

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

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

2025 Riley County Fair

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

SWMC website

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

Public Works Report

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

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

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

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

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

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

Attachment: 4.1.25 SWMC minutes (15810 : 2025 Solid Waste Management Plan Annual Review)

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

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

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

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

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

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

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

Evan McMillan said possibly next year.

Household Hazardous Waste January tour recap

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

Other items for discussion

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

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

Chairman Kreller adjourned the meeting at 7:32 PM.

Attachment: 4.1.25 SWMC minutes (15810 : 2025 Solid Waste Management Plan Annual Review)

EXCERPT OF MINUTES
BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

April 28, 2025

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

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

Webb presented the annual review of the Solid Waste Management Plan.

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

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

Attachment: BOCC Minutes (15810 : 2025 Solid Waste Management Plan Annual Review)

SOLID WASTE MANAGEMENT PLAN

2024

Riley County, Kansas

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

SOLID WASTE MANAGEMENT PLAN

RILEY COUNTY BOARD OF COMMISSIONERS

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

RILEY COUNTY SOLID WASTE MANAGEMENT COMMITTEE

Josh Brewer	Greg Wilson	Casey Smithson
Steve Galitzer	Adrian Self	Kathryn Focke
Jacob Larson	John Ellermann	Justin Brenner
Michael Boller	Amanda Webb	Evan McMillan
William Spiegel	Morgan Bates	Fran Zerby
Krista Sylvester	Travis Hummel	Jack Platt
David Kreller	Benjamin Hamill	Kelly Briggs
Joseph Whitlock		

APPROVED BY THE SOLID WASTE MANAGEMENT COMMITTEE

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS
APRIL 22, 2024

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

ACKNOWLEDGMENTS

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

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

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

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GLOSSARY

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

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

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

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

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

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

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

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

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

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

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

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

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

Ignitability
Corrosivity
Reactivity
Toxicity

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

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

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

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

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

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

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

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.

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

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.

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

EXECUTIVE SUMMARY

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

RILEY COUNTY
SOLID WASTE MANAGEMENT PLAN

EXECUTIVE SUMMARY

INTRODUCTION

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

EXISTING SOLID WASTE MANAGEMENT

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

PROGRAM GOALS, OBJECTIVES AND POLICIES

PROGRAM GOAL:

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

PROGRAM OBJECTIVE:

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

PROGRAM POLICIES:

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

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

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

WASTE REDUCTION

GOAL:

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

OBJECTIVES:

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

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

RECYCLING

GOAL:

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

OBJECTIVES:

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

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

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

YARD WASTE AND ORGANICS MANAGEMENT

GOAL:

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

OBJECTIVES:

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

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

LANDFILLING

GOAL:

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

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OBJECTIVES:

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

ACTION STATEMENT

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

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

WASTE-TO-ENERGY

FUTURE ACTIVITIES:

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

The following criteria should be used when evaluation solutions:

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

SOLID WASTE FACILITY

GOAL:

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

OBJECTIVES:

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

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

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

HOUSEHOLD HAZARDOUS WASTE

GOAL:

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

OBJECTIVES:

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

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

SPECIAL WASTE

GOAL:

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

OBJECTIVES:

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

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

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INTRODUCTION

Chapter 1

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CHAPTER 1

INTRODUCTION

PURPOSE

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

AUTHORIZATION/LEGISLATION

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

PUBLIC INPUT AND REVIEW

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

PLANNING AREA

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GEOGRAPHY

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

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

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

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

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

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

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Figure 1: Location of Riley County within Kansas

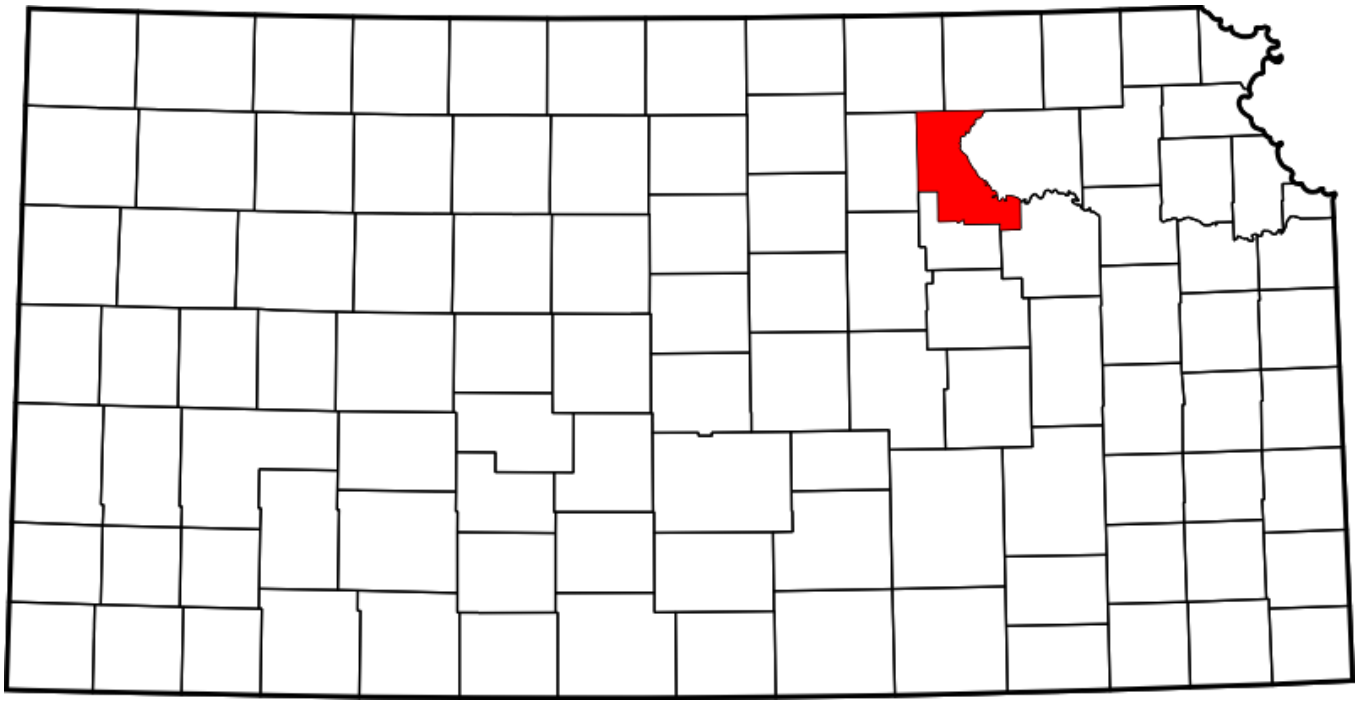

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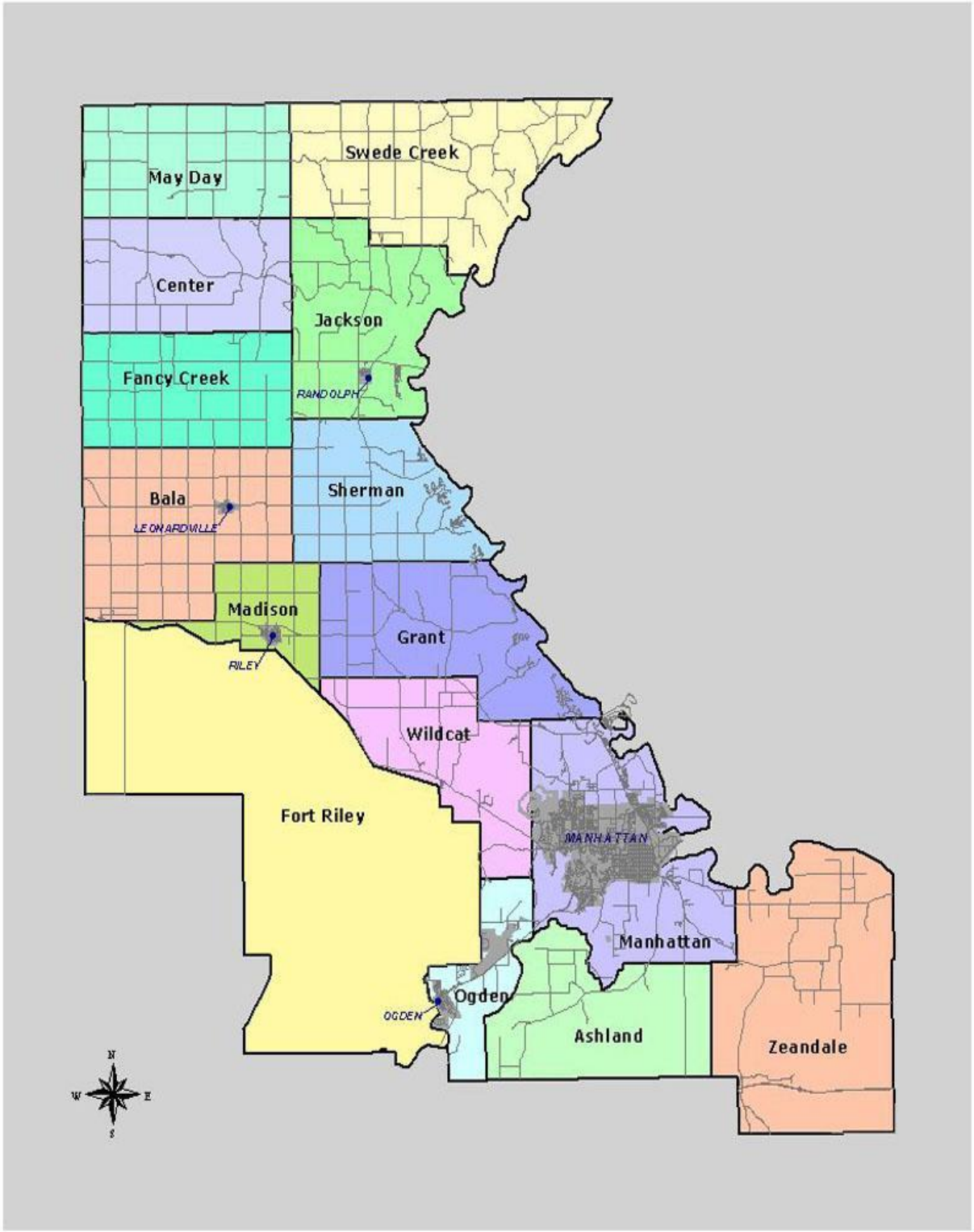
Figure 2: Political Townships within Riley County



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EXISTING SOLID WASTE MANAGEMENT

Chapter 2

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CHAPTER 2

EXISTING SOLID WASTE MANAGEMENT

WASTE MANAGEMENT ORGANIZATION

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

WASTE GENERATION

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

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

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

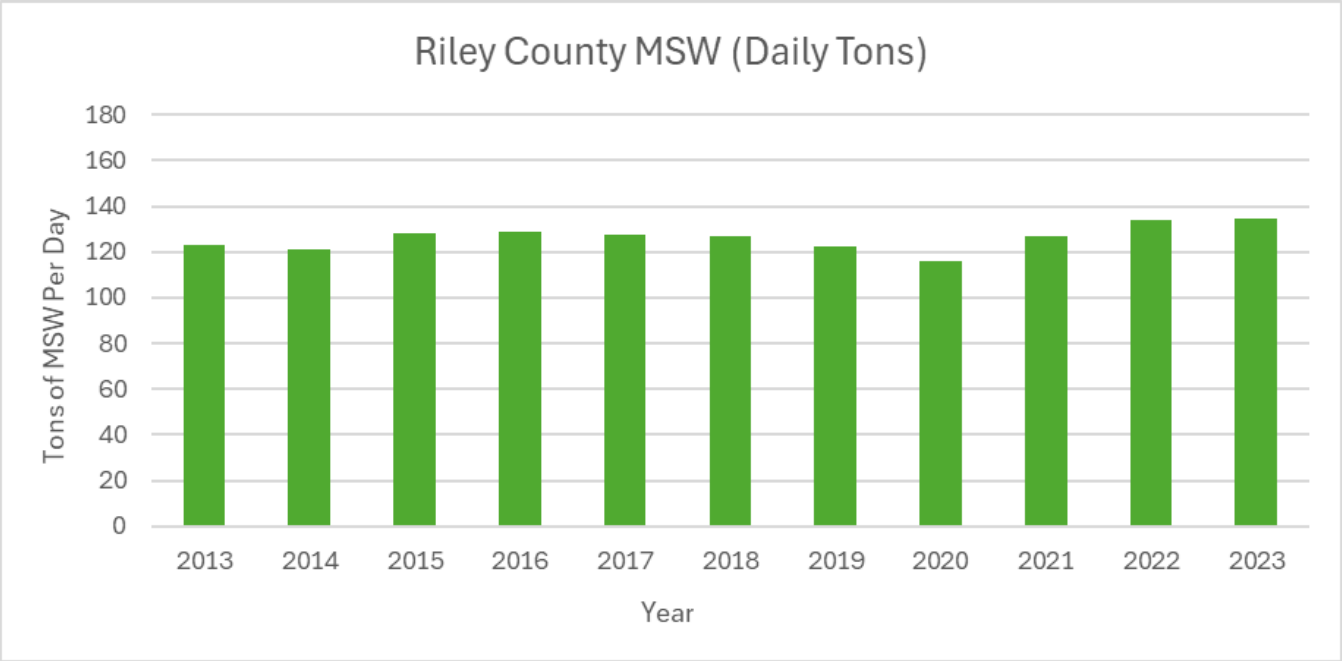

Figure 4: Waste Generation Rate Table

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

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

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WASTE CHARACTERIZATION

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

Table 1: Materials in Solid Waste Stream By Percent

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

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

STATE WASTE GENERATION COMPARISON

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

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

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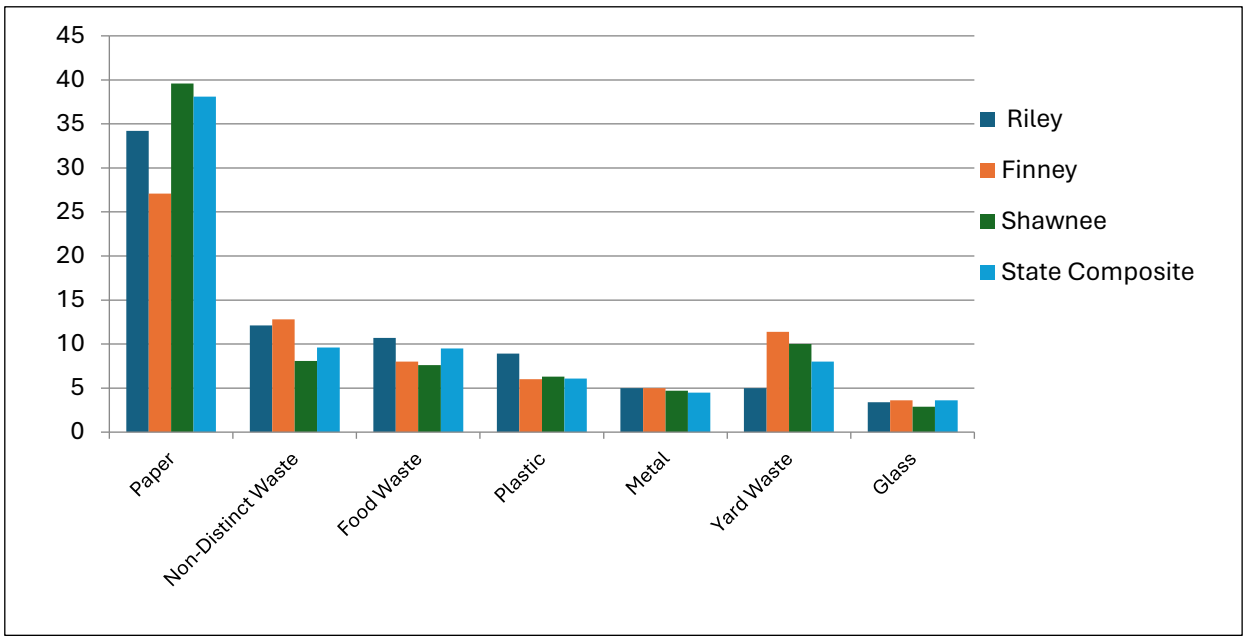
procedures established by the State's characterization study and then statistically compared to the most recent county waste characterization study of 1999. The resulting percentages (Figure 5 below) of waste types found within the municipal solid waste stream seem to support that the 1999 county waste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

Figure 5: Waste Stream Comparisons by Component



SOURCE: 2005 State of Kansas Waste Characterization Study

WASTE COLLECTION

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

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

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

WASTE DISPOSAL METHODS

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

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

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

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

RILEY COUNTY SANITARY LANDFILL AND SOLID WASTE FACILITY

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

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

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

YARD WASTE

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

FOOD WASTE

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

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CONSTRUCTION/DEMOLITION LANDFILLS

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

CONSTRUCTION/DEMOLITION LANDFILL IN RILEY COUNTY

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

HOUSEHOLD HAZARDOUS WASTE FACILITY

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

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

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CURRENT SOLID WASTE PLANNING STATUS

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

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

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

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

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

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

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

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PROGRAM GOALS, OBJECTIVES AND POLICIES

Chapter 3

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CHAPTER 3

PROGRAM GOALS, OBJECTIVES AND POLICIES

INTRODUCTION

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

PROGRAM GOAL

To develop a comprehensive solid waste management system which:

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

PROGRAM OBJECTIVE

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

PROGRAM POLICIES

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

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

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

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EDUCATION

Chapter 4

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CHAPTER 4

EDUCATION

INTRODUCTION

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

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

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

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

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Table 2: Solid Waste Educational Activities in Riley County

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

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

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

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

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

Battery Recycling Educational Program:

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

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Solid Waste Management Action/Policy Plan

Education

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

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WASTE REDUCTION

Chapter 5

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CHAPTER 5

WASTE REDUCTION

INTRODUCTION

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

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

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

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

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

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

LOCAL EFFORTS

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

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

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

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

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

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

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

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

WASTE REDUCTION IDEAS

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

PAPER REDUCTION IDEAS

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

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

PACKAGING REDUCTION IDEAS

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

EQUIPMENT REDUCTION IDEAS

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

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INVENTORY/PURCHASING IDEAS

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

FOOD WASTE REDUCTION IDEAS

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

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WASTE REDUCTION GOAL

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

Solid Waste Management Action/Policy Plan

Waste Reduction

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

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RECYCLING

Chapter 6

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CHAPTER 6
RECYCLING

INTRODUCTION

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

Collecting
Sorting
Processing for Shipment
Transporting
Remanufacturing
Consumer

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

The cost of landfilling has increased dramatically due to:

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

Markets for recyclables have changed due to:

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

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

METHODS OF RECYCLING

There are two basic ways of recycling materials:

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

SOURCE SEPARATION

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

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

Drop-off recycling
Curbside recycling

DROP OFF RECYCLING

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

CURBSIDE RECYCLING

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

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RESOURCE RECOVERY

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

RILEY COUNTY RECYCLING FIGURES

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

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

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

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

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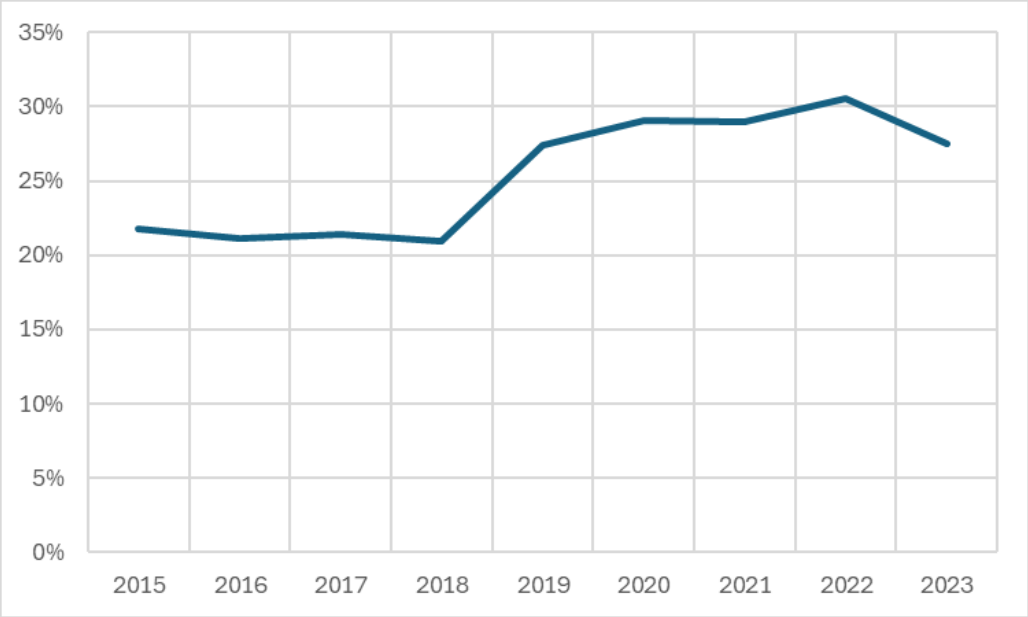
Figure 6: Recycling Rate Trend Line: 2015-2023*



*Figured as annual percentage of Municipal Solid Waste

FACILITIES FOR RECYCLING

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

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

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RECYCLING MARKETS

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

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

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

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

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

PROCUREMENT POLICIES

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

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

ORGANIZATION FOR RECYCLING

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

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

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

KANSAS STATE UNIVERSITY RECYCLING PROGRAM

HISTORY

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

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

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

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

CURRENT STATUS

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

STOP DROP – GOING SINGLE-STREAM

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

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

EVENTS

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

CURRENT LOCAL PROGRAMS

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

DROP OFF RECYCLING

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

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

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

This strategy resulted in the following programs:

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

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

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CURBSIDE RECYCLING

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

DIVERSION/MARKET DEVELOPMENT PROGRAMS

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

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

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

POTENTIAL FOR RECYCLING

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

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

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

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

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

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

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

COST OF RECYCLING

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

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

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

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

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

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

BENEFITS OF RECYCLING

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

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

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

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

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RECYCLING GOAL

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

Solid Waste Management Action/Policy Plan

Recycling

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

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YARD WASTE AND ORGANICS MANAGEMENT

Chapter 7

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CHAPTER 7

YARD WASTE AND FOOD WASTE PROCESSING

INTRODUCTION

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

Table 6: Yard Waste Annual Material Analysis

Material Types processed by Yard Waste Programs (In Tons)

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

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

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COMPOSTING

DESCRIPTION OF YARD WASTE COMPOSTING

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

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

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

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

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

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DESCRIPTION OF FOOD WASTE COMPOSTING

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

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

COMPOST USES

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

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

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

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WOOD CHIPPING

DESCRIPTION

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

WOOD CHIP USES

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

FIREWOOD

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

TREE WASTES

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

CURRENT PROGRAMS

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

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

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

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

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

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

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

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

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

MASTER FOOD PLAN - FOOD WASTE

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

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

Infrastructure:

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

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

Policy

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

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

Education

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

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

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

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

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

Leadership

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

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

DISASTER WASTES

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

POTENTIAL MARKETS FOR MATERIAL

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

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

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Highway departments
School districts
Farmers that raise specialty crops

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

EXPLORING OPTIONS

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

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

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

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

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

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

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

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

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

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

YARD WASTE AND FOOD WASTE GOAL

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

Solid Waste Management Action/Policy Plan

Yard Waste Processing

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

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LANDFILLING

Chapter 8

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CHAPTER 8

LANDFILLING

INTRODUCTION

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

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

REGIONALIZATION

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

CURRENT LANDFILLING

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

LANDFILL STANDARDS AND REGULATIONS

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

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LANDFILL CLOSURE/REMEDIATION

* Riley County has completed closure of the Riley County Sanitary Landfill.
* Riley County has fulfilled the post-closure requirements for the Riley County Landfill, and will continue monitoring contaminant levels that remain higher than the KDHE Tier 2 limit states.
* Riley County shall sample all monitoring wells at the closed Riley County Sanitary Landfill as directed by KDHE. The samples shall be analyzed for the identified contaminants of concern. Each sample shall be analyzed at the detection limits at or below the Kansas Action Levels (KALS) by a KDHE Certified laboratory. Riley County shall measure static water elevations in all monitoring wells at the time of each sampling event.
* Riley County shall document the quality assurance/quality control (QA/QC) for all sample collection, sample control and sample analysis procedures.
* Riley County has obtained the horizontal and vertical location for all monitoring wells. These locations were established by a survey conducted by a licensed surveyor. The horizontal survey has a distance accuracy of at least the Third-order, class II standard (Federal Geodetic Control Committee). Top of casing elevations have been measured to a mean sea level elevation accuracy of at least the Second-order, class I (Federal Geodetic Control Committee).
* Riley County shall monitor the methane gas concentrations at the landfill boundary. When methane is encountered, it should be tracked to the 0% methane contour.
* Riley County shall obtain periodic Kansas River stage measurements on the Kansas River near the landfill site using the United States Geological Survey data. Up gradient and down gradient river water samples shall be collected at the time of groundwater sampling and analyzed for the same contaminants of concern.
* Riley County shall submit monitoring reports to KDHE on a schedule determined by the agency. The reports shall contain all required groundwater monitoring data gathered since the last sampling events. The monitoring reports shall include:
    - Groundwater data for all monitoring including analytical results and QA/QC data, well construction and lithological information (for newly constructed or proposed wells), static water level elevations, and top casing elevations. All sampling procedures, monitoring/extraction equipment used, and QA/QC measures shall be documented.
    - An inventory of chemicals tested, the laboratory detection limits, the Kansas Notification Levels, and the Kansas Action Levels.
    - A groundwater contour map showing monitoring and recovery well (if any) locations.

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

LANDFILLING GOAL

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

Solid Waste Management Action/Policy Plan
Landfill

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

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WASTE TO ENERGY

Chapter 9

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CHAPTER 9

WASTE-TO-ENERGY

INTRODUCTION

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

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

COSTS

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

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

ACTIVITIES IN RILEY COUNTY

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

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Executive Summary of Report

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

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

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

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FUTURE ACTIVITIES

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

Solid Waste Management Action/Policy Plan

Waste-to-Energy

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

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SOLID WASTE FACILITY

Chapter 10

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CHAPTER 10

Solid Waste Facility

INTRODUCTION

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

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

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

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CURRENT PROGRAM

Riley County has used a transfer station as a solid waste management tool since January 2, 1992. However, the official title of the facility has been changed to the Riley County Solid Waste Facility in order to more adequately reflect the changing dynamic of materials accepted at the facility. The contract for transport and disposal of municipal solid waste from the solid waste facility is currently with the N. R. Hamm Quarry of Perry, Kansas. The solid waste is being disposed of in a permitted landfill, owned by the contractor, which is located in Jefferson County, near the City of Lawrence, Kansas. This contract will continue in effect until August , 2026.

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

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

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

SOLID WASTE FACILITY GOAL

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

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HOUSEHOLD HAZARDOUS WASTES

Chapter 11

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CHAPTER 11

HOUSEHOLD HAZARDOUS WASTES

INTRODUCTION

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

WASTE STREAM

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

GENERATORS OF HAZARDOUS WASTE

Generators of hazardous waste fall into four categories under the Kansas Department of Health & Environment: Large Quantity Generator, Small Quantity Generator, Kansas Small Quantity Generator and the Conditionally Exempt Small Quantity Generator. Households and farm operations do not fall under the hazardous waste regulations; however, they also generate hazardous waste in the form of pesticides, fertilizers, auto care products, cleaning products, paint products, personal care products, chemicals, household repair products, and batteries. In general, these waste materials are called Household Hazardous

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Waste (HHW). These wastes may legally go to a sanitary landfill for disposal. Household hazardous wastes have been recognized for their collective contribution to ground water contamination at area landfills.

A common category of HHW is batteries. Some batteries are easily recycled and others must be disposed of properly. Lead Acid batteries contain lead and sulfuric acid. Lead Acid Sealed (or Gel-Filled) batteries contain lead and sulfuric acid. Lithium-ion batteries contain lithium, a reactive metal, and carbon monofluoride and are found in electronics, toys, wireless headphones, handheld power tools, small and large appliances, electric vehicles and electrical energy storage systems. According to the EPA, Lithium-ion batteries and devices containing these batteries should not go in household garbage or recycling bins. To prevent fires, tape battery terminals and/or place lithium-ion batteries in separate plastic bags. Mercuric Oxide batteries contain mercury. Nickel-Cadmium batteries contain nickel and 17% cadmium. Silver Oxide batteries contain silver and 1% mercury. Zinc Air-Consumer batteries, i.e. "*long life*" batteries, contain 1% mercury. Zinc Air-Industrial batteries (used for railroad signals & maritime buoys) contain no mercury. Zinc-Carbon or Zinc-Chloride (Heavy-Duty Batteries), contain 1-100 ppm mercury and 5-100 ppm cadmium. Lead acid batteries and nickel-cadmium batteries are considered hazardous waste if offered for disposal and are therefore not permitted at the solid waste facility. Lead acid (vehicle) batteries are recycled by local retailers, at the local recycling center, and at the Household Hazardous Waste Facility. Alkaline batteries are non-hazardous and may be disposed of in the municipal solid waste stream. Drop off boxes are placed at several locations throughout the county, including the County Office Building. The public may drop-off batteries for proper disposal by the Household Hazardous Waste program.

HOUSEHOLD HAZARDOUS WASTE MANAGEMENT

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

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STORAGE SITE

In October 1990, Riley County opened its permanent Household Hazardous Waste Facility. A moveable trailer was added to the site for transport of household materials from neighboring counties and area farms. The Household Hazardous Waste Facility is open weekdays 7:30 AM to 4:00 PM for residents to drop-off household hazardous waste at 6245 Tuttle Creek Boulevard. The County General Fund defrays the operating and disposal costs of the Household Hazardous Waste Collection Center.

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

A grant in 1995 from Wal-Mart provided funds for automobile oil filter presses for each of the counties managed by the Big Lakes Regional Council. The oil that is pressed from the filters is recycled with the used oil and the metal housings are recycled as scrap steel. A large press was purchased for Riley County to press large truck and tractor oil filters. The press is also used to empty and squash paint cans. Other HHW drop-off sites were developed in Riley County. The second Saturday of each month the Riley County HHW portable trailer is located at Howie's Recycling, 625 S. 10th Street, Manhattan. The trailer is staffed by trained county workers and accepts waste during the hours of 8:00 am to 12:00 pm.

In fiscal year 2018 (2021), Big Lakes Regional Household Hazardous Waste consisting of 11 counties Clay, Dickinson, Geary, Marion, Marshall, Morris, Nemaha, Riley, Pottawatomie, Wabaunsee and Washington received 860,515 pounds of household waste from 8,813 participants. Waste received varied and included 23,528 lbs of batteries and 256,756 lbs of used oil and oil based paints.
Of the above materials, the following weights apply to material which originated solely in Riley County over the same time period:

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

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As the above figures show, a significant percentage of waste products traveling through the HHW facility originate within the county of Riley
The Riley County HHW facility can accept hazardous waste from all households and farmers living in Riley County. Hazardous wastes fall into one of four categories: flammable, corrosive, toxic or reactive.

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

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

PCB BALLASTS

Prior to 1979, fluorescent light ballasts (FLB) and High Intensity Discharge (HID) light ballasts contained polychlorinated biphenols (PCBs). After 1979, ballasts produced without PCBs were to be labeled as "**No PCBs**." A ballast is assumed to contain PCBs if there is no such label.

According to the EPA's PCB Information and Reference Fact Sheet , v irtually all small electrical capacitors contained approximately 50 percent PCBs. FLBs commonly contain pure PCB liquid in small (less than two ounces) sealed capacitor(s) inside the ballasts. PCBs have also been found in FLB "potting material" which is a tar-like filling/packing material inside the metal ballast casing.

PCB FLBs containing intact non-leaking small capacitors and/or potting material with PCBs at concentrations of greater than or equal to 50 ppm may be disposed as PCB household waste if the FLBs meet the definition of a PCB household waste (40 CFR, 761.3). Residents may dispose of such PCB FLBs at a municipal solid

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waste landfill by disposing of the FLB in the trash if the ballasts are disposed *during routine maintenance at a house or a residential building*.

However, the household waste exemption does not apply to PCB FLBs with non-intact ***leaking*** small capacitors with PCBs at concentrations of greater than or equal to 50 ppm. Commingled liquid PCB wastes at concentrations greater than or equal to 50 ppm are not household wastes and are prohibited from disposal in municipal solid waste landfills; therefore, these materials are not permitted at the solid waste facility.

The Household Hazardous Waste program will accept PCB ballasts from households and farms for proper disposal. Commercial, Industrial, and non-residential are excluded from disposal at the solid waste facility.

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR PROGRAM

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

HOUSEHOLD HAZARDOUS WASTE GOAL

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

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Solid Waste Management Action/Policy Plan

Household Hazardous Waste

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

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SPECIAL WASTE

Chapter 12

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CHAPTER 12

SPECIAL WASTE

INTRODUCTION

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

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

INDUSTRIAL WASTES

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

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

BATTERIES

Traditionally, vehicle batteries contain lead and acid that can leak into the environment and cause poisoning. Lithium-ion vehicle batteries have become more common on the marketplace, which are commonly found to be reactive and ignitable hazardous wastes. Because of these reasons it is necessary to keep

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batteries out of landfills. Lead acid vehicle batteries in Riley County are handled through local recycling outlets that accept batteries from anyone. They have also become acceptable at the Riley County Household Hazardous Waste Facility. On the other hand, waste lithium-ion batteries from vehicles are typically managed by maintenance and repair shops as opposed to households, and are not accepted at the Riley County Household Hazardous Waste Facility. All other batteries, except alkaline batteries, also endanger the environment when disposed of through the means of a landfill. Further discussion of the disposal of all types of batteries is included under the section on Household Hazardous Wastes (Chapter 11).

CONSUMER ELECTRONICS WASTE

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

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

WHITE GOODS

White goods (appliances) are accepted by weight at the Riley County Solid Waste Facility and are picked up by a local contractor approximately once a year. Functional white goods can be diverted through the local Habitat for Humanity ReStore. This contractor takes the baled material to a hammer mill to be shredded and recycled. The Riley County Solid Waste Facility charges a fee for the acceptance of white goods, including those which contain Freon. Other outlets are

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available for disposal of appliances and/or removal of Freon. Located in the vicinity of the white goods collection site is the scrap metal collection site which exists to encourage the separation of recyclable metals from the waste stream. Scrap metal is collected by a private contractor for recycling purposes at least annually.

WASTE TIRES

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

BIO-SOLIDS (SLUDGES)

LIME SLUDGES

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

SEWAGE BIO-SOLIDS

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

MEDICAL SERVICES WASTE

These wastes were formerly separately handled by hospitals and disposed of in special incinerators operated by the hospitals, under the guidelines for disposal of such waste from medical facilities established by the Kansas Department of Health

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and Environment, until the incinerators were decommissioned on September 21, 2003. The current method of medical waste disposal involves contracting a private firm to properly dispose of medical waste in the state-prescribed fashion.

FACILITIES

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

TYPE OF MEDICAL SERVICES WASTE

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

Biohazardous:

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

Pathological Waste

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

Trace Chemotherapy

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

Pharmaceutical Waste

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

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DISPOSAL

K.A.R. 28-29-27 defines medical services wastes as "waste materials which are potentially capable of causing disease or injury and which are generated in connection with human or animal care through inpatient and outpatient services. This determination is made by the facility generating the waste." . Medical waste must be disposed of in a different manner than MSW. Medical waste does not include:

- Pharmaceutical waste
- RCRA hazardous waste (this is not the same as biohazardous waste)
- Radiological waste

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

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

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

Riley County is home to Midwest Medical Waste or now known as Sharps Compliance Medical Waste Disposal ,a private firm specializing in transportation and disposal of Regulated Medical Waste. Midwest Medical Waste activities are authorized by Kansas Department of Health and Environment Solid Waste

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Transfer Station Permit #929 which was granted after review of their Application and accompanying Operating, Closure, Contingency and Site plans. The Riley County Household Hazardous Waste Facility accepts most unused pharmaceuticals such as private prescriptions, excluding controlled substances. Recent studies have shown a potential danger with the "flushing" of unused prescription drugs through public sewer systems, which has made the use of this program all the more important. The Riley County Police Department and Kansas State University Campus Police periodically will accept controlled substances for disposal through the National Take Back Initiative funded by the U.S. Drug Enforcement Administration.

ANIMAL WASTE AND ANIMAL CARCASSES

ANIMAL WASTE

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

ANIMAL CARCASSES

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

CONSTRUCTION/DEMOLITION WASTES

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

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required which is less stringently regulated than sanitary landfills. There is a private disposal site in the Riley County area which accepts construction/demolition wastes, however there are no public sites.

FLUORESCENT/HIGH INTENSITY DISCHARGE LAMPS/COMPACT FLOURESCENT BULBS

EPA recommends that consumers take advantage of available local options for recycling CFLs, fluorescent bulbs and other bulbs that contain mercury, and all other household hazardous wastes, rather than disposing of them in regular household trash.

CFLs and other fluorescent bulbs often break when thrown into a dumpster, trash can or compactor, or when they end up in a landfill or incinerator causing a release of mercury. There may be enough mercury in the lamps to to cause them to fail the Toxic Characteristic Leaching Procedure (TCLP) and then be classified as hazardous waste.

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

USED OIL

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

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ASBESTOS

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

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

DISASTER WASTES

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

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

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SPECIAL WASTE GOAL

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

Solid Waste Management Action/Policy Plan

Special Waste

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

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APPENDIX A

Includes:

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

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Solid Waste Management Plan Schedule & Timeline
Planning Period: 2019-2029

2019

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

2020

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

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2021

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

2022

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

2023

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

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

2024

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

2025

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

2026

- **January** – Conclusion of Annual Christmas tree recycling program.

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

2027

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

2028

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

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

2029

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

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Riley County Solid Waste Management Plan Committee
Current Membership List – 2024 Revision

Name	Entity Represented	Address	Phone Number	Email
Mike Boller	Other	6245 Tuttle Creek Blvd. Manhattan, KS 66503	(785) 539-3202	mboller@rileycountyks.gov
Josh Brewer	City of Manhattan	410 Fremont Manhattan, KS 66502	(785) 320-6621	swimrunjosh@gmail.com
Steve Galitzer	Other		(785) 532-5856	galitzer@kansas.net
Evan McMillan	Other	110 Courthouse Plaza Manhattan KS 66502	(785) 537-6330	emcmillan@rileycountyks.gov
David Kreller	Private Solid Waste Mgmt Industry	PO Box 416 Manhattan, KS 66505	(785) 539-6334	David.kreller@medimidwest.com
Benjamin Hamill	Other	110 Courthouse Plaza Manhattan, KS 66502	(785) 537-6332	bhamill@rileycountyks.gov
John Ellermann	Other	110 Courthouse Plaza Manhattan, KS 66502	(787) 537-6330	jellermann@rileycountyks.gov
Adrian Self	City of Manhattan	2000 Rehfeld Dr Manhattan, KS 66502	(785) 532-3284	amself@ksu.edu
Casey Smithson	City of Manhattan	1101 Poyntz Avenue Manhattan, KS 66502	(785) 587-2771	smithson@cityofmhk.com
William Spiegel	General Public	103 Power Plant KSU Manhattan, KS 66506	(785) 532-7430	wspiegel@k-state.edu
Amanda Webb	Recycling Coordinator	110 Courthouse Plaza Manhattan KS 66502	(785) 537-6332	awebb@rileycountyks.gov
Kathryn Focke	County Commissioner	110 Courthouse Plaza Manhattan, KS 66502	(785) 565-6213	kfocke@rileycountyks.gov
Joseph Whitlock	Other	1628 Claflin Road 101A Dykstra Hall Manhattan, KS 66502	(785) 532-4297	jwhitlo@ksu.edu
Greg Wilson	Private Recycling or Scrap Material Processing Industry	625 S. 10th Manhattan KS 66502	(785) 776-8352	greg@howiesrecycling.com
Fran Zerby	Citizen Organization	1830 Ft. Riley Blvd Manhattan KS 66502	(785) 537-7660	zerby@rocketmail.com
Jacob Larson	City of Manhattan	121 N 9th St Manhattan, KS 66502	(785) 317-0749	jglarson@ksu.edu
Morgan Bates	Other	1840 Virginia Dr Manhattan, KS 66503	(785) 317-0607	morganlbates@gmail.com
Kelly Briggs	Private Solid Waste Mgmt Industry	753 Crestline Manhattan, KS 66502	(785) 776-8839	kellyb@bayerconst.com
Travis Hummel	Private Industry	601 Pottawatomie Ave Manhattan, KS 66502	(785) 565-3995	htsinc1@gmail.com
Jack Platt	Other	2031 Casement Rd Manhattan, KS 66502	(785) 477-2620	jackp@usd383.org
Krista Sylvester	Other	11203 Rimrock Dr Manhattan, KS 66503	(913) 563-9852	kristamsylvester@gmail.com
Justin Brenner	Unincorporated Riley County	6425 Tuttle Creek Blvd Manhattan KS 66503	(785) 539-3202	kbrenner@rileycountyks.gov

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APPENDIX B

Includes:

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

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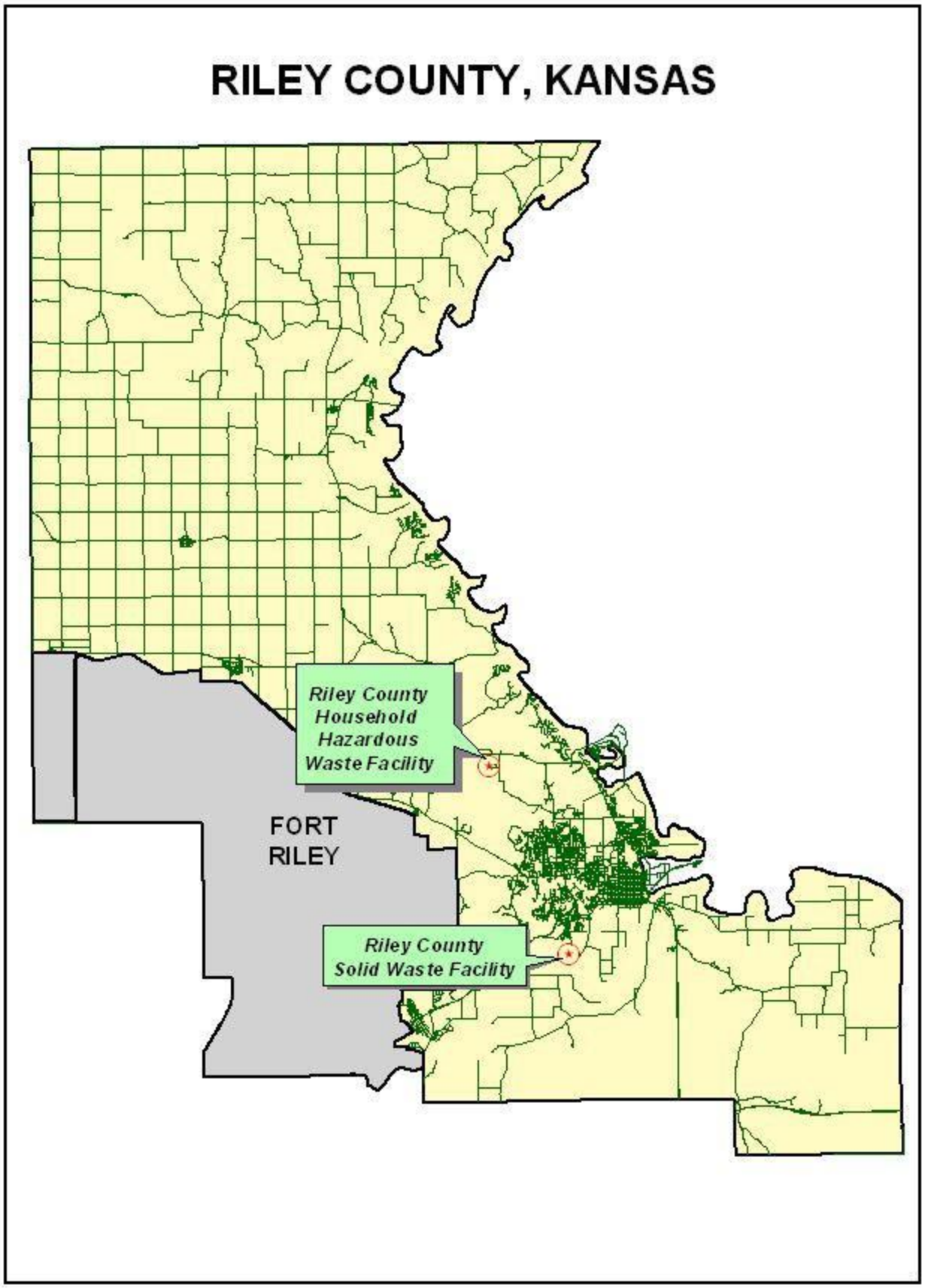

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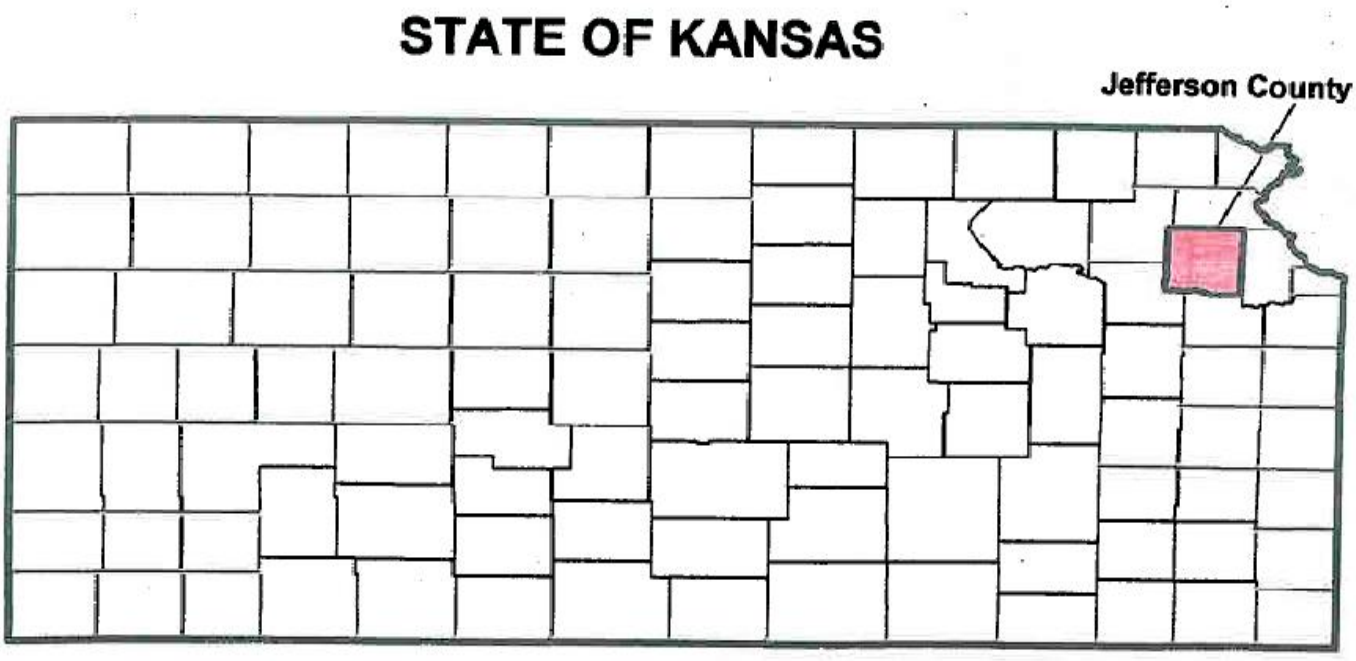

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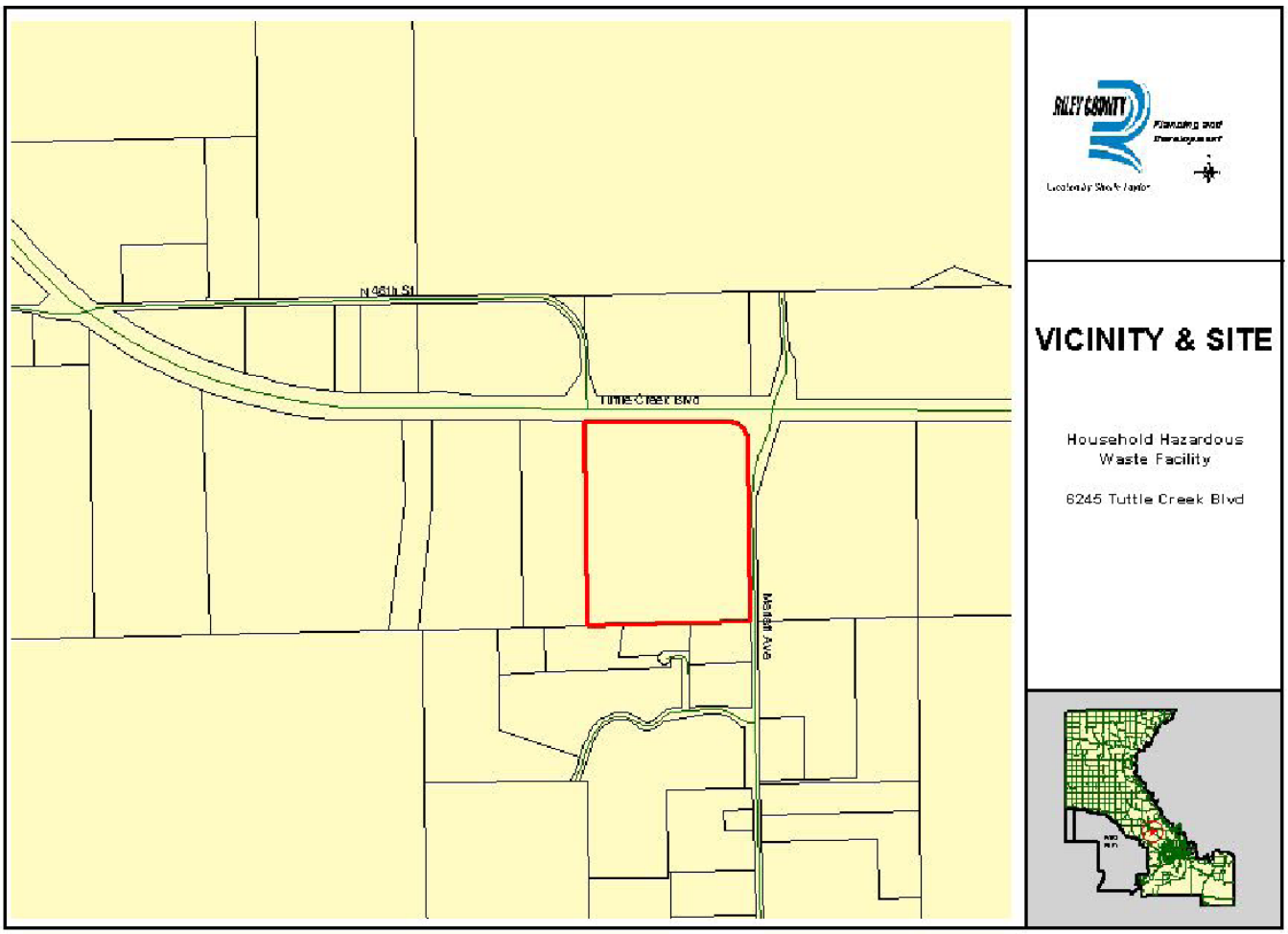
Household Hazardous Waste Facility



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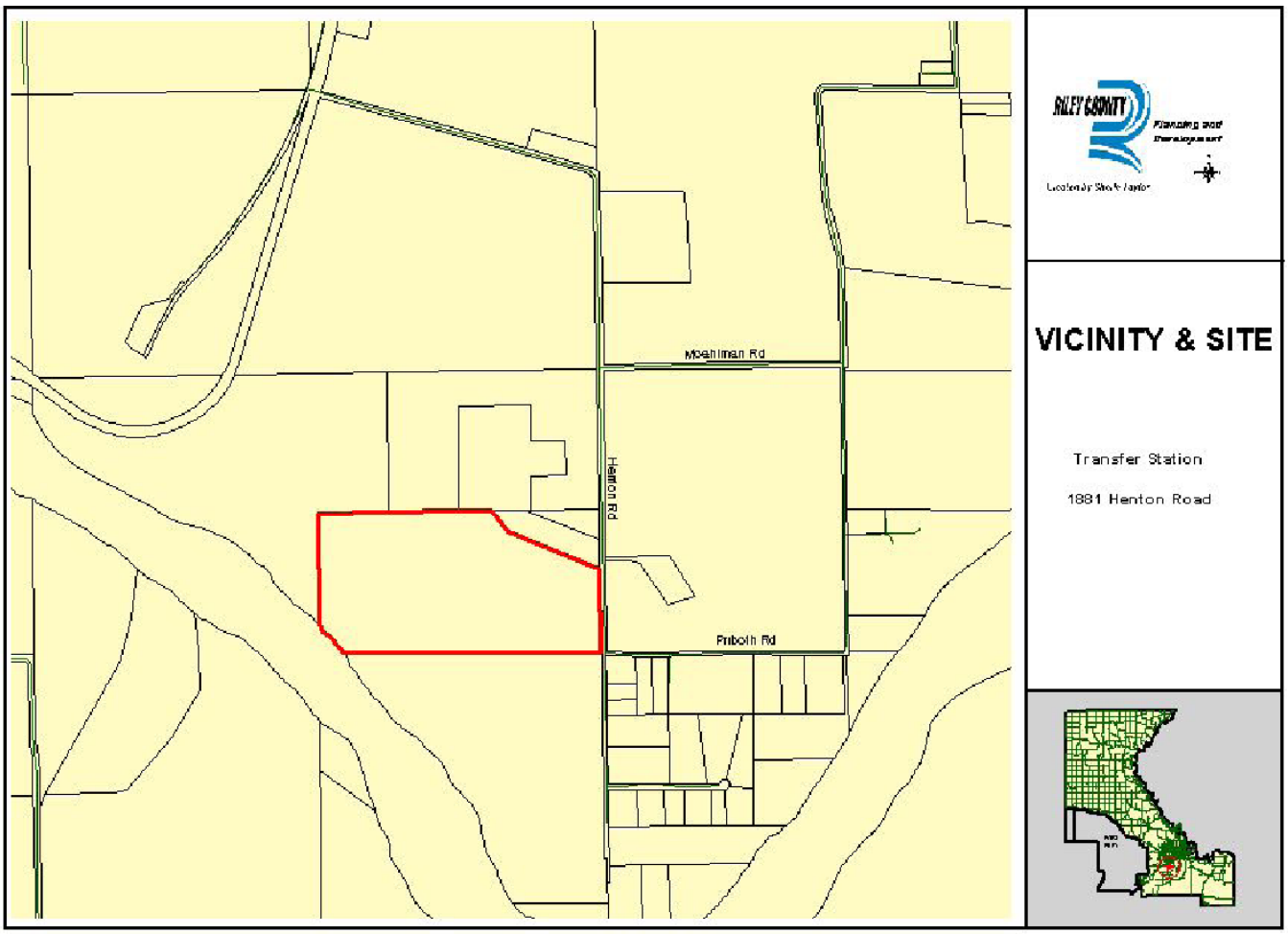
Solid Waste Management Facility



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MANHATTAN, KANSAS

CURBSIDE RECYCLING SURVEY REPORT

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

Presented December 1999

Judy M. Willingham
K-State Pollution Prevention Institute

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

Richard G. Nelson
Kansas Industrial Extension Service

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

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Appreciation is expressed to:

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

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

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

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

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

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Manhattan Kansas, Curbside Recycling Survey Report

Judith M. Willingham, William M. Eberle, and Richard G. Nelson[1]

EXECUTIVE SUMMARY

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

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

BACKGROUND OF RECYCLING IN THE MANHATTAN AREA

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

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

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

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[1] [1]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

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A local recycling business, Howie's Recycling, Inc., began taking household recyclables in 1988. Although Howie's has not maintained records of the amount of materials processed through their business, a Riley County subsidy has supported plastic recycling at $.20/pound. A subsidy for newsprint was available in 1993 and 1994 at $40.00/ton. These records are based on documentation provided with applications for both subsidies. When market prices exceeded subsidy amounts, no applications were made; therefore, these figures do not indicate the entire amount of newsprint and plastic recycled. The following table illustrates amounts by year of plastic and newsprint subsidized and removed from the waste stream since 1993.

Table 1. Subsidies for Newsprint and Plastic by Year

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

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

DISCUSSION

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

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

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

In an effort to contain expenses, the document was designed as a double-sided, single sheet with the survey on one side and the reverse containing a short informative paragraph and address face

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with pre-paid postage. Postage was paid only on those surveys returned. In order to encourage people to fill out and return the survey, it was intended to be simple to read and answer. Only five questions were included. All could be answered "Yes" or "No." Three questions included an additional information line for circling specific items. The comment section allowed additional thoughts to be expressed. Out of 572 responses, 265 contained comments. A copy of the survey form is attached (Appendix I).

METHOD AND RESULTS

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

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

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

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

Table 2. Response Rate by Areas in Manhattan

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

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

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

Responders were asked whether or not they would be willing to pay an additional fee for curbside recycling and if so, how much. Choices ranged from $1.00 to $10.00. Four hundred ten indicated a willingness to pay an additional fee for curbside pickup (some did not specify a fee) and 115 indicated no interest in paying an additional fee. The number of people expressing their preference for each fee amount is presented in Table 3.

Table 3. Responses Favoring Fee Amounts

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

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

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

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

Table 4. Responses Favoring Total Storage Times

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

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

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

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

COMMENTS

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

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

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

RILEY COUNTY RECYCLING RATES

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

Estimated Recycling Rate for Selected Waste Stream Components.

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Material	Estimated monthly recycled (pounds)[1]	Estimated monthly discarded (pounds)[2]	Estimated monthly generation (pounds)[3]	Estimated recycling rate (percent)[4]	Comparable national recycling rate (percent)[5]
Newspaper	180,000	155,000	335,000	**54.7**	55.9
Magazines	20,000	98, 950	118,950	**16.8**	24.4
Mixed office paper	30,000	442,750	472,750	**6.3**	34.6
Glass	60,000	126,733	186733	**32.1**	26.0
#1 & #2 plastic	10,000	33,133	43,133	**23.2**	35.6
Steel cans	8,000	43,883	51,883	**15.4**	58.2
All aluminum	110,000	34776	144,767	**76.0**	34.2

1 Estimated material from Riley County sources by Howie's Recycling, Manhattan, KS.
2 Based on Riley Solid Waste Characterization Study.
3 Sum of recycled and discarded.
4 Divide recycled by generated.
5 From: Characterization of Municipal Solid Waste in the United States: 1997 Update. U.S. Environmental Protection Agency.

Nearly all Riley County recycled material in the above categories is handled by Howie's Recycling. Therefore, comparing to measured discards should provide a fairly accurate estimate of recycling rate for those selected material for which information is available.
However, adequate information is unavailable to make estimates for some other common materials. For example, Howie's Recycling estimates that the firm handles about 98,000 pounds of old corrugated cardboard each month. Data show that 305.799 pounds of Riley County OCC discarded through the Riley County Transfer Station monthly. However, large quantities of OCC are baled on site and recycled directly by generators, such as large grocery and department store chains. That amount of that OCC recycled is not easily available. White goods (large appliances, etc.) is another category that is difficult to determine recycling rates. All of the white goods taken to the Riley County Transfer Station are processed by a scrap dealer. However, many appliances are transported to a number of locations, some out of the county, for which records are not kept. Even the figures for aluminum have some limitations because they do not account for cast and extruded aluminum handled by metal scrap dealers in Riley and nearby counties.

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

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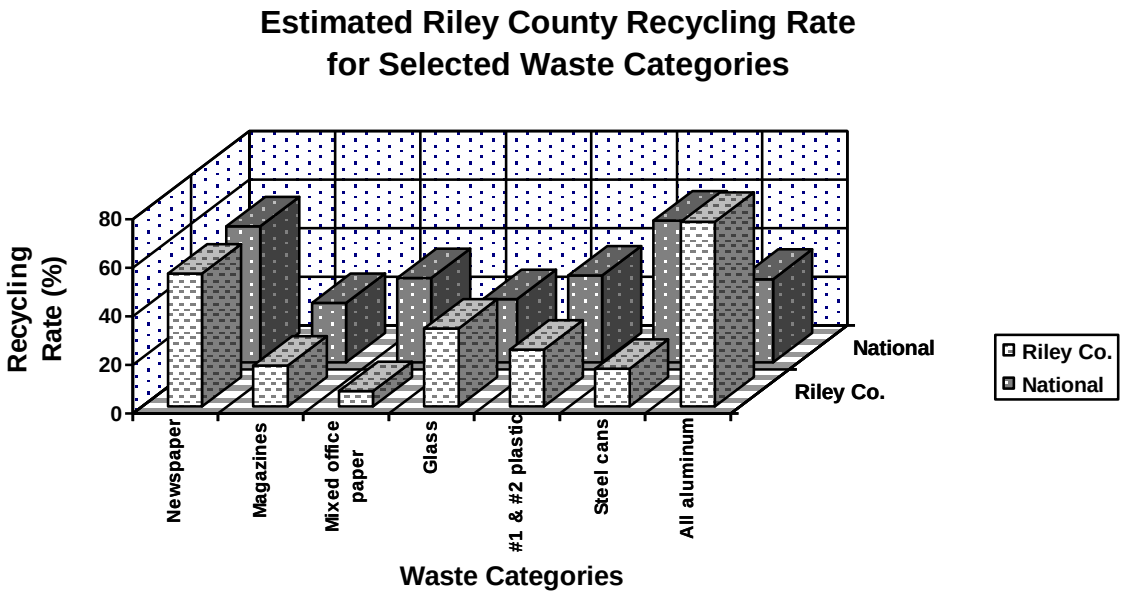
cooperation on the part of recycling materials handlers.



CONCLUSION

The high rate of surveys returned indicates the topic of curbside recycling service is of interest to the citizens of Manhattan. Survey response was highest in northwest Manhattan. Seventy-seven per cent of the respondents currently recycle. White paper is least frequently recycled. Seventy-two per cent of the respondents (including both recyclers and non-recyclers) are willing to pay an additional fee for curbside recycling service; a fee range from $1.00 to $5.00 is acceptable to 48%. Most have no difficulty in storing or separating materials. Storage of recyclables for at least two weeks is acceptable for 70% of the respondents. Although less enthusiastically supported, 84% responding are willing to participate if the recycling pickup is on a different day than their regular trash pickup.

RECOMMENDATIONS

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

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

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

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

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

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Report of the City of Manhattan

Mayor's Recycling Task Force

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

Types of recycling programs

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

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

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

The Mayor's Recycling Task Force

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

The Mayor's Recycling Task Force was appointed and began meeting regularly in August 2001 after the Riley County Solid Waste Committee asked the City Commission to consider curbside recycling. The Task Force reviewed the report presented by the Riley County Solid Waste Committee to the city Commission in February 2001, including the community-wide

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survey; the results of the pilot program; and a 1999 Riley County Solid Waste Characterization Study. The Task Force gathered information about programs around the state and across the nation. Input was sought from representatives of University-related large living groups, the waste hauling and recycling industry, and city staff. Examples of Requests for Proposals were reviewed and a RFP outline was developed.

Background Information Summary

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

The current waste/recycling situation:

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

Community attitudes:

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

Types of curbside collection and financing:

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

Conclusions of the Task Force

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

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

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

Options for financing and implementing the program

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

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

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

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

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

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

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

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

Recommendation

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

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CITY OF MANHATTAN, KANSAS

REQUEST FOR SERVICE PROPOSALS

COLLECTION, PROCESSING, AND MARKETING OF RESIDENTIAL RECYCLABLE COMMODITIES

AUGUST 2002

Attachment: SWMP_Final 2024 (15810 : 2025 Solid Waste Management Plan Annual Review)

RESIDENTIAL RECYCLABLE COMMODITIES

REQUEST FOR SERVICE PROPOSALS

I. INTRODUCTION

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

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

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

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

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

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

II. DEFINITIONS, TERMS, AND CONDITIONS

Definitions

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

CITY OF MANHATTAN – Same as City.

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

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

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

FIRM – The successful Firm of this request.

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RSP – Request for Service Proposal.

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

Reservations

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

Reimbursements

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

Certification

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

Communication

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

Payment Terms

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

Negotiations

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

Disclosure

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

Award of the Contract

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

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III. GENERAL INFORMATION

General Basis of Service

a. The City of Manhattan is requesting proposals from qualified Firms for collection, processing and marketing of source separated recyclable commodities under one-year contracts renewable for up to five years. These commodities would be collected from approximately 9,000 residential single-family homes and duplexes located within the city limits. However, with the Opt-Out Clause option, we estimate that 20-25% of the households may choose to opt-out (based on the experience of the City of Overland Park, Kansas who operates a similar program). This would mean that the number of homes to be collected would be approximately 6,750. The collection work will generally consist of the collection of ***containerized*** recyclables placed at curbside by the customers. The recyclable commodities to be collected will include newspapers, aluminum beverage cans, steel cans, clear, brown and green glass food and beverage containers, and non-pigmented (#2 HDPE) or clear (#1 PET) plastic beverage containers. Separate cost estimates are being requested for both ***weekly and biweekly services***.

b. The City of Manhattan currently has no recycling collection services. The estimated annual total of the designated recycling commodities that could be collected based on a 1999 Riley County Waste Characterization Study and updates is about 1,900 tons. A best guess estimate per commodity for the first years of collection with initial expected participation rates based on other similar size cities with recycling services are as follows:

First Year Estimated Commodity Tonnage	
Aluminum	10
Steel	15
Clear Glass	40
Brown Glass	30
Green Glass	20
Plastic	20
Newspaper	500

c. The work to be performed under the contract agreement shall consist of the services defined in this scope of work and all supervision, supplies, equipment, labor, insurance and all other items necessary to complete said work in accordance with a contract document.

d. Should the City develop other services or programs resulting in commodities which may be recycled, including but not limited to apartment, multi-family, and commercial recycling, the City shall have the option to market these commodities or negotiate for collection services through the chosen Firm by addendum to the Agreement, but it is not obligated to do so.

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

Opt-Out Provision

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

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

Term of Contract

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

IV. SCOPE OF WORK

Notice to Make Examinations

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

Proof of Recycling

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

City's Right of Inspection

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

Collection Methods

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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.

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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

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d. Other

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

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

The report shall include:
a. Amounts of recyclable commodities collected by date, route, and material
b. Summaries of tonnage of all commodities collected by material
c. Summaries of tonnage of all commodities sold by material
d. Other information pertaining to this contract will be provided upon request of the City Representative

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

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

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

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

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

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

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

IV. SUBMISSION REQUIREMENTS:

1. **Title Page:**
   a. Firm name, address, phone number, fax number

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b. Name of Project Director

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

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

V. METHOD OF SOLICITATION:

This solicitation will be advertised in the following ways:

- Notice in the *Manhattan Mercury,* the *Junction City Daily Union,* the *Ft. Riley Post*, the *Wichita Eagle*, and the *Topeka Capitol Journal*
- City of Manhattan website and cable channel 2
- Direct solicitation sent to City of Manhattan licensed trash haulers
- Copy of proposal sent to Kansas Business & Industry Recycling Program (BIRP)

VI. DIRECTIONS FOR SUBMISSION:

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

Sammi Mangus
Assistant to the City Manager

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1101 Poyntz Avenue
Manhattan, Kansas 66502

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

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

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COUNTY CLERK & ELECTIONS
Appointment

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

COMMISSION AGENDA REPORT

FROM: **Rich Vargo, County Clerk**

MEETING: **May 12, 2025**

SUBJECT: **Jackson Township Clerk appointment**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to accept Frank Hagenmaier's resignation and appoint Joey Brenner as Jackson Township Clerk.

Move to deny

Move to modify

Move to table

Enclosures:
- Jackson Township Clerk (PDF)

JACKSON TOWNSHIP CLERK LETTER OF RESIGNATION

TO THE BOARD OF RILEY COUNTY COMMISSIONERS

I FRANK C. HAGENMAIER, Township Clerk of Jackson Township do hereby tender my resignation from the aforementioned Township board effective APRIL-30-2025.

Signed this 30th day of APRIL, 2025.

FRANK C. HAGENMAIER
Print Name

CLERK
Officer Title

Frank C. Hagenmaier
Signature

Attachment: Jackson Township Clerk (15816 : Jackson Township Clerk)

RECOMMENDATION FOR APPOINTMENT TO FILL VACANCY ON TOWNSHIP BOARD

K.S.A. 25-1606. Vacancies. *All vacancies in the offices of trustee, clerk, or treasurer of any township shall be filled by appointment by appointment by the board of county commissioners.*

TO THE BOARD OF RILEY COUNTY COMMISSIONERS:

We the Township board of JACKSON Township, have a vacancy on the Township Board in the office of CLERK. We would like to recommend the appointment of JOEY BRENNER, to fill this position pursuant to K.S.A. 25-1606 effective APRIL - 30th - 2025.

Thank you for your attention to this matter.

Signed this 30th day of APRIL, 2025.

JOEY BRENNER
12230-N-OTTERBRANCH
RANDOLPH, KS, 66554
PHONE #
785-313-4064

TOWNSHIP BOARD MEMBERS
Frank C. Hagermaier

Attachment: Jackson Township Clerk (15816 : Jackson Township Clerk)

PUBLIC WORKS
Contract

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

COMMISSION AGENDA REPORT

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

MEETING: **May 12, 2025**

SUBJECT: **Water Supply Contract**

PRESENTER: **Evan McMillan, PW Assistant Director/ County Engineer**

Attached for your approval is the corrected Water Supply Contract between Rural Water District No1 and The Board of Commissioners of Riley County, KS acting as the governing body of the University Park Water Benefit District.
This contract was signed March 10, 2025 and was later amended to correct the contract from K.S.A. 82(a)-812 to K.S.A. 82(a)-612 and adding the resolution dates on page 1 of the contract.
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POSSIBLE MOTION(S)

Move to sign and approve.

Enclosures:

- Water Supply Updated Contract 5 pages (PDF)

WATER SUPPLY CONTRACT

THIS CONTRACT for the sale and purchase of water, is entered into as of the _____ day of _____, 2025, by and between **RURAL WATER DISTRICT NO. 1, RILEY COUNTY, KANSAS**, hereinafter referred to as the "District"; and, **THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS**, acting as the governing body of **THE UNIVERSITY PARK WATER BENEFIT DISTRICT**, hereinafter referred to as "UPWBD".

WHEREAS, the District has been organized and established under the provisions of the Rural Water Districts Act, K.S.A. 82(a)-612, *et seq.*, for the purpose of construction and operation of a water supply and distribution system serving water users within its territory; and,

WHEREAS, UPWBD owns and operates a water distribution system and intends to purchase water from the District for distribution by UPWBD to its customers; and,

WHEREAS, the Parties to this Contract previously entered into a Water Supply Contract in 2002 for water service to UPWBD, and the Parties wish to continue with a new agreement for water supply; and,

WHEREAS, on the 21st day of November, 2002, by the Board of Commissioners of Riley County, Kansas, sitting as the governing body of UPWBD, passed a Resolution for the purchase of water from the District in accordance with the provisions this Contract, and the execution of this Contract by the Chairman of the Board of County Commissioners of Riley County, and attestation by the County Clerk was duly authorized; and,

WHEREAS, on the 11th day of November, 2002, the Board of Directors of the District adopted a Resolution for the sale of water to UPWBD as provided in this Contract and the execution of this Contract by the District Chairman, and attestation by the District Secretary was duly authorized,

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements hereinafter set forth, the parties agree as follows:

I. THE DISTRICT AGREES:

A. Quality and Quantity. To furnish UPWBD, at the point of delivery hereinafter specified, during the term of this contract or any renewal or extension thereof, potable, treated water meeting applicable purity standards of the Kansas State Department of Health and Environment in such quantity as may be required by UPWBD, in an amount not to exceed the maximum rate of 40 gallons per minute.

Attachment: Water Supply Updated Contract 5 pages (15811 : Water Supply Contract)

B. Point of Delivery and Pressure. The Point of Delivery will be at the established location near the entrance to University Park. Water will be furnished at a reasonably constant, normal pressure gradient equal to the elevation of the overflow on the UPWBD's existing water storage tank. If UPWBD requires greater pressure than normally provided at the point of delivery any costs required to increase pressure shall be borne by UPWBD. Emergency failures of pressure or supply, due to main supply line breaks, power failure, flood, fire and use of water to fight fire, earthquake or other catastrophes, shall excuse the District from this provision for such reasonable period of time as may be necessary to restore service.

C. Line Construction and Location. The District has constructed a pipeline, a meter, control valves and other facilities between the District's system and UPWBD's system in compliance with the 2002 Contract, and the Parties confirm the sufficiency of the same for delivery of service under this Contract.

D. Metering Equipment. The District has furnished, at its own expense at the point of delivery, the necessary metering equipment for UPWBD, including a meter vault and required devices of standard type for properly measuring the quantity of water delivered to UPWBD. Except for the control valve equipment and other items specified in Section II.A. below, the District shall be responsible for maintaining and, if necessary, replacing all of said metering equipment. Specifically, such equipment shall be replaced whenever it is no longer capable of accurately measuring the amount of water delivered in accordance with the accuracy standards stated in this Section I.D. The District agrees to test such metering equipment whenever requested by UPWBD, but not more frequently than once every twelve (12) months. A meter registering not more than two percent (2%) above or below the test result shall be deemed to be accurate. The previous readings of any meter disclosed by test to be inaccurate shall be corrected for the three months before such test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the District furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless UPWBD and District shall agree upon a different amount.

II. UPWBD AGREES:

A. Tower Control Equipment. There exists at the meter vault, the necessary control valve equipment and required appurtenances to complete the water service connection with the water system and to monitor and regulate water supply. UPWBD shall be responsible for the maintenance of the tower control equipment and for that portion of the system on UPWBD's side of the meter.

B. Rates and Modification: To pay the District, no later than the 20th day of each month, for water delivered in accordance with the following schedule of rates:

Attachment: Water Supply Updated Contract 5 pages (15811 : Water Supply Contract)

1. $8.46 per 1,000 gallons of water delivered.

2. It is further agreed that the rates herein stated may be changed by the District, but that any future increase in rates affecting UPWBD shall bear the same proportionate ratio to all domestic retail consumer rates to other customers in the District at the time of such changes as the rate hereinbefore set forth now bears to the domestic retail consumer rate established for the District. Any water rate increase shall be based solely upon a reasonable increase in the cost of production and delivery of water and shall not include any cost for increased capitalization of the District's system.

C. Billing Procedure. The metering equipment shall be read on the last day of each month by the District, and the itemized statement sent to UPWBD the next business day.

III. IT IS FURTHER MUTUALLY AGREED:

A. Term of Contract. That this contract shall extend for a term of twenty (20) years from the date of this Contract, as stated above, and thereafter may be renewed or extended for such term or terms as may be agreed upon by the UPWBD and District.

B. Failure to Deliver. That the District will, at all times, operate and maintain its system in an efficient manner and will take such action as may be necessary to furnish UPWBD with quantities of water required by the terms of this Contract. Temporary or partial failures to deliver water shall be remedied with all possible dispatch, but in the event of an extended shortage of water, or if the supply of water available to the District is otherwise diminished over an extended period of time, the supply of water to UPWBD consumers shall be curtailed, terminated or restricted on the same basis as to the residents of the District, and UPWBD hereby agrees to extend the same restrictions to its users as those imposed by the District upon its water users for the duration of the emergency.

C. Breach. In the event of the breach of any provision of this Contract by either party, the other party may, upon the expiration of thirty (30) days following the notice of said breach and failure to cure such breach, petition the District Court of Riley County, Kansas, for injunctive or mandatory relief to cure such breach. If the breach complained of is for payment of amounts due for water service, or for adjudication of the validity of an increase in rates, the party aggrieved may request that the court grant monetary relief for unpaid amounts due.

D. Access to Point of Delivery. Each party shall be responsible for the maintenance of their system on their respective sides of the point of delivery. Each

Attachment: Water Supply Updated Contract 5 pages (15811 : Water Supply Contract)

party may take such action as they reasonably deem necessary to modify their system to participate in the provision of water pursuant to this Contract so long as such modifications do not materially adversely affect the performance of the duties and obligations imposed upon each party herein. All parties shall have access to the point of delivery facilities for inspection and other purposes except that neither party may alter or modify the facilities without the express written consent of the other party, which consent shall not be unreasonably denied or delayed. The parties agree that if any point of delivery is itself monitored electronically by a SCADA system by one party that the other party will be provided with a method to connect to this system to enabling monitoring of said system.

E. Regulatory Agencies. That this contract is subject to such rules, regulations or laws as may be applicable to similar agreements in the State of Kansas, and UPWBD and district will collaborate in obtaining such permits, certificates, or the like, as may be required to comply therewith.

F. Successor to UPWBD. That in the event of any occurrence rendering UPWBD incapable of performing under this contract, any successor of UPWBD, whether the result of legal process, assignment or otherwise, shall succeed to the rights of UPWBD hereunder.

G. Assignment by District. The interest of the District under this Contract may be assigned to any lender, including but not limited to the United States of America, Department of Agriculture, as collateral security for any loan made to finance construction, extensions, repairs or maintenance of the District's water supply distribution systems.

H. Severability and Modification. In the event any provision of this Contract shall be held illegal, invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate, render unenforceable or otherwise affect any other provision hereof. No provision of this Contract may be modified, altered or amended by individual action of either party to this Contract; all such modifications, alterations or amendments must be agreed to in writing by both parties.

IN WITNESS WHEREOF, the parties hereto, acting under the authority of their respective governing bodies, have caused this contract to be duly executed in three counterparts, each of which shall constitute an original.

Attachment: Water Supply Updated Contract 5 pages (15811 : Water Supply Contract)

RURAL WATER DISTRICT NO. 1
RILEY COUNTY, KANSAS,

By: _____
Chairman, RWD #1, Riley County

ATTEST:

_____
Secretary, RWD #1, Riley County

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

By:

_____
Chairman

ATTEST:

_____
County Clerk

Attachment: Water Supply Updated Contract 5 pages (15811 : Water Supply Contract)

OUTSIDE AGENCY
Proclamation

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

COMMISSION AGENDA REPORT

FROM: **Liz Nelson**

MEETING: **May 12, 2025**

SUBJECT: **Sign Proclamation for Older Americans Month**

PRESENTER: **Senior Center**

Move to sign the Older Americans Month 2025 Proclamation for May.

Enclosures:
- 2025 Older Americans Month (DOCX)

OLDER AMERICANS MONTH 2025

WHEREAS, Older Americans Month is observed nationally as a time to recognize the contributions of Older Americans, highlight aging trends, and reaffirm our commitment to serving older adults; and

WHEREAS, the 2025 theme for Older Americans Month, "Flip the Script on Aging," focuses on transforming how society perceives, talks about, and approaches aging; and

WHEREAS, Riley County's growing population of older adults enriches our community with their strength, wisdom, and diverse life experiences, and Riley County is committed to honoring their contributions, exploring opportunities for them to stay active and engaged, and highlighting the opportunities for purpose, exploration, and connection that come with aging; and

WHEREAS, the Senior Centers of Leonardville, Manhattan, Ogden, Randolph, Riley and Zeandale and the Riley County Council on Aging, in alignment with the 2025 Older Americans Month theme, are dedicated to empowering aging, and educating and encouraging older adults to prepare and plan for the future while actively participating in the present; and

NOW, THEREFORE, BE IT RESOLVED THAT WE, the Board of County Commissioners, do hereby proclaim the month of May 2025 as Older Americans Month in Riley County.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the County of Riley, to be affixed this 12th day of May, 2025.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

_____
Chairman

_____
Member

_____
Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: 2025 Older Americans Month (15807 : Proclamation for Older Americans Month)

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

PUBLIC WORKS
Proclamation

COMMISSION AGENDA REPORT

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

MEETING: **May 12, 2025**

SUBJECT: **National Public Works Week Proclamation May 18-24, 2025**

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

POSSIBLE MOTION(S)

Move to approve the Proclamation for National Public Works Week - May 18-24, 2025.

Enclosures:
- Public Works Week Proclamation 2025 (PDF)

Proclamation

NATIONAL PUBLIC WORKS WEEK

May 18 – 24, 2025

WHEREAS, public works infrastructure, facilities and services are of vital importance to sustainable communities and to the health, safety and well-being of the people of Riley County, Kansas; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers and employees from state and local units of Government and the private sector, who are responsible for and must plan, design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to serve our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the United States of America to gain knowledge of and to maintain a progressive interest and understand the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association;

NOW, THEREFORE LET IT BE KNOWN, that the Board of County Commissioners of Riley County, Kansas, do hereby urge Riley County Citizens to join with representatives of Riley County Public Works, the American Public Works Association and government agencies in activities and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they have made to our national health, safety, welfare and economy.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
CHAIRMAN

ATTEST:

_____
MEMBER

_____
RICH VARGO
Riley County Clerk

_____
MEMBER

Attachment: Public Works Week Proclamation 2025 (15755 : National Public Works Week 2025)

County Clerk & Elections
Resolution

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

RESOLUTION

FROM: **Cindy Kabriel, Senior Administrative Assistant**

MEETING: **May 12, 2025**

SUBJECT: **Outstanding Check Resolution**

PRESENTER: **Shilo Heger, Treasurer**

POSSIBLE MOTION(S)

Move to approve Resolution No. 051225- , Resolution for voiding outstanding checks issued by Riley County prior to April 30, 2023.

Enclosures:
- 051225 Outstanding Checks Resolution (PDF)

Shilo Heger
County Treasurer

110 Courthouse Pla
Manhattan, Kansas 66502-01(
Phone: 785-537-63
Email: sheger@rileycountyks.g(

RILEY COUNTY

TREASURER'S OFFICE

May 15, 2025

RE: Outstanding Check Resolution

Please prepare a resolution for the County Commissioners to sign voiding the following outstanding checks pursuant to K.S.A. 10-815(a).

Treasurer's Checks	5,840.36
Accounts Payable	2,261.01
Total	**$8,101.37**

A copy of the itemized list and K.S.A. 10-815 is attached. If you have any questions about the checks on the list, please don't hesitate to call me.

Thank you,

Shilo Heger

Shilo Heger
Riley County Treasurer

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

RESOLUTION NO. 051225-

NOW on this 12th day of May, 2025 the Board of County Commissioners of Riley County, Kansas pursuant to K.S.A. 10-815 (a), meeting in regular session considers the matter of outstanding checks issued by Riley County prior to April 30, 2023.

WHEREAS, these checks have not been cashed within due course, and

NOW THEREFORE BE IT RESOLVED that these outstanding checks listed on attached Exhibit A, incorporated herein by reference, be declared null and void and it is ordered that the following amounts be returned to the appropriate accounts, as follows:

Treasurer's Checks	$ 5,840.36
Accounts Payable	$ 2,261.01
TOTAL	$ 8,101.37

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Chairman

_____
Member

_____
Member

ATTEST:

_____
County Clerk

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

RESOLUTION NO. 051225-

NOW on this 12th day of May, 2025 the Board of County Commissioners of Riley County, Kansas pursuant to K.S.A. 10-815 (a), meeting in regular session considers the matter of outstanding checks issued by Riley County prior to April 30, 2023.

WHEREAS, these checks have not been cashed within due course, and

NOW THEREFORE BE IT RESOLVED that these outstanding checks listed on attached Exhibit A, incorporated herein by reference, be declared null and void and it is ordered that the following amounts be returned to the appropriate accounts, as follows:

Treasurer's Checks	$ 5,840.36
Accounts Payable	$ 2,261.01
TOTAL	$ 8,101.37

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Chairman

_____
Member

_____
Member

ATTEST:

_____
County Clerk

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

2022-2023 Outstanding Treasurer - A/P Checks 05/01/2022 to 04/30/2023

Treasurer Checks

Check Number	Date	Vendor	Amount	Source
71166	20220512	Ronald Albert Sowell	762.42	CD
71169	20220512	Calib Thomas Mallory	14.64	MR
71189	20220516	Nia Shnaye I Hayes	13.54	MR
71241	20220523	Troy, Carole F	93.13	MR
71246	20220523	Morinigo-Rolon, Maria V	19.41	MR
71334	20220607	Johanna Amy Santiago	209.42	CD
71384	20220614	Chad Allen Conard	101.00	MR
71386	20220614	Mathew Joseph McGinty	13.11	MR
71478	20220629	Mark Thornburrow	5.00	MR
71486	20220630	Viola M Fogerson	78.27	MR
71548	20220713	Levi Taylor Wheeler	18.00	MR
71595	20220719	Omar Rubio-Perez	6.67	MR
71599	20220720	Denton Cadiz	22.50	MR
71618	20220722	Dennis Lee Meyer Jr	7.91	MR
71651	20220728	Amber Dawn Cook	75.76	MR
71690	20220805	Alpha Cycles	127.55	CD
71748	20220816	Naysa Dornae Hicks	252.99	MR
71755	20220816	Herbert E Loveless	7.36	MR
71773	20220822	Jose Gonzalez Cruz	136.83	CD
71831	20220830	Kerri A Schehl	5.46	MR
71855	20220906	Madalyn Elyse Palmer	515.05	CD
71872	20220909	Anna Nicole Isern	54.04	MR
71897	20220914	Chelsea Marie Gentry	57.64	MR
71935	20220921	Michael Kerry Counts	15.00	MR
71943	20220922	Wynn, Carolann	6.49	MR
72017	20221006	LaShawn Nicole Bishop	32.13	MR
72034	20221007	Alyssa Nicole Walters	7.51	MR
72038	20221011	Michael R Schoenhofer	31.71	MR
72046	20221012	Luis F Carranco-Medina	36.22	MR
72055	20221013	Tyler Shilen Skrivanek	30.00	MR
72071	20221014	Juan Bautista Amaya	10.00	MR
72077	20221017	Guifang Lin	52.32	MR
72100	20221021	CT Corporation System	28.50	CD
72140	20221031	John A S Getchell	23.33	MR
72154	20221102	Brian Lee Schuh	10.00	CD
72186	20221108	Jose A Rodriguez Blanco	23.68	MR
72195	20221109	Michelle Renae Kuhlman	36.00	MR
72238	20221118	Thomas Ray McDonald Sr	12.92	MR
72322	20221208	Scott F Gentine	18.80	CD

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

2022-2023 Outstanding Treasurer - A/P Checks 05/01/2022 to 04/30/2023

72452	20230105	Dealertrack	10.00	CD
72461	20230105	Bryan Keith Burrows	6.32	MR
72475	20230109	Saline County Treasurer	31.50	CD
72503	20230112	Bruce A Kitchen	1,886.05	CD
72510	20230112	Lewis E Jones	37.00	MR
72554	20230120	Tyler Lynn Chavez	15.63	MR
72568	20230124	Nicholas Grant Berges	5.00	MR
72582	20230127	Kelly Marie Neel	39.32	MR
72615	20230201	Connor E Sinks	15.69	MR
72625	20230203	Ross W Grynkiewicz	13.50	MR
72678	20230214	Katie Jo Bowers	10.08	MR
72681	20230215	Randy Allan Countryman	5.46	MR
72742	20230228	Taylor Edward Dowden	6.67	MR
72770	20230303	Nathan Doyle Mullins	16.67	MR
72771	20230303	Nathan Doyle Mullins	12.50	MR
72821	20230313	John S Terril	27.28	MR
72872	20230327	Shawna Bedford	25.00	CD
72887	20230329	Jeremy Lee Marshall	404.74	MR
72897	20230330	Mateo I Gil	124.59	MR
72950	20230410	Johnny Ray Dykes	18.00	CD
72958	20230410	Jade Erika Kim Marvin	9.68	MR
72971	20230413	Charles Orona	18.00	CD
72996	20230418	Amanda M Vandruff	16.56	MR
72998	20230418	Lyndsay Nicole Jones	26.52	MR
73016	20230421	Patrick Christian Nielsen	10.21	MR
73052	20230428	Jason Brian York	76.08	MR

Total Treasurer Checks	**5,840.36**

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

2022-2023 Outstanding Treasurer - A/P Checks 05/01/2022 to 04/30/2023

Accounts Payable

Check Number	Date	Vendor	Amount	Source
929954	20220502	Bowyer Sr., Aaron	10.00	CW
929964	20220502	Dull-Huttis, Skylar	10.00	CW
929966	20220502	Farmer, Diana	21.20	CW
929972	20220502	Garcia, Jessica	10.00	CW
929984	20220502	Koehn, Colby	10.00	CW
930003	20220502	Rickel-Morrill, Maggie	10.00	CW
930014	20220502	Tims, Julianna	10.00	CW
930050	20220506	Kansas Legal Services	272.00	AP
930180	20220525	Rebecca Kats	30.00	CW
930188	20220525	Kylee Richardson	10.00	CW
930196	20220525	Sofia Vasquez	10.00	CW
930198	20220525	Warren White III	30.00	CW
930201	20220526	Jonathan Edwards	20.00	CW
930231	20220603	Garcia-Baquero, Maria	58.86	AP
930266	20220603	Wall, Melissa	13.86	AP
930284	20220613	Joseph Fenoglio	10.00	CW
930308	20220613	Abhinav Pagadala	30.00	CW
930319	20220613	Dameon Skidmore	10.00	CW
930324	20220613	Alissa Turner	10.00	CW
930416	20220624	Jontrell Miles	10.00	CW
930418	20220627	Samuel Beaulieu	21.20	CW
930419	20220627	Garrett Coash	10.00	CW
930433	20220627	Donald Lett Jr	10.00	CW
930537	20220711	Daniel Isom	10.00	CW
930545	20220711	Ariel Wolfe	31.06	CW
930635	20220721	Lachelle Blain	10.00	CW
930637	20220721	Tucker Bylkas	10.00	CW
930644	20220721	Ryan Harlan	10.00	CW
930650	20220721	Peggy Kothmann	10.00	CW
930652	20220721	Tristan Kulp	10.00	CW
930659	20220721	Matthew Nelson	10.00	CW
930664	20220721	Mason Rodie	10.00	CW
930675	20220721	Dalton Wilson	10.00	CW
930758	20220803	Janelle Bailey	10.00	CW
930760	20220803	Teila Masenthin	31.34	CW
930876	20220818	Adam Rundell	33.54	CW
930877	20220818	Cynthia Arganbright	20.00	CW
930966	20220826	Laura Bonella	40.00	CW
930983	20220826	Janice Flanary	10.00	CW
930990	20220826	Tara Hartung	10.00	CW

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

2022-2023 Outstanding Treasurer - A/P Checks 05/01/2022 to 04/30/2023

931007	20220826	Sarah Pickens	10.00 CW
931009	20220826	Holly Pishney	10.00 CW
931030	20220826	Daniela Albelo	10.00 CW
931033	20220826	Jason Beck Jr	10.00 CW
931038	20220826	Zachary Elizinga	10.00 CW
931053	20220826	Shontavia Ortega	110.00 CW
931065	20220826	Bernadette Wacker	10.00 CW
931072	20220902	Laura Bonella	30.00 CW
931247	20220923	Beuna Domingo	10.00 CW
931251	20220923	Jennifer Flores	10.00 CW
931252	20220923	Brett Funk	10.00 CW
931283	20220923	Luke Stegeman	10.00 CW
931294	20220930	Daphne Clemens	10.00 CW
931324	20220930	Kelly Pittman	10.00 CW
931495	20221027	Hannah Evans	10.00 CW
931500	20221027	Michael Hulbert Jr	10.00 CW
931513	20221027	Michael Muller	30.00 CW
931521	20221027	David Sin	30.00 CW
931522	20221027	Erica Teigen	31.06 CW
931529	20221028	Shawn Miner	10.00 CW
931530	20221028	Tyrece White	33.40 CW
931624	20221110	Trenton Busch	10.00 CW
931627	20221110	David Cobb	41.59 CW
931641	20221110	Evelyn Xuan Guo	10.00 CW
931660	20221110	Mason Matney	10.00 CW
931661	20221110	John Mayes	10.00 CW
931662	20221110	Morgan McGurk	10.00 CW
931670	20221110	Margaret Phillips	10.00 CW
931671	20221110	Amy Pittenger	10.00 CW
931673	20221110	Ashlynne Pollard	10.00 CW
931676	20221110	Susan Rensing	10.00 CW
931729	20221110	Susan McRoberts	10.00 CW
931739	20221110	Jonas Sallman	30.00 CW
931983	20221205	Shelley Dease	10.00 CW
932014	20221209	Brianna Porter	10.00 CW
932095	20221214	Dayne Barr	20.00 CW
932103	20221214	Daniel Brownell	53.40 CW
932111	20221214	Christian Grey	10.00 CW
932120	20221214	Ashley Muniz	30.00 CW
932206	20230110	David Fallin	10.00 CW
932232	20230110	Melissa Vasquez	27.55 CW
932311	20230117	Brayden Cox	10.00 CW
932318	20230117	Janet George	10.00 CW
932443	20230203	Carolyn Alesna	90.00 CW

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

2022-2023 Outstanding Treasurer - A/P Checks 05/01/2022 to 04/30/2023

932462	20230203	Charles Grier	10.00	CW
932464	20230203	Eryk Hayden	90.00	CW
932507	20230203	Emily Walker	10.00	CW
932512	20230203	John Wolf	10.00	CW
932517	20230207	Odessey Moore	10.00	CW
932535	20230207	Jessica Hemmer	10.00	CW
932555	20230207	Brian Poyser	10.00	CW
932740	20230302	Kaleigh Dooley	10.00	CW
932804	20230310	Dori Bell	10.00	CW
932831	20230310	Danielle Mertz	10.00	CW
932836	20230310	Donald O'Banion	10.00	CW
932850	20230310	Francis Victor Jr	70.00	CW
932956	20230403	Blake Fronce	33.40	CW
933068	20230413	Payton Baker	10.00	CW
933091	20230413	Anthony Hecht	10.00	CW
933100	20230413	Emme Mount	50.00	CW
933110	20230413	James Street	10.00	CW
933115	20230413	Abigail Youmans	10.00	CW
933209	20230424	Cynthia Chaney	10.00	CW
933210	20230424	Hannah Compton	10.00	CW
933218	20230424	Troy Fort	10.00	CW
933220	20230424	Princess Hawkins	10.00	CW
933231	20230424	Tiffany Nuss	27.55	CW
933243	20230424	Brandon Tran	30.00	CW

Total Accounts Payable	**2,261.01**

Attachment: 051225 Outstanding Checks Resolution (15812 : Outstanding Check Resolution)

COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

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

MEETING: **May 12, 2025**

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

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

Enclosures:

- 2025-05 DDixson EAF (DOCX)
- 2025-05 PZelinkoff EAF (DOCX)
- 2025-05 RMullen EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Denise Dixson

Status Change Date: 05/07/2025

Status Change: Separation

Date of Hire: 04/28/2025

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

Position: Customer Service Rep I

Position Type: Full Time

Pay Range: 4

Pay Type: Hourly

Base Rate: $19.75

Annualized Pay: $41,080.00

Funds Codes: County General – 1, Treasurer - 7

Supervisor: Donna Borgerding

Department Head: Shilo Heger

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2025-05 DDixson EAF (15836 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Penni Zelinkoff

Status Change Date: 05/29/2025

Status Change: New Hire

Date of Hire: 05/29/2025

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

Position: Residential Appraisal Supervisor

Position Type: Full Time

Pay Range: 15

Pay Type: Salary

Base Rate: $2,885.60

Annualized Pay: $75,025.60

Funds Codes: 1-General/22-Appraiser

Supervisor: Steve Schurle

Department Head: Anna Burson

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2025-05 PZelinkoff EAF (15836 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Robert Mullen

Status Change Date: 05/14/2025

Status Change: New Hire

Date of Hire: 05/14/2025

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

Position: EMS/Ambulance Paramedic [EMSPAR]

Position Type: Full Time

Pay Range: Paramedic

Pay Type: Hourly

Base Rate: $24.38

Annualized Pay: $90,206.00

Funds Codes: 1-General, 20-EMS

Supervisor: Joshua Gering

Department Head: David Adams

Attachment: 2025-05 RMullen EAF (15836 : Employee Action Form (Green Sheet))

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

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

MEETING: **May 12, 2025**

SUBJECT: **Fiscal Analyst transfer to Health Department**

PRESENTER: **Elizabeth Ward**

BACKGROUND

The Administrative Fiscal Analyst position was inherited from the City-County management oversight when the Health Department moved to Riley County.

In 2025, the Health Department Director requested, in conjunction with Human Resources, the County Commissioners assign this position to the Budget and Finance Officer for supervision and place the position in the County Clerk's office. This decision was made based on the complexity of the Health department funding with multiple state, federal and local grants supporting programming and personnel expenses, which are combined with direct financial support from Riley County.

The Budget and Finance Officer was assigned training, guidance and supervision of the Fiscal Analyst-Health Department position.

DISCUSSION

Recently, the Health Department Director requested the Board of County Commissioners rescind the decision to place the Fiscal Analyst in the Count Clerk's office and instead move it back under the supervision of the Health Department.

FISCAL IMPACT

No fiscal impact. This position was originally included in the 2025 budget in the Riley County appropriation portion of funding. In the budget submissions discussed this month, this funding was transferred to the Clerk's Department. If approved, the budgets will be updated to reflect the transition back to the Health Department. This will not have any impact on the grant funding for the Health Department.

The personnel budget projections for 2026 would not be affected by these changes either. If approved, the funding will be re-presented in the Health Department's budget and removed from the County Clerk's budget

The incumbent in this position earns $26.96 per hour. The 2025 personnel cost for this position:

Position	Annualized Salary	Benefits	Total Approved Budget
Fiscal Analyst	$56,077	$22,150	$78,227

The budget proposal for 2026 personnel cost for this position, would be$27.70/hour:

Position	Annualized Salary	Benefits	Total Approved Budget
Fiscal Analyst	$57,616	$22,758	$80,374

If approved, this amount will be transferred back to the Health Department appropriation from the Clerk's budget.

RECOMMENDATION(S)

The Board of County Commissioners recommends moving the oversight of the Fiscal Analyst-HD position to the Health Department Director.

POSSIBLE MOTION(S)

Move to approve the transfer of the Fiscal Analyst-HD to the Health Department.

Move to deny the transfer of the Fiscal Analyst-HD to the Health Department.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025-05 HD Fiscal Analyst-HD PAF (DOCX)
- Fiscal Analyst -HD position description (PDF)

RILEY COUNTY POSITION ACTION FORM

Company Riley County, KS	**Position Template** Fiscal Analyst- Health Department [FISCANALYSTHD]	**Work Location** Health Department/EM
Job ID 3014381	**Salary** $26.96/hour	**Supervisor Position** No
Pay Grade RANGE 8 [RANGE 8]	**EEO Class** --	**Workers Compensati** --
Cost Center 1 County General [1]	**Cost Center 2** Clerk [2]	**Cost Center 3** --
1 Job Slot FISCAL -1		

Supervisor: Diane Creek

Department Head: Diane Creek

☒Position Description attached

Total annual hours: 2080

☒Budgeted

☐New or updated position description

☐New request for budget (details attached)

Salary: $56,077

Budget for Benefits: $ 22, 150

Total proposed annual budget: $78,227

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2025-05 HD Fiscal Analyst-HD PAF (15857 : Fiscal Analyst-HD transfer)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**FISCAL ANALYST – HEALTH DEPARTMENT**		
Department:	Clerk	**Division:**	Finance
Reports To:	Budget & Finance Officer		
Pay Grade:	**8**	**Status:**	Full time
FLSA Status:	Non-Exempt		

Position Summary: The Fiscal Analyst-Health Department processes accounts receivable & payable, grant funding and reporting, audit and budget preparation, financial processes and provides clerical support for the Health Department. The position will also assist with medical billing.

ESSENTIAL FUNCTIONS:

- Performs accounts payable, reconciles statements, assigns account codes, balances and submits vouchers for payment.
- Deposits and reconciles daily cash receipts, monthly financial and disbursement reports, grant affidavits and general ledgers.
- Assists with resolving day-to-day problems related to Accounts Receivables and Payables.
- Assists Health Department supervisors with annual budget development, revenue, and expenditure reporting for grants in the health department.
- Ensures compliance with financial policies at Riley County.
- Serves as the department purchase card administrator and processes monthly reconciliation for all divisions within the Department
- Consults with vendors, customers and staff to discuss, formulate and resolve accounts payable.
- Communicates with Human Resources and Budget and Finance Officer on personnel and pay-related requests, processes and issues.
- Assists Budget & Finance Officer to update and implement policy and processes.
- Assists Budget & Finance Officer with monthly budget reports for Riley County Board of Health.

SECONDARY FUNCTIONS:

- Supports public health clinic and home visiting program to ensure alignment of services to patients with insurance billing codes prior to submitting to third party payers.
- Assists supervisors with financial planning within the Health Department.
- Assists in public health emergency preparation and response efforts.
- Assists supervisors to determine needs for equipment, staffing and program cost items.
- Reviews requisitions for office supplies to ensure budgetary authority.
- Participates in regional coding and billing meetings.
- Provides review of budgets with Supervisors and Director as requested.
- Acts as back up for Administrative Assistant II for inventory management and supplies.
- Acts as back up for Administrative Assistant II for office administration tasks.
- Maintains patient and staff confidentiality
- Other duties as assigned

Position Requirements:

Education: Associate degree required in business administration, accounting, finance or related field. 2 years' data entry experience preferred. 2 years' AP/AR, grant management or finance related experience preferred. Experience working with the public required. Technology experience required.

License(s)/Certification(s): None

Experience: Knowledge of Microsoft office, emphasis in Excel and experience working with the public.

Updated Jan 2025

Attachment: Fiscal Analyst -HD position description (15857 : Fiscal Analyst-HD transfer)

Experience in data collection, entry and reporting with attention to detail. Experience with grant management and Paylocity preferred. Knowledge of Generally Accepted Accounting Principles (GAAP) and basic accounting procedures.

Skills: Ability to analyze financial data**.** Ability to meet deadlines. Great attention to detail required. Ability to effectively manage multiple priorities while maintaining attention to detail. Communication skills, both written and verbal skills are required. Ability to excel in math and numerical calculations.

Appropriate combination of experience and education considered in lieu of the above requirements.

Physical Demands: The physical demands represented are required to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds. Specific vision required include close vision.

Work Environment: The work environment represents those required to perform the essential functions of this job. Reasonable accommodation 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.

Riley County Health Department is a smoke-free environment.

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.

Attachment: Fiscal Analyst -HD position description (15857 : Fiscal Analyst-HD transfer)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

May 15, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **9:00 AM**

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

9:00 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM **Bryant Parker, Counselor/Director of Administrative Services**

2. Administrative Work Session

9:50 AM **Diane Creek, Health Department Director**

3. MOU with Rockhurst University
4. Out of State Travel Request

10:00 AM **Daniel Skucius, Extension Director and Gregg Eyestone, Extension Agent**

5. Staff update

10:15 AM **Brian Peete, RCPD Director**

6. RCPD update

10:45 AM **Michael Rezkella, Pawnee Mental Health Services Director**

7. 2026 Pawnee Mental Health Services Appropriation Request

11:00 AM **John Ellermann, Public Works Director/County Engineer**

8. 2026 Public Works, County Building, Auction Budget Requests

Attachment: 05-15-25 tentative agenda (15819 : Tentative Agenda)

11:20 AM **Judge Bannister, District Court**

9. 2026 District Court Budget Request

1:15 PM **Scott Carmichael, Riley County Conservation District Director**

10. 2026 Riley County Conservation District Appropriation Request

1:35 PM **Evan McMillan, Assistant County Engineer**

11. 2026 Benefit Districts and Solid Waste Budget Requests

1:55 PM **Bryant Parker, Counselor/Director of Administrative Services**

12. 2026 Counselor/Administrative Services Budget Request

2:15 PM **Kevin Larson, Riley County Council on Aging**

13. 2026 Riley County Council on Aging Appropriation Request

2:35 PM **Rich Vargo, County Clerk**

14. 2026 Clerk, Elections, Clerk Tech Fund Budget Requests

4:00 PM **Joint City/County/County Meeting (at City Offices)**

Adjournment

Announcement

The May Policy Breakfast will be held today 7:15 a.m. - 8:30 a.m. at the DoubleTree by Hilton, 530 Richards Drive.

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: 05-15-25 tentative agenda (15819 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

May 19, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Brittany Phillips, Budget and Finance Officer**

1. OpenGov Contract

9:15 AM **David Adams, EMS/Ambulance Director**

2. Staff update

9:30 AM **Press Conference**

9:35 AM **Jacob Hansen, Deputy County Counselor**

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

9:55 AM **Christine Benne, Flint Hills Veterans Coalition**

4. 2026 Flint Hills Veterans Coalition Appropriation Request

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

5. Administrative Work Session

10:30 AM **Elizabeth Ward, Human Resources Director**

6. New and expanded position requests

Attachment: 05-19-25 tentative agenda (15819 : Tentative Agenda)

12:00 PM **Law Enforcement Agency Meeting**

Adjournment

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

Attachment: 05-19-25 tentative agenda (15819 : Tentative Agenda)

COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: **Rich Vargo, County Clerk**

MEETING: **May 12, 2025**

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

PRESENTER: **Rich Vargo, County Clerk**

Enclosures:

- 2025 YTD Wage-Overtime Report Overview 2025-04 (PDF)
- 2025 YTD Wage-Overtime Report Detail Page 2025-04 (PDF)
- April Financial reports 2025 (PDF)

2025 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	2024 Total Budget	Budget Spent
	Department								
1	Attorney	$610,191.78	$2,013,454.90	$2,846.72	$7,029.78	0.14%	$613,038.50	$2,020,484.68	30.34%
2	Clerk	$295,359.47	$1,008,345.00	$9.03	$6,870.44	0.00%	$295,368.50	$1,015,215.44	29.09%
3	Commissioners	$55,872.24	$181,585.00	$0.00	$0.00	0.00%	$55,872.24	$181,585.00	30.77%
4	Administrative Services	$143,671.54	$495,229.00	$0.00	$1,031.00	0.00%	$143,671.54	$496,260.00	28.95%
6	Register of Deeds	$120,240.10	$394,453.00	$0.00	$3,231.00	0.00%	$120,240.10	$397,684.00	30.24%
7	Treasurer	$303,548.68	$1,039,862.00	$884.55	$10,388.00	0.09%	$304,433.23	$1,050,250.00	28.99%
10	Emergency Mgt	$61,015.95	$230,470.00	$10.23	$851.00	0.00%	$61,026.18	$231,321.00	26.38%
17	Museum	$109,292.38	$359,669.00	$0.00	$0.00	0.00%	$109,292.38	$359,669.00	30.39%
19	Election	$90,908.33	$497,170.00	$0.00	$5,458.00	0.00%	$90,908.33	$502,628.00	18.09%
20	EMS/Ambulance	$824,166.38	$2,479,315.00	$347,213.30	$1,504,528.00	14.00%	$1,171,379.68	$3,983,843.00	29.40%
22	Appraiser	$377,981.45	$1,302,889.00	$4,322.48	$23,039.76	0.33%	$382,303.93	$1,325,928.76	28.83%
24	Planning & Development	$166,621.71	$545,336.00	$0.00	$2,614.00	0.00%	$166,621.71	$547,950.00	30.41%
29	Information Tech-GIS	$229,045.52	$746,347.00	$0.00	$9,469.00	0.00%	$229,045.52	$755,816.00	30.30%
30	General Serv.-Separation	$54,619.66	$120,000.00	$0.00	$0.00	0.00%	$54,619.66	$120,000.00	45.52%
40	Public Works	$1,157,256.15	$4,066,578.00	$18,538.91	$147,881.00	0.46%	$1,175,795.06	$4,214,459.00	27.90%
41	Noxious Weed	$140,941.58	$478,274.00	$1,269.07	$13,225.00	0.27%	$142,210.65	$491,499.00	28.93%
	NON-GENERAL FUNDS								
	Solid Waste payroll	$64,473.52	$196,536.00	$2,135.41	$16,601.00	1.09%	$66,608.93	$213,137.00	31.25%
	Fire District #1	$102,558.39	$357,744.00	$9.47	$788.00	2.28%	$102,567.86	$358,532.00	28.61%
	Subtotal-All County Funds	**$4,907,764.83**	**$16,513,256.90**	**$377,239.17**	**$1,753,004.98**	2.28%	**$5,285,004.00**	**$18,266,261.88**	
	Health Dept.-General Fund	$112,005.92	$370,813.00	$2,014.31	$1,991.00	0.54%	$114,020.23	$372,804.00	30.58%
	Health Dept.-Grant Funds	$856,039.82	$3,144,576.00	$39.72	$21,745.00	0.00%	$856,079.54	$3,166,321.00	27.04%
	Community Corrections								
	Adult Services	$99,259.07	$274,639.00	$66.82	$7,195.00	0.02%	$99,325.89	$281,834.00	35.24%
	Juvenile Services	$88,922.30	$224,257.00	$45.20	$4,340.00	0.02%	$88,967.50	$228,597.00	38.92%
	Juvenile reinvestment	$12,928.43	$37,625.00	$0.00	$1,250.00	0.00%	$12,928.43	$38,875.00	33.26%
	BJA Grant	$23,272.90	$73,105.00	$1,435.14	$15,367.00	1.96%	$24,708.04	$88,472.00	27.93%
	Subtotal Grant Funds	**$224,382.70**	**$609,626.00**	**$1,547.16**	**$28,152.00**	0.25%	**$225,929.86**	**$637,778.00**	
	Totals	**$6,100,193.27**	**$20,638,271.90**	**$380,840.36**	**$1,804,892.98**	1.85%	**$6,481,033.63**	**$22,443,164.88**	

Prepared by Elizabeth Ward, HR Director 5/5/2025

Attachment: 2025 YTD Wage-Overtime Report Overview 2025-04 (15778 : Year to date budget and expenditure reports)

Dept				January	February	March	1st Quarter	April	2nd Quarter	3rd Quarter	4th Quarter	YTD 2025	2026 Bu
	Department												
1	Attorney	Regular Salaries	1001	$153,996.00	$152,102.10	$152,156.66	$458,254.76	$151,937.02	$151,937.02	$0.00	$0.00	$610,191.78	$1,986,364.90
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$27,090.00
		Overtime	1005	$121.20	$1,095.90	$1,157.26	$2,374.36	$472.36	$472.36	$0.00	$0.00	$2,846.72	$7,029.78
				$154,117.20	$153,198.00	$153,313.92	$460,629.12	$152,409.38	$152,409.38	$0.00	$0.00	$613,038.50	$2,020,484.68
2	Clerk	Regular Salaries	1001	$72,353.55	$70,358.31	$72,710.51	$215,422.37	$77,079.60	$77,079.60	$0.00	$0.00	$292,501.97	$993,345.00
		Seasonal/ASND	1003	$731.25	$858.75	$0.00	$1,590.00	$1,267.50	$1,267.50	$0.00	$0.00	$2,857.50	$15,000.00
		Overtime	1005	$0.00	$0.00	$9.03	$9.03	$0.00	$0.00	$0.00	$0.00	$9.03	$6,870.44
				$73,084.80	$71,217.06	$72,719.54	$217,021.40	$78,347.10	$78,347.10	$0.00	$0.00	$295,368.50	$1,015,215.44
3	Commissioners	Regular Salaries	1001	$13,968.06	$13,968.06	$13,968.06	$41,904.18	$13,968.06	$13,968.06	$0.00	$0.00	$55,872.24	$181,585.00
				$0.00		$0.00	$0.00				$0.00		
4	Administrative Svcs	Regular Salaries	1001	$35,917.89	$35,917.89	$35,917.88	$107,753.66	$35,917.88	$35,917.88	$0.00	$0.00	$143,671.54	$495,229.00
		Overtime	1005	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,031.00
				$35,917.89	$35,917.89	$35,917.88	$107,753.66	$35,917.88	$35,917.88	$0.00	$0.00	$143,671.54	$496,260.00
6	Register of Deeds	Regular Salaries	1001	$30,060.02	$30,060.02	$30,060.04	$90,180.08	$30,060.02	$30,060.02	$0.00	$0.00	$120,240.10	$394,453.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00	$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	$0.00	$0.00	$0.00	$3,231.00
				$30,060.02	$30,060.02	$30,060.04	$90,180.08	$30,060.02	$30,060.02	$0.00	$0.00	$120,240.10	$397,684.00
7	Treasurer	Regular Salaries	1001	$75,366.09	$76,060.89	$76,060.86	$227,487.84	$76,060.84	$76,060.84	$0.00	$0.00	$303,548.68	$1,039,862.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$845.00	$16.92	$22.63	$884.55	$0.00	$0.00	$0.00	$0.00	$884.55	$10,388.00
				$76,211.09	$76,077.81	$76,083.49	$228,372.39	$76,060.84	$76,060.84	$0.00	$0.00	$304,433.23	$1,050,250.00
10	Emergency Mgt	Regular Salaries	1001	$13,345.09	$13,345.09	$16,617.48	$43,307.66	$17,708.29	$17,708.29	$0.00	$0.00	$61,015.95	$230,470.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$0.00	$0.00	$0.00	$0.00	$10.23	$10.23	$0.00	$0.00	$10.23	$851.00
				$13,345.09	$13,345.09	$16,617.48	$43,307.66	$17,718.52	$17,718.52	$0.00	$0.00	$61,026.18	$231,321.00
17	Museum	Regular Salaries	1001	$22,656.59	$25,446.17	$25,460.96	$73,563.72	$25,362.41	$25,362.41	$0.00	$0.00	$98,926.13	$338,219.00
		Seasonal/ASND	1003	$1,856.25	$3,476.25	$2,048.75	$7,381.25	$2,985.00	$2,985.00	$0.00	$0.00	$10,366.25	$21,450.00
		Overtime	1005	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
				$24,512.84	$28,922.42	$27,509.71	$80,944.97	$28,347.41	$28,347.41	$0.00	$0.00	$109,292.38	$359,669.00
19	Election	Regular Salaries	1001	$19,912.38	$21,902.66	$22,475.08	$64,290.12	$23,280.71	$23,280.71	$0.00	$0.00	$87,570.83	$307,684.00
		Seasonal/ASND	1003	$731.25	$712.50	$1,027.50	$2,471.25	$866.25	$866.25	$0.00	$0.00	$3,337.50	$189,486.00
		Overtime	1005	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,458.00
				$20,643.63	$22,615.16	$23,502.58	$66,761.37	$24,146.96	$24,146.96	$0.00	$0.00	$90,908.33	$502,628.00
20	EMS/Ambulance	Regular Salaries	1001	$224,102.12	$197,870.15	$197,125.20	$619,097.47	$185,972.93	$185,972.93	$0.00	$0.00	$805,070.40	$2,417,786.00
		Seasonal/ASND	1003	$5,775.90	$5,508.75	$3,910.28	$15,194.93	$3,901.05	$3,901.05	$0.00	$0.00	$19,095.98	$61,529.00
		Overtime	1005	$82,691.96	$83,701.46	$93,481.46	$259,874.88	$87,338.42	$87,338.42	$0.00	$0.00	$347,213.30	$1,504,528.00
				$312,569.98	$287,080.36	$294,516.94	$894,167.28	$277,212.40	$277,212.40	$0.00	$0.00	$1,171,379.68	$3,983,843.00
22	Appraiser	Regular Salaries	1001	$98,977.89	$98,240.64	$95,395.64	$292,614.17	$85,367.28	$85,367.28	$0.00	$0.00	$377,981.45	$1,287,889.96
		Seasonal/ASND	1003	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$15,000.00
		Overtime	1005	$571.70	$2,273.36	$541.03	$3,386.09	$936.39	$936.39	$0.00	$0.00	$4,322.48	$23,039.76
				$99,549.59	$100,514.00	$95,936.67	$296,000.26	$86,303.67	$86,303.67	$0.00	$0.00	$382,303.93	$1,325,929.72
24	Planning & Development	Regular Salaries	1001	$41,158.50	$41,821.08	$41,821.07	$124,800.65	$41,821.06	$41,821.06	$0.00	$0.00	$166,621.71	$545,336.00
		Seasonal/ASND	1003	$0.00	$0.00	$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	$0.00	$0.00	$0.00	$2,614.00

Attachment: 2025 YTD Wage-Overtime Report Detail Page 2025-04 (15778 : Year to date budget and

Dept				January	February	March	1st Quarter	April	2nd Quarter	3rd Quarter	4th Quarter	YTD 2025	2026 Bu
	Department												
				$41,158.50	$41,821.08	$41,821.07	$124,800.65	$41,821.06	$41,821.06	$0.00	$0.00	$166,621.71	$547,950.00
29	**Information Tech-GIS**	Regular Salaries	1001	$57,261.38	$57,261.38	$57,261.38	$171,784.14	$57,261.38	$57,261.38	$0.00	$0.00	$229,045.52	$746,347.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00	$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	$0.00	$0.00	$0.00	$9,469.00
				$57,261.38	$57,261.38	$57,261.38	$171,784.14	$57,261.38	$57,261.38	$0.00	$0.00	$229,045.52	$755,816.00
30	**General-General**	Regular Salaries	1001	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00		$0.00	
		Separation Payout	1005	$0.00	$3,704.69	$6,288.83	$9,993.52	$44,626.14	$44,626.14	$0.00	$0.00	$54,619.66	$120,000.00
				$0.00	$3,704.69	$6,288.83	$9,993.52	$44,626.14	$44,626.14	$0.00	$0.00	$54,619.66	$120,000.00
40	**Public Works**	Regular Salaries	1001	$307,988.68	$288,018.13	$284,238.83	$880,245.64	$276,794.13	$276,794.13	$0.00	$0.00	$1,157,039.77	$3,931,502.00
		Seasonal/ASND	1003	$42.22	$131.94	$42.22	$216.38	$0.00	$0.00	$0.00	$0.00	$216.38	$135,076.00
		Overtime	1005	$11,247.78	$2,215.67	$3,223.59	$16,687.04	$1,851.87	$1,851.87	$0.00	$0.00	$18,538.91	$147,881.00
				$319,278.68	$290,365.74	$287,504.64	$897,149.06	$278,646.00	$278,646.00	$0.00	$0.00	$1,175,795.06	$4,214,459.00
41	**Noxious Weed**	Regular Salaries	1001	$37,080.18	$35,114.74	$34,399.70	$106,594.62	$34,346.96	$34,346.96	$0.00	$0.00	$140,941.58	$478,274.00
		Seasonal/ASND	1003	0	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,031.74	$237.33	$0.00	$1,269.07	$0.00	$0.00	$0.00	$0.00	$1,269.07	$13,225.00
				$38,111.92	$35,352.07	$34,399.70	$107,863.69	$34,346.96	$34,346.96	$0.00	$0.00	$142,210.65	$491,499.00
150	**Solid Waste Payroll**	Regular Salaries	1001	$18,063.32	$15,935.81	$15,468.47	$49,467.60	$15,005.92	$15,005.92	$0.00	$0.00	$64,473.52	$196,536.00
		Seasonal/ASND	1003	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,086.54	$0.00	$254.87	$1,341.41	$794.00	$794.00	$0.00	$0.00	$2,135.41	$16,601.00
				$19,149.86	$15,935.81	$15,723.34	$50,809.01	$15,799.92	$15,799.92	$0.00	$0.00	$66,608.93	$213,137.00
183	**Fire District #1**	Regular Salaries	1001	$21,266.61	$21,298.19	$21,260.30	$63,825.10	$21,260.29	$21,260.29	$0.00	$0.00	$85,085.39	$282,419.00
		Stipends	1003	$2,045.00	$3,239.00	$5,051.00	$10,335.00	$7,138.00	$7,138.00	$0.00	$0.00	$17,473.00	$75,325.00
		Overtime	1005	$0.00	$0.00	$0.00	$0.00	$9.47	$9.47	$0.00	$0.00	$9.47	$788.00
				$23,311.61	$24,537.19	$26,311.30	$74,160.10	$28,407.76	$28,407.76	$0.00	$0.00	$102,567.86	$358,532.00
400	**Health Dept.-General**	Regular Salaries	1001	$27,600.84	$28,451.73	$28,000.01	$84,052.58	$27,953.34	$27,953.34	$0.00	$0.00	$112,005.92	$370,813.00
		Seasonal/ASND	1003	$ -	$ -	$ -	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$104.96	$9.47	$1,865.34	$1,979.77	$34.54	$34.54	$0.00	$0.00	$2,014.31	$1,991.00
				$27,705.80	$28,461.20	$29,865.35	$86,032.35	$27,987.88	$27,987.88	$0.00	$0.00	$114,020.23	$372,804.00
410 - 445	**Health Dept.-Grants**	Regular Salaries	1001	$206,745.88	$216,286.81	$216,678.11	$639,710.80	$216,179.02	$216,179.02	$0.00	$0.00	$855,889.82	$3,144,576.00
		Seasonal/ASND	1003	$0.00	$0.00	$55.00	$55.00	$95.00	$95.00	$0.00	$0.00	$150.00	$0.00
		Overtime	1005	$0.00	$0.00	$0.00	$0.00	$39.72	$39.72	$0.00	$0.00	$39.72	$21,745.00
				$206,745.88	$216,286.81	$216,733.11	$639,765.80	$216,313.74	$216,313.74	$0.00	$0.00	$856,079.54	$3,166,321.00
520	**Community Corrections**	Regular Salaries	1001	$23,831.95	$25,147.17	$25,140.23	$74,119.35	$25,139.72	$25,139.72	$0.00	$0.00	$99,259.07	$274,639.00
	-Adult	Seasonal/ASND	1003	$0.00	$0.00	-	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$35.32	$4.44	$22.17	$61.93	$4.89	$4.89	$0.00	$0.00	$66.82	$7,195.00
				$23,867.27	$25,151.61	$25,162.40	$74,181.28	$25,144.61	$25,144.61	$0.00	$0.00	$99,325.89	$281,834.00
521	**Community Corrections**	Regular Salaries	1001	$19,508.87	$17,666.52	$23,863.93	$61,039.32	$20,586.69	$20,586.69	$0.00	$0.00	$81,626.01	$200,009.00
	-Juvenile	Seasonal/ASND	1003	$ 2,001.69	$ 1,632.74	$ 1,740.82	$ 5,375.25	$ 1,921.04	$ 1,921.04	$ -	$ -	$ 7,296.29	$ 24,248.00
		Overtime	1005	$0.00	$6.65	$33.26	$39.91	$5.29	$5.29	$0.00	$0.00	$45.20	$4,340.00
				$21,510.56	$19,305.91	$25,638.01	$66,454.48	$22,513.02	$22,513.02	$0.00	$0.00	$88,967.50	$228,597.00
522	**Community Corrections**	Regular Salaries	1001	$3,482.18	$3,444.73	$3,170.47	$10,097.38	$2,831.05	$2,831.05	$0.00	$0.00	$12,928.43	$37,625.00
	-Juvenile reinvestment	Seasonal/ASND	1003	$ -	0	0	$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	$0.00	$0.00	$1,250.00
				$3,482.18	$3,444.73	$3,170.47	$10,097.38	$2,831.05	$2,831.05	$0.00	$0.00	$12,928.43	$38,875.00

Attachment: 2025 YTD Wage-Overtime Report Detail Page 2025-04 (15778 : Year to date budget and

Prepared by Elizabeth Ward, HR Director 5/5/2025

Dept				January	February	March	1st Quarter	April	2nd Quarter	3rd Quarter	4th Quarter	YTD 2025	2026 Bu...
	Department												
2003	Community Corrections	Regular Salaries	1001	$5,840.80	$5,923.28	$5,870.42	$17,634.50	$5,638.40	$5,638.40	$0.00	$0.00	$23,272.90	$73,105.00
	-BJA Grant	Seasonal/ASND	1003	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$176.58	$532.70	$525.83	$1,235.11	$200.03	$200.03	$0.00	$0.00	$1,435.14	$15,367.33
				$6,017.38	$6,455.98	$6,396.25	$18,869.61	$5,838.43	$5,838.43	$0.00	$0.00	$24,708.04	$88,472.33
	Totals			$1,638,099.03	$1,597,555.34	$1,613,251.69	$4,848,906.06	$1,619,199.14	$1,619,199.14	$0.00	$0.00	$6,468,105.20	$22,443,166.17

Attachment: 2025 YTD Wage-Overtime Report Detail Page 2025-04 (15778 : Year to date budget and

2025 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
	Attorney	$3,048,087	$646,749	$214,794			$214,794	$0	$0	$861,543	$2,186,544	28.27%
	Clerk	$1,529,504	$299,490	$111,066			$111,066	$0	$0	$410,556	$1,118,948	26.84%
	County Commissioners	$301,748	$59,937	$20,034			$20,034	$0	$0	$79,972	$221,776	26.50%
	Admin. Svcs/Counselor	$746,491	$146,128	$48,442			$48,442	$0	$0	$194,570	$551,921	26.06%
	Register of Deeds	$609,413	$132,500	$45,309			$45,309	$0	$0	$177,809	$431,604	29.18%
	Treasurer	$1,528,779	$328,446	$108,211			$108,211	$0	$0	$436,657	$1,092,122	28.56%
	District Court	$189,380	$28,826	$9,743			$9,743	$0	$0	$38,568	$150,812	20.37%
1.00	Emergency Management	$390,858	$64,496	$78,699			$78,699	$0	$0	$143,195	$247,663	36.64%
	Coroner	$156,500	$29,879	$10,382			$10,382	$0	$0	$40,261	$116,239	25.73%
	Juvenile Detention	$120,000	$47,975	$19,555			$19,555	$0	$0	$67,530	$52,470	56.28%
	Fairgounds	$110,500	$11,539	$6,067			$6,067	$0	$0	$17,606	$92,894	15.93%
1.00	Museum	$509,201	$110,164	$37,209			$37,209	$0	$0	$147,373	$361,828	28.94%
	Election	$855,025	$113,358	$124,268			$124,268	$0	$0	$237,626	$617,399	27.79%
	Ambulance	$6,501,135	$1,374,287	$434,580			$434,580	$0	$0	$1,808,867	$4,692,268	27.82%
	Appraiser	$2,020,830	$470,269	$129,813			$129,813	$0	$0	$600,082	$1,420,748	29.69%
	Planning & Development	$826,873	$202,404	$57,530			$57,530	$0	$0	$259,934	$566,939	31.44%
	Budget Appropriations	$2,062,682	$1,043,881	$0			$0	$0	$0	$1,043,881	$1,018,801	50.61%
	Insurance	$1,170,000	$93,721	$4,097			$4,097	$0	$0	$97,818	$1,072,182	8.36%
	Information Systems	$1,922,993	$325,244	$126,691			$126,691	$0	$0	$451,935	$1,471,058	23.50%
	County General-General	$5,983,550	$696,530	$183,860			$183,860	$0	$0	$880,390	$5,103,160	14.71%
	Public Works	$10,412,803	$1,726,881	$631,579			$631,579	$0	$0	$2,358,460	$8,054,343	22.65%
	Noxious Weed	$941,971	$190,943	$54,468			$54,468	$0	$0	$245,411	$696,560	26.05%
	Juvenile Supervision	$1,000	$0	$0			$0	$0	$0	$0	$1,000	0.00%
	Payroll Clearing	$0	$0	$0			$0	$0	$0	$0	$0	0.00%
	General Fund Transfers	$5,590,838	$5,590,838	$0			$0	$0	$0	$5,590,838	$0	100.00%
	County General subtotal	$47,530,161	$13,734,486	$2,456,397	$0	$0	$2,456,397	$0	$0	$16,190,883	$31,339,278	34.06%
	Less Budget Stabilization	$4,250,000										
	General Fund w/out Budget Stabilization	$43,280,161										

Attachment: April Financial reports 2025 (15778 : Year to date budget and expenditure reports)

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY % of Year: 33.3%

	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	$6,205,009	$1,280,164	$494,769			$494,769	$0	$0	$1,774,933	$4,430,076	28.60%
	Disaster Fund #3	$6,803,333	$1,635,375	$458,111			$458,111	$0	$0	$2,093,486	$4,709,847	30.77%
	21st District Adult Drug Court #40	$0	$0	$0			$0	$0	$0	$0	$0	#DIV/0!
	Court Tech Fund #50	$0	$0	$0			$0	$0	$0	$0	$0	#DIV/0!
	Court Services #51	$0	$0	$450			$450	$0	$0	$450	-$450	#DIV/0!
	EMS Grants #52	$6,371	$0	$0			$0	$0	$0	$0	$6,371	0.00%
	KS Opioid Settlement #53	$319,430	$54,000	$0			$0	$0	$0	$54,000	$265,430	16.91%
	LATCF Funds #54	$200,000	$0	$0			$0	$0	$0	$0	$200,000	0.00%
	Register of Deeds Tech Fund #106	$207,160	$24,821	$1,703			$1,703	$0	$0	$26,524	$180,636	12.80%
	Clerk's Tech Fund #107	$199,205	$0	$0			$0	$0	$0	$0	$199,205	0.00%
	Treasurer's Tech Fund #108	$117,999	$0	$0			$0	$0	$0	$0	$117,999	0.00%
	War Memorial #112	$11,500	$75	$0			$0	$0	$0	$75	$11,425	0.65%
	County Auction #118	$281,094	$2,389	$3,397			$3,397	$0	$0	$5,786	$275,308	2.06%
	P.A.T.F #128	$0	$0	$0			$0	$0	$0	$0	$0	0.00%
	Motor Vehicle Operations #130	$433,220	$3,460	$2,981			$2,981	$0	$0	$6,440	$426,780	1.49%
	Special Alcohol Programs #132	$6,000	$0	$0			$0	$0	$0	$0	$6,000	0.00%
2.00	Community Corrections #144	$227,961	$0	$0			$0	$0	$0	$0	$227,961	0.00%
	KDOC Adult Services - 2000	$529,565	$102,218	$34,977			$34,977	$0	$0	$137,195	$392,371	25.91%
	KDOC Juvenile Services - 2001	$356,757	$68,843	$23,423			$23,423	$0	$0	$92,266	$264,491	25.86%
	KDOC Juv Reinvestment - 2002	$61,595	$15,748	$4,656			$4,656	$0	$0	$20,403	$41,192	33.12%
	BJA Grant - 2003	$181,620	$37,246	$10,862			$10,862	$0	$0	$48,108	$133,512	26.49%
	21st Jud Dist DC ADSAP - 2004	$25,938	$1,993	$50			$50	$0	$0	$2,043	$23,895	7.88%
	Kansas Fights Addiction - 2005	$70,000	$0	$9,056			$9,056	$0	$0	$9,056	$60,944	12.94%
	City Alcohol Funds - 2006	$23,500	$489	$3,368			$3,368	$0	$0	$3,857	$19,643	16.41%
	RL County Alcohol Funds - 2007	$5,616	$0	$0			$0	$0	$0	$0	$5,616	0.00%
	RL Salary Appropriations - 2008	$187,636	$46,919	$15,640			$15,640	$0	$0	$62,559	$125,077	33.34%
	Caroline Peine Grant - 2009	$7,450	$373	$584			$584	$0	$0	$958	$6,492	12.85%
	GMCF Grant - 2010	$3,750	$0	$470			$470	$0	$0	$470	$3,280	12.53%
	Daniel Keating Foundation - 2011	$4,865	$175	$0			$0	$0	$0	$175	$4,690	3.60%
	Adult Services Carry-Over	$0	$186	$32			$32	$0	$0	$218	-$218	#DIV/0!
	Juvenile Services Carry-Over	$0	$186	$0			$0	$0	$0	$186	-$186	#DIV/0!
	Capital Improvements Fund #145	$15,548,840	$447,232	$336,193			$336,193	$0	$0	$783,425	$14,765,415	5.04%
	Economic Development #146	$324,361	$98,318	-$737			-$737	$0	$0	$97,581	$226,780	30.08%
	Emergency 911 #148	$996,497	$187,446	$2,960			$2,960	$0	$0	$190,406	$806,091	19.11%
	Solid Waste #150	$3,346,640	$490,869	$295,344			$295,344	$0	$0	$786,214	$2,560,426	23.49%
	County Building #152	$433,000	$32,748	$22,345			$22,345	$0	$0	$55,094	$377,906	12.72%
	Road & Bridge Capital Projects #157	$5,745,678	$165,465	$12,368			$12,368	$0	$0	$177,832	$5,567,846	3.10%
	Road & Bridge Capital Projects #188	$6,160,333	$0	$0			$0	$0	$0	$0	$6,160,333	0.00%
	RCPD Operations #173	$6,180,206	$1,569,120	$1,468,516			$1,468,516	$0	$0	$3,037,636	$3,142,570	49.15%
	Landfill Closure #180	$52,622	$4,059	$11,346			$11,346	$0	$0	$15,405	$37,217	29.27%
	Bond & Interest # 181	$470,467	$38,718	$0			$0	$0	$0	$38,718	$431,749	8.23%
	Riley Co Fire Dist #1 #183	$1,526,222	$257,536	$170,211			$170,211	$0	$0	$427,746	$1,098,476	28.03%

Attachment: April Financial reports 2025 (15778 : Year to date budget and expenditure reports)

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Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY % of Year: 33.3%

	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Keats Capital Project #236	$2,597,306	$75,400	$40,000			$40,000	$0	$0	$115,400	$2,481,906	0.00%
	University Park W&S #230	$195,476	$13,743	$11,072			$11,072	$0	$0	$24,816	$170,660	12.69%
	Univ Park W/S Reserve #284	$186,493	$1,456	$0			$0	$0	$0	$1,456	$185,037	0.78%
	Hunters Island Water #238	$45,363	$6,386	$5,120			$5,120	$0	$0	$11,506	$33,857	25.36%
	Hunters Island Reserve #241	$14,801	$0	$4,500			$4,500	$0	$0	$4,500	$10,301	30.40%
	Carson Sewer Operations #239	$98,757	$2,922	$2,008			$2,008	$0	$0	$4,931	$93,826	4.99%
	Carson Sewer Reserve #237	$110,139	$0	$0			$0	$0	$0	$0	$110,139	0.00%
	Deep Creek Sewer #242	$14,018	$1,090	$679			$679	$0	$0	$1,769	$12,249	12.62%
	Deep Creek Reserve #243	$29,998	$0	$0			$0	$0	$0	$0	$29,998	0.00%
	Moehlman Bottoms #244	$27,556	$3,672	$2,135			$2,135	$0	$0	$5,807	$21,749	21.07%
	Moehlman Bottoms Reserve #245	$18,631	$0	$0			$0	$0	$0	$0	$18,631	0.00%
	Terra Hts Sewer #252	$56,600	$2,481	$1,089			$1,089	$0	$0	$3,571	$53,029	6.31%
	Terra Hts Sinking #254	$153,321	$0	$0			$0	$0	$0	$0	$153,321	0.00%
	Konza Water Operations #256	$121,350	$8,030	$6,186			$6,186	$0	$0	$14,216	$107,134	11.72%
	Konza Water Reserve #257	$242,245	$0	$0			$0	$0	$0	$0	$242,245	0.00%
	Valleywood Cap Reserve #282	$198,546	$0	$0			$0	$0	$0	$0	$198,546	0.00%
	Valleywood Operations #248	$71,339	$856	$408			$408	$0	$0	$1,264	$70,075	1.77%
	Mertz/McGehee Drainage #322	$6,183	$0	$0			$0	$0	$0	$0	$6,183	0.00%
	Lakeside Heights Sewer #285	$2,677	$266	$216			$216	$0	$0	$482	$2,195	18.02%
	Lakeside Heights Sewer Capital #286	$5,434	$0	$0			$0	$0	$0	$0	$5,434	0.00%

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2) Fully Grant Funded

2024 to 2025 Comparison % of Year: 33.3%

DEPARTMENT	APRIL 2024	APRIL 2025	APRIL DIFFERENCE	YEAR-TO-DATE THRU APRIL 2024	YEAR-TO-DATE THRU APRIL 2025	Y-T-D DIFFERENCE	2025 BUDGET
Attorney	$193,180	$214,794	$21,614	$761,459	$861,543	$100,084	$3,048,087
Clerk	$100,794	$111,066	$10,272	$400,510	$410,556	$10,045	$1,529,504
County Commissioners	$16,437	$20,034	$32,005	$74,418	$79,972	$5,554	$301,748
Admin. Svcs/Counselor	$52,646	$48,442	-$7,337	$209,502	$194,570	-$14,932	$746,491
Register of Deeds	$42,298	$45,309	$65,913	$162,674	$177,809	$15,134	$609,413
Treasurer	$107,824	$108,211	-$98,081	$433,753	$436,657	$2,904	$1,528,779
District Court	$16,807	$9,743	$61,892	$51,979	$38,568	-$13,411	$189,380
Emergency Management	$27,362	$78,699	-$16,980	$97,576	$143,195	$45,619	$390,858
Coroner	$19,143	$10,382	-$8,761	$40,666	$40,261	-$405	$156,500
Juvenile Detention	$16,424	$19,555	$3,132	$32,847	$67,530	$34,683	$120,000
Fairgrounds	$2,936	$6,067	$3,131	$10,289	$17,606	$7,316	$110,500
Museum	$37,631	$37,209	-$422	$150,407	$147,373	-$3,035	$509,201
Election	$73,084	$124,268	$51,185	$218,120	$237,626	$19,507	$855,025
Ambulance	$402,352	$434,580	$32,228	$1,635,029	$1,808,867	$173,838	$6,501,135
Appraiser	$141,233	$129,813	-$11,420	$561,741	$600,082	$38,342	$2,020,830
Planning & Development	$51,613	$57,530	$5,917	$228,823	$259,934	$31,111	$826,873
Budget Appropriations	$0	$0	$0	$916,250	$1,043,881	$127,631	$2,062,682
Insurance	-$3,620	$4,097	$7,717	$337,915	$97,818	-$240,097	$1,170,000
Information Systems/GIS	$141,068	$126,691	-$14,377	$429,536	$451,935	$22,398	$1,922,993
County General-General	$73,942	$183,860	$109,918	$329,217	$880,390	$551,173	$5,983,550
Public Works	$641,821	$631,579	-$10,242	$2,379,999	$2,358,460	-$21,538	$10,412,803
Noxious Weed	$59,523	$54,468	-$5,054	$246,609	$245,411	-$1,198	$941,971
General Fund	$2,214,497	$2,456,397	$232,247	$9,709,321	$10,600,045	$890,724	$41,938,323

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Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2024 to 2025 Comparison % of Year: 33.3%

DEPARTMENT	APRIL 2024	APRIL 2025	APRIL DIFFERENCE	YEAR-TO-DATE THRU APRIL 2024	YEAR-TO-DATE THRU APRIL 2025	Y-T-D DIFFERENCE	2025 BUDGET
Health Department - 30	$442,832	$494,769	$51,937	$1,688,638	$1,774,933	$86,295	$6,205,009
Disaster Fund - 3	$339,352	$458,111	$118,760	$636,940	$2,093,486	$1,456,546	$6,803,333
EMS Grants Fund - 52	$736	$0	-$736	$736	$0	-$736	$6,371
KS Opioid Settlement - 53	$0	$0	$0	$22,795	$54,000	$31,205	$319,430
LATCF Funds - 54	$0	$0	$0	$0	$0	$0	$200,000
Register of Deeds Tech Fund - 106	$22,028	$1,703	-$20,325	$27,780	$26,524	-$1,256	$207,160
Clerk's Tech Fund - 107	$0	$0	$0	$0	$0	$0	$199,205
Treasurer's Tech Fund - 108	$0	$0	$0	$0	$0	$0	$117,999
War Memorial - 112	$0	$0	$0	$0	$75	$75	$11,500
County Auction - 118	$306	$3,397	$3,091	$2,037	$5,786	$3,749	$281,094
P.A.T.F - 128	$4,853	$0	-$4,853	$4,853	$0	-$4,853	$0
Motor Vehicle Operations - 130	$4,688	$2,981	-$1,708	$9,958	$6,440	-$3,518	$433,220
Special Alcohol Programs - 132	$0	$0	$0	$5,616	$0	-$5,616	$6,000
Community Corrections - 144	$0	$0	$0	$310,558	$0	-$310,558	$227,961
KDOC Adult Services - 2000	$47,168	$34,977	-$12,191	$169,204	$137,195	-$32,009	$529,565
KDOC Juvenile Services - 2001	$29,360	$23,426	-$5,933	$120,221	$92,269	-$27,952	$356,757
KDOC Juv Reinvestment - 2002	$5,147	$4,656	-$492	$20,479	$20,403	-$76	$61,595
BJA Grant - 2003	$9,295	$10,862	$1,567	$56,967	$48,108	-$8,859	$181,620
21st Jud Dist DC ADSAP - 2004	$312	$50	-$262	$2,545	$2,043	-$502	$25,938
Kansas Fights Addiction - 2005	$2,646	$9,056	$6,410	$27,568	$9,056	-$18,513	$70,000
City Alcohol Funds - 2006	$1,533	$3,368	$1,835	$16,598	$3,857	-$12,741	$23,500
RL County Alcohol Funds - 2007	$1,664	$0	-$1,664	$1,668	$0	-$1,668	$5,616
RL Salary Appropriations - 2008	$0	$15,640	$15,640	$21,831	$62,559	$40,728	$187,636
Caroline Peine Grant - 2009	$682	$584	-$98	$1,906	$958	-$948	$7,450
GMCF Grant - 2010	$44	$470	$426	$1,931	$470	-$1,461	$3,750
Daniel Keating Foundation - 2011	$0	$0	$0	$375	$175	-$200	$4,865
Adult Services Carry-Over - 2012	$0	$32	$32	$0	$218	$218	$0

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2) Fully Grant Funded

2024 to 2025 Comparison % of Year: 33.3%

DEPARTMENT	APRIL 2024	APRIL 2025	APRIL DIFFERENCE	YEAR-TO-DATE THRU APRIL 2024	YEAR-TO-DATE THRU APRIL 2025	Y-T-D DIFFERENCE	2025 BUDGET
Juvenile Services Carry-Over	$0	$0	$0	$0	$186	$186	$0
Capital Improvements Fund - 145	$85,907	$336,193	$250,287	$346,493	$783,425	$436,933	$15,548,840
Economic Development - 146	$0	-$737	-$737	$86,437	$97,581	$11,144	$324,361
Emergency 911 - 148	$4,580	$2,960	-$1,621	$183,905	$190,406	$6,501	$996,497
Solid Waste -150	$242,396	$295,344	$52,948	$735,978	$786,214	$50,236	$3,346,640
County Building - 152	$31,517	$22,345	-$9,172	$80,499	$55,094	-$25,405	$433,000
Road & Bridge Capital Projects 1/2 - 157	$89,631	$12,368	-$77,263	$145,746	$177,832	$32,086	$5,745,678
Road & Bridge Capital Projects 0.2 - 188	$0	$0	$0	$0	$0	$0	$6,160,333
RCPD Operations - 173	$1,362,075	$1,468,516	$106,441	$2,784,238	$3,037,636	$253,398	$6,180,206
Landfill Closure - 180	$1,578	$11,346	$9,768	$3,800	$15,405	$11,605	$52,622
Bond & Interest - 181	$0	$0	$0	$30,469	$38,718	$8,249	$470,467
Riley Co Fire Dist #1 - 183	$110,383	$170,211	$59,828	$504,650	$427,746	-$76,903	$1,526,222
Riley Co Fire Dist Cap Ou - 184	$0	$0	$0	$0	$85,000	$85,000	$660,334
Fire Station Projects - 185	$130,686	$0	-$130,686	$140,114	$0	-$140,114	$500,672
University Park W&S - 230	$6,992	$11,072	$4,080	$17,917	$24,816	$6,899	$195,476
Keats Capital Project - 236	$0	$40,000	$40,000	$0	$115,400	$115,400	$2,597,306
Univ Park W/S Reserve - 284	$0	$0	$0	$0	$1,456	$1,456	$186,493
Hunters Island Water - 238	$2,453	$5,120	$2,667	$6,616	$11,506	$4,890	$45,363
Hunters Island Reserve -241	$0	$4,500	$4,500	$0	$4,500	$4,500	$14,801
Carson Sewer Operations - 239	$1,180	$2,008	$828	$3,446	$4,931	$1,484	$98,757
Carson Sewer Reserve -237	$0	$0	$0	$0	$0	$0	$110,139
Deep Creek Sewer - 242	$309	$679	$370	$914	$1,769	$855	$14,018
Deep Creek Reserve - 243	$0	$0	$0	$0	$0	$0	$29,998
Moehlman Bottoms - 244	$773	$2,135	$1,363	$2,154	$5,807	$3,653	$27,556
Moehlman Botoms Reserve - 245	$0	$0	$0	$0	$0	$0	$18,631
Terra Hts Sewer 252	$977	$1,089	$112	$3,365	$3,571	$205	$56,600
Terra Hts Sinking - 254	$0	$0	$0	$0	$0	$0	$153,321
Konza Water Operations -256	$8,592	$6,186	-$2,405	$17,959	$14,216	-$3,743	$121,350
Konza Water Reserve - 257	$0	$0	$0	$0	$0	$0	$242,245
Valleywood Cap Reserve - 282	$0	$0	$0	$0	$0	$0	$198,546
Valleywood Operations - 248	$228	$408	$180	$1,731	$1,264	-$467	$71,339
Mertz/McGehee Drainage - 322	$0	$0	$0	$0	$0	$0	$6,183
Lakeside Heights Sewer - 285	$74	$216	$142	$474	$482	$9	$2,377
Lakeside Heights Sewer Cap - 286	$0	$0	$0	$0	$0	$0	$5,434
Total Including General Fund	$5,207,474	$5,912,439	$695,312	$17,957,430	$20,823,558	$2,866,128	$104,556,702

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Budget and Finance Officer

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2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY % of Year: 33.3%

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	$120,000	**$11,247**	$52,454			**$52,454**	**$0**	**$0**	$63,701	$56,299	53.08%
Contractual	2000	$1,586,030	**$403,525**	$130,907			**$130,907**	**$0**	**$0**	$534,433	$1,051,597	33.70%
Commodities	3000	$5,500	**$1,257**	$499			**$499**	**$0**	**$0**	$1,757	$3,743	31.94%
Misc-Budget Stabilization		$4,250,000	**$0**	$0			**$0**	**$0**	**$0**	$0	$4,250,000	0.00%
Capital Outlay	4000	$0	**$0**	$0			**$0**	**$0**	**$0**	$0	$0	#DIV/0!
Transfers Out	604	$0	**$280,500**	$0			**$0**	**$0**	**$0**	$280,500	-$280,500	#DIV/0!
Grand Total		$5,961,530	$696,530	$183,860	$0	$0	$183,860	$0	$0	$880,390	$5,081,140	14.77%

Other Expense Totals		**Year-To-Date**
Indigent Attorney		$298,040
Incidentals:		
Postage		$163
Computer Software		
Mileage		$979
Copies		$2,663
Misc Fees		$0
Meals		$0
		$3,805
Base Panel fees		$123,000
Off Panel		$171,235

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2025 YTD BUDGET ACTIVITY % of Year: 33.3%

RCPD EXPENSES PAID BY RILEY COUNTY
2025 YTD EXPENSES

	BUDGET	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	**$300,000**	**$104,390**	$34,386			**$34,386**	**$0**	**$0**	**$138,775**	**$161,225**
Laboratory	**$0**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$0**
Hospital	**$10,000**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$10,000**
Advertising/Legal	**$0**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$0**
Prescriptions/ Medical Supplies	**$500**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$500**
Bldg Maintenance	**$150,000**	**$35,691**	$7,041			**$7,041**	**$0**	**$0**	**$42,732**	**$107,268**
Land Rental/Lease	**$0**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$0**
Office Supplies	**$250**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$250**
Office Space Rental	**$12,000**	**$2,925**	$975			**$975**	**$0**	**$0**	**$3,900**	**$8,100**
Juvenile Transport	**$3,000**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$3,000**
Water, Electric	**$0**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$0**
Storm Drainage	**$0**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$0**
Other Commodities/Contractual	**$0**	**$0**	$0			**$0**	**$0**	**$0**	**$0**	**$0**
Budget Appropriation	**$5,704,456**	**$1,426,114**	$1,426,114			**$1,426,114**	**$0**	**$0**	**$2,852,228**	**$2,852,228**
TOTAL	**$6,180,206**	**$1,569,120**	**$1,468,516**	**$0**	**$0**	**$1,468,516**	**$0**	**$0**	**$3,037,636**	**$3,142,570**

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2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY % of Year: 33.3%

	2021	2022	2023	2024	2025	Total
Dental	$0	$0	$0	$0	$0	**$0**
Physician	$191,373	$206,854	$228,812	$303,030	$138,775	**$1,068,845**
Laboratory	$0	$0	$0	$0	$0	**$0**
Hospital	$0	$0	$0	$0	$0	**$0**
Advertising/Legal	$0	$0	$0	$0	$0	**$0**
Prescriptions	$0	$0	$0	$0	$0	**$0**
Bldg Maintenance	$71,043	$60,486	$109,933	$60,127	$42,732	**$344,321**
Land Rental/Lease	$0	$0	$0	$0	$0	**$0**
Office Supplies	$0	$0	$0	$0	$0	**$0**
Office Space Rental	$10,500	$10,500	$10,800	$11,400	$3,900	**$47,100**
Juvenile Transport	$152	$237	$0	$0	$0	**$389**
Water, Electric	$444	$352	$169	$0	$0	**$965**
Storm Drainage	$0	$0	$0	$0	$0	**$0**
Other Commodities/Contractual	$91,239	$21,447	$0	$0	$0	**$112,686**
Budget Appropriation	$4,391,746	$4,597,175	$5,000,016	$5,336,092	$2,852,228	**$22,177,257**
Total	**$4,756,498**	**$4,897,050**	**$5,349,730**	**$5,710,649**	**$3,037,636**	**$23,751,563**

Attachment: April Financial reports 2025 (15778 : Year to date budget and expenditure reports)

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY % of Year: 33.3%

RCPD

OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE

INCLUDED IN 2025 $31,000 POOL

	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	**$0**	0.00			**$0**	**$0**	**$0**	**$0**
Physician	**-$22**	0.00			**$0**	**$0**	**$0**	**-$22**
Laboratory	**$99**	0.00			**$0**	**$0**	**$0**	**$99**
Hospital	**$0**	3,098.45			**$3,098**	**$0**	**$0**	**$3,098**
Prescriptions	**$16,579**	(2,755.50)			**-$2,756**	**$0**	**$0**	**$13,823**
Supplies	**$863**	218.16			**$218**	**$0**	**$0**	**$1,082**
TOTAL	**$17,519**	**$561**	**$0**	**$0**	**$561**	**$0**	**$0**	**$18,080**
Savings from Medicaid Rate	**$44,005**	$18,134			**$18,134**	**$0**	**$0**	**$62,140**
$31,000 Pool Balance		**$12,920**	**$12,920**	**$12,920**				**$12,920**
Quarterly ADP: (Contract)								
County Inmate (72 base census)	371	125.9			126	0	0	
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	**$0**				**$0**	**$0**	**$0**	**$0**

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

Attachment: April Financial reports 2025 (15778 : Year to date budget and expenditure reports)

PUBLIC WORKS
Project Update

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

MEMORANDUM

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

MEETING: **May 12, 2025**

SUBJECT: **Public Works Project Update**

PRESENTER: **John Ellermann**

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

Enclosures:
- 051225 Project Update (PDF)

Project Update

Public Works Department

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Permits & R/W

Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child
- Cost share with City – trail and Browning Intersection.
- Design kick-off meeting. Survey work

CPE Window Replacement Project

- BHS Construction – Mid July start – 135 Working days
- Pre-Construction Meeting

Elevator Modification Project

- Courthouse, Carnegie and Health Department
- TK Elevator
- Pre-Inspection and ordering of parts.

Parks:

- Mowing parks and grounds.
- General Park and CHP clean up.
- Spraying pre-emergent.
- Planted flowers at Keats.

Operations:

- Concrete work at Zeandale Fire Station.
- Patching potholes
- Shouldering Green Randolph.
- Small structure inspections and debris removal.
- Grading of roads and hauling rock where needed.
- Preparing roads for dust control.
- Sent 4 employees to MUTCD training.
- Working on interviews for Operator and Mechanic positions.

Miscellaneous

- Open Positions: Purchasing Agent (Interviews), Asst. Operation/Fleet Manager, Parks Seasonals, Public Works Operator I/II, Mechanic II

Attachment: 051225 Project Update (15855 : Public Works Project Update)

- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Awarded an additional $462,210 in grant money for the project. Preparing to relocate RWD water line. 90% plans and easements.
- Keats Benefit District – Working with BG on lift station, sewer line locations, and other technical details.
- EMS Headquarters Station – BHS GMP $9,587,108. Approximately 84% complete.
- EM Remodel of old EMS – Archimages Design. Schematic Design process.
- CPE Window Replacement – Pre-construction meeting. Measured windows for shop drawings.
- Consultant recommendation for bridge and culvert design using sales tax.
- HD/FCRC RFQ
- CH/Co. Atty/Comm Corr RFQ - building tour scheduled for May 13th at 9:00am.
- **Kansas County Highway Association Annual meeting –** May 5-7, Hays
- Budgets
- Extended Leave – Working out a plan to carry on projects while I'm gone.

Attachment: 051225 Project Update (15855 : Public Works Project Update)

EMERGENCY MANAGEMENT/FIRE
Regulations

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

COMMISSION AGENDA REPORT

FROM: **Russel Stukey Director EM/Fire**

MEETING: **May 12, 2025**

SUBJECT: **Discuss Updates for Riley County Fireworks Resolution**

PRESENTER: **Bryant Parker County Counselor**

BACKGROUND

During its 2025 session, the Kansas legislature adopted Senate Bill 199. This legislation expanded the dates that "Seasonal retailers" may sell fireworks around the 4th of July holiday to allow for sales between June 20 through July 7. "Permanent retailers" that sell fireworks year round are also now permitted, subject to the requirement that sales be made from a "Permanent Structure" in a "Permanent Location." As explained in recent guidance from the Kansas State Fire Marshall, "Unlike seasonal fireworks retailers, permanent retailers will be required to register with the State Fire Marshal annually and will be required to operate from a permanent building that meets the requirements of NFPA 1124 (2006 version) and the Kansas Fire Prevention Code."

Counties retain their authority to regulate when fireworks are sold and discharged/fired under K.S.A. 31-134. The state does not restrict when fireworks may be discharged/fired - that is left to local governments to determine.

The County's existing fireworks regulations were enacted on October 1, 1978 by Resolution 1978-064 ("Resolution"). Discharge/firing of fireworks is regulated under the Resolution in much the same way that discharge/firing is regulated under the Kansas Administrative Regulations adopted by the State Fire Marshall.

Sales and discharge/firing are restricted under the Resolution to the hours of 8:00 AM - Midnight on July 1-4, except that fireworks may be discharged year-round on agricultural land with the permission of the property owner.

The Resolution also requires Seasonal Retailers to obtain a permit for sales each year. The permit fee is $25, and has not been increased since 1978.

SB 199 took effect April 24, 2025 upon its publication in the Kansas Register. The legislation was drafted to take effect upon publication instead of on July 1, presumably to allow for updated dates of sale for Seasonal Retailers for the 2025 July 4th holiday.

FISCAL IMPACT

Unknown. We don't know if expanded dates of sale will lead to additional sales tax revenue.

RECOMMENDATION(S)

1. Amend/Replace Resolution 1978-064 to reflect Commission's decisions about dates of sale and dates of discharge/firing of fireworks.
2. Take no action.

POSSIBLE MOTION(S)

I move the Commission direct County Staff to prepare a resolution to replace Resolution 1978-064 that

_____ Does _____ Does Not authorize year round sales of fireworks by Permanent Retailers

_____ Does _____ Does Not expand the dates Seasonal Retailers are authorized to sell fireworks to June _____ - July _____

_____ Does _____ Does Not expand the dates fireworks may be discharged in unincorporated Riley County on non-agricultural property to June _____ - July _____

_____ Does _____ Does Not adjust the Seasonal Retailer permit fee to $_____ and make updates to the permit process to incorporate modern State Fire Marshall definitions

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: **Katharine Hensler, Museum Director**

MEETING: **May 12, 2025**

SUBJECT: **Monthly Staff Update**

PRESENTER: **Katharine Hensler, Museum Director**

Riley County Historical Museum - Director's Report

May 12, 2025

1. **Visitation and Tours**:

Site Name	FEB 2025	MAR 2025	APR 2024	APR 2025
Museum	286	264	183	218
Goodnow House	39	78	66	69
Wolf House	10	46	598	674
Pioneer Log Cabin	0	1	42	19
Programs & Outreach	118	126	70	37
TOTAL	**453**	**515**	**959**	**1017**

Volunteer Hours	FEB 2025	MAR 2025	APR 2024	APR 2025
General	62.5	30.5	104	148.25
RCHS Board of Directors	76.5	64.25	64.5	58.5
Community Service	8	13	14.5	10
TOTAL	**147**	**107.75**	**183.0**	**216.75**

2. **Education and Outreach**

April 3 - the Museum hosted the Silver Creek Beneficiary Club of Keats who toured the new exhibits, the Library, and the Goodnow House (18 attended)

April 9 - Fireside Chat with the Curators of the Museum (19 attended)

April 15 through May 1 - 4th grade field trips at the Wolf House (597 students and teachers attended; 24 volunteers supported)

3. **Collections**: The Collections moratorium ended on May 1, 2025. The process for determining the new intakes was approved by the collections committee at their April 10 meeting and adopted by the RCHS Board of Directors. Unsolicited drop-offs will not be accepted. All information concerning the acceptance procedures is available online as is a form that donors can use to submit an object for consideration: <https://www.rileychs.org/donation-of-objects-or-artifacts.cfm>

Collections Numbers	FEB 2025	MAR 2025	APR 2024	APR 2025
Number of Collections Donated	2	4	5	4
Individual Objects Donated	2	20	52	30
Backlogged Objects Processed	0	80	16	106
Objects Deaccessioned	0	0	0	0

4. **Archives and Library** - Curator Farrens has continued cleaning up and organizing the library and archival spaces. An ongoing, large-scale book review is being conducted with the books in the library's collection. Over 3,200 books are currently housed in the library space. Each Monday, members of the RCHS Collections Committee work with Curator Farrens to review each copy and make the determination of whether the book meets the collections criteria and should remain in the collection. At the May RCHS Board meeting, the board will consider a request to deaccession 898 books. The committee continues to work through the books and to date, have identified an additional 507 books that will be recommended for deaccession at the June Board meeting.

Library and Archives Use	FEB 2025	MAR 2025	APR 2024	APR 2025
Research (external)	4	36	8	6
Research (internal)	1	0	1	1
In-Person Appointments	0	16	3	15
Walk-In Appointments	0	0	0	2
TOTAL	**5**	**52**	**12**	**24**

5. **Building and Grounds** - The east gallery track lighting has been updated and has greatly improved the visibility in the new exhibit space. Thank you to Jerry Howard and John Ellerman for their support on this project. We are still waiting on an estimate from Economy Electric concerning the lighting in the temporary and permanent storage areas.

   A glass break detector went off during a severe storm on Monday, April 28. Director Hensler went in directly after the storm's end and upon inspection, did not find any broken windows. It appears that the detector may have been set off by thunder of the sound of hail. The State Architect at the Kansas Historical Society was notified of the incident and event documented.

6. **Staffing** - No updates to report.

7. **Riley County Historical Society** - The RCHS has filled the position of Society Administrator and on April 21, hired Benjamin Kohl, Ph.D. We welcome Dr. Kohl and look forward to working with

him. Dr. Kohl will be handling the administration of RCHS activities, property managed by the RCHS, and supporting the Board of Directors. Dr. Kohl will work collaboratively with the Museum Director to support the mission of the Museum.

The Society will also be looking to hire a manager of their historic sites later this year. They are working on the position description at this time.

The RCHS Board will hold their last board meeting of the spring in June, when they take a summer recess. They will resume board meetings in September.

8. Upcoming Events

May 13 - ***Fireside Chat***, Renovating the Ag Press Building with Derek Richards, 5:30-7pm, Flight Crew Coffee, Free and open to the public

May 17 - ***Cemetery Preservation Workshop***, Carnahan-Garrison Cemetery outside of Oldsburg, 1-4PM, free and open to the public

May 23 - Dedication of picnic table made in memory of Cheryl Collins by AHA!, 11AM, short ceremony, refreshments, and fellowship; open to the public

June 7 - Summer Speaker Series - ***Listening to the Sounds of Yesteryear*** by Eric Gudenkauf, 2PM at the Manhattan Public Library, free and open to the public

June 10 - ***Fireside Chat***, Topic TBA, 5:30-7Pm, Flight Crew Coffee, Free and open to the public

Enclosures:

NOXIOUS WEED/HHW
Travel Request

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

COMMISSION AGENDA REPORT

FROM: **Michael Boller Riley County Noxious Weed Director**

MEETING: **May 12, 2025**

SUBJECT: **Out of State Travel Request**

PRESENTER: **Michael Boller Riley County Noxious Weed Director**

FISCAL IMPACT

Request approval to travel to Parker Colorado for Household Haz Waste Training and Lithium-Ion handling and disposal training. There is no cost for the training however travel, hotel, fuel and meals will cost approximately $1210. Those cost would be covered in Riley Co HHW annual budget. Justin Brenner and I would both be attending the training.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- out of state travel (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Michael Boller **DEPARTMENT:** Nox Weed

POSITION TITLE: Director **DATE REQUESTED** 05/12/2025

FUND: Nox Weed Budget

Travel From: Mahattan **Date:** 06232025

Travel To: Parker Colorado **Date:** 06232025

Purpose of Travel: Lithium Ion Battery and waste disposal training

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	Fuel	150.00
Lodging	110 a night x 2 adults x 3 nights	660.00
Meals	50 a day x 2 adults x 4 days	400.00
Registration/Fees	Free	0.0
Other		

Total Estimated Travel Costs: 1210.00

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____
Board of County Commissioners

Attest: _____ **Date:** _____
Riley County Clerk

cc: Department Head
Department Assistant

Attachment: out of state travel (15815 : Out of State Travel Request)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 12, 2025**

SUBJECT: **2026 Museum Budget Request**

PRESENTER: **Katharine Hensler, Museum**

Enclosures:

- Museum Budget Narrative 2026 (DOC)
- Draft 2026 Museum (1) (PDF)

RILEY COUNTY HISTORICAL MUSEUM

BUDGET NARRATIVE 2026

PERSONNEL

Full Time Staff (exempt, benefits eligible): 1. Director; 2. Curator of Archives/Library; 3. Curator of Collections; 4. Curator of Education/Design.

Part Time/As Needed Staff (non-exempt, not benefits eligible): (1) Weekend Museum Assistant (up to 1,000 hours per year, offset completely by RCHS grant income), (5) As- Needed Museum Assistants (currently, a pool of staff, average of 286 hours each per year/total 1,430 hours.) ***Personnel proposals have been submitted to Human Resources and in 2026, As-Needed hours are being proposed at a higher level of 2,080 hours total. HR will approve or deny this request and that will determine what numbers end up on the full budget proposal to BOCC.***

CONTRACTURAL SERVICES

2010 Postage/Freight/Shipping – **$300.00.** 3 rolls forever stamps, 100 count/roll (.78) @ $78 = $234; $66 for metered mail or shipping costs through UPS, FedEx, etc.

2030 Cellular Phone Service- **$780.00.** Estimate will fund the annual reimbursement for one supervisory staff member, 12 months at $65 to total $780.

2060 Moving Office Equipment- **$200.00.** Estimate for moving for items.

2080 Printing/Duplication Services- **$100.00.** Educational items, exhibit printing, marketing material, other printing.

2110 Advertising and Legal Publications- **$700.00.** Cost for running planned ads in Kansas Travel Guide, Visit Manhattan Guide, and other relevant advertisement and marketing platforms.

2260 Fire/Security Services- **$0.00.**

2410 Repair and Maintain Office Equipment- **$1,908.00.** Lease of new copy machine which includes device, maintenance, parts, toner ($134/month x 12 = $1,608). An additional $300 has been included in the total request to cover the cost of printing b/w and color copies ($ 0.015 b/w and $0.09 color) at $25/month ($25 x 12 = $300).

2420 Repair and Maintain Other Equipment-**$80.** Fire extinguisher maintenance cost in 2025 was $73.00.

Attachment: Museum Budget Narrative 2026 (15746 : 2026 Museum Budget Request)

2430 Computer Software Main/Support- **$855.00.** This amount covers the annual subscription rate for PastPerfect ($432) and Adobe Creative Cloud Suite (419.88).

2480 Repair and Maintain Buildings and Grounds- **$100.00**. Includes accommodations for minor repairs.

2510 Mileage/Tolls/Parking/Rental- **$500.00.**

In-State – estimate mileage to Kansas Museums Association annual conference and one to two trips to Topeka for Kansas Historical Society (Historic Sites) Summit.

2520 Lodging **$1,600.00.**

In State – Kansas Museums Association annual conference estimate 4 rooms x 2 nights @$200 = $1,600.

2550 Dues and Memberships **$896.00.** Proposed: AASLH= $176; AAM= $270, MPMA = $250, KMA = $200 = Total $896.00

2560 Training and Registrations **$1,500.00.**

In State-Estimate based on 4 registrations/workshop (KMA) @$375.00 = $1,500.00

2026 CONTRACTUAL SERVICES is a ***decrease*** of $1,214 from the 2025 budget.

COMMODITIES

3010 Office Supplies **$250.00.** General office supplies.

3032 Supplies- Printer **$140.00.** The new printer lease noted under expense line item 2410 (Repair/Maintain Office Equipment) includes the cost of printer cartridges and ink. There are a few non-network printers that will need cartridges in the Director's office and the Collections department with an estimated annual cost of $140.

3990 Other Supplies and Materials **$2,000.00**. Conservation supplies, education and exhibit material. The 2026 proposal includes the cost to enhance on-site storage solutions =$500, archival/conservation supplies = $1,200; education supplies = $300.

The 2026 COMMODITIES request has ***decreased*** by $1,150 from the 2025 budget.

Attachment: Museum Budget Narrative 2026 (15746 : 2026 Museum Budget Request)

CAPITAL OUTLAY

4010 Office Equipment **$0.**

4050 Technology Hardware **$0.**

4051 Technology Hardware - Notebook **$0**.

4060 Computer Software **$0.**

The 2026 CAPITAL OUTLAY request has ***not changed*** from the 2025 budget.

The 2026 budget request for Contractual Services, Commodities, and Capital Outlay is a ***decrease*** of $2,364 from the 2025 budget.

However, including personnel costs, the overall 2026 budget is a $5,543 ***increase*** from 2025.

Attachment: Museum Budget Narrative 2026 (15746 : 2026 Museum Budget Request)

Riley County, Kansas
2026 Budget
Museum Department
001-017

	PERSONNEL Position Title - Full Time	2024 ACTUAL	2025 BUDGET	2026 BUDGET
	Director	1.00	1.00	1.00
	Curator Archivist & Librarian	1.00	1.00	1.00
	Curator of Design	1.00	1.00	1.00
	Curator of Registrar	1.00	1.00	1.00
	Sub-Total	**4.00**	**4.00**	**4.00**
	Part-Time/Seasonal/Temporary			
	Weekend Museum Assistant	1.00	1.00	1.00
	As-Needed Museum Assistant	5.00	5.00	5.00
	Sub-Total	**6.00**	**6.00**	**6.00**
	TOTAL NUMBER OF EMPLOYEES	**10.00**	**10.00**	**10.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 318,076	338,219	343,883
1003	Seasonal/Temporary	36,518	21,450	31,200
1005	Overtime	-	-	-
1504	FICA	26,985	27,515	28,694
1506	Health Insurance	42,135	71,161	72,662
1508	KPERS Retirement	32,635	36,223	36,417
1510	State Unemployment Tax	332	360	488
	TOTAL PERSONNEL SERVICES	**$ 456,680**	**$ 494,928**	**513,344**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ -	$ 700	$ 300
2030	Cellular Phone Services	520	780	780
2060	Moving Office Equipment	-	200	200
2080	Printing/Duplication Services	-	100	100
2110	Advertising & Legal Publications	1,394	700	700
2260	Fire/Security Services	-	-	-
2410	Repair/Maintain Office Equipment	820	1,908	1,908
2420	Repair/Maintain Other Equipment	-	250	80
2430	Computer Software Maintenance/Support	852	855	855
2480	Repair/Maintain Buildings & Grounds	-	600	100
2510	Mileage/Tolls/Parking/Rental	754	500	500

Attachment: Draft 2026 Museum (1) [Revision 1] (15746 : 2026 Museum Budget Request)

2520	Lodging		810		1,600	1,600
2530	Mileage/Tolls/Parking/Rental		686		-	-
2550	Dues & Memberships		620		1,080	896
2560	Training & Registrations		1,320		1,460	1,500
	TOTAL CONTRACTUAL SERVICES	**$**	**7,775**	**$**	**10,733**	**$ 9,519**
	COMMODITIES					
3010	Office Supplies	$	250	$	400	$ 250
3032	Supplies-Printers		-		140	140
3990	Other Supplies/Materials		1,605		3,000	2,000
	TOTAL COMMODITIES	**$**	**1,855**	**$**	**3,540**	**$ 2,390**
	CAPITAL OUTLAY					
4010	Office Equipment			$	-	$ -
4050	Technology Hardware			$	-	$ -
4051	Technology Hardware-Notebook				-	-
4060	Computer Software				-	-
	TOTAL CAPITAL OUTLAY	**$**	**-**	**$**	**-**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$**	**466,310**	**$**	**509,201**	**$ 525,253**
	TOTAL EXPENDITURES LESS PERSONNEL	**$**	**9,629**	**$**	**14,273**	**$ 11,909**
	TOTAL EXPENDITURES	**$**	**466,310**	**$**	**509,201**	**$ 525,253**

Attachment: Draft 2026 Museum (1) [Revision 1] (15746 : 2026 Museum Budget Request)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 12, 2025**

SUBJECT: **2026 Riley County Budget Proposals**

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

Enclosures:

- 2026 BOCC Memo (DOC)
- Draft 2026 BoCC (PDF)
- Draft 2026 Coroner (PDF)
- Draft General-General (PDF)
- RB HALF CENT SALES TAX 2026 (PDF)
- Draft 2026 0.2 Cent Sales Tax (PDF)
- Draft 2026 Insurance (PDF)
- Draft 2026 Juvenile Supervision (PDF)
- Draft 2026 Bond & Interest (PDF)
- 2026 WAR MEMORIAL (PDF)
- 2026 SPECIAL ALCOHOL (PDF)
- Draft 2026 RCPD, CIP, EcoDevo (PDF)
- 2026 FUND 53 OPIOID (PDF)

To: Board of County Commissioners

From: Brittany Phillips, Budget & Finance Officer

Date: May 12, 2025

BOCC –
Slight decrease in the 3 C's.

Coroner – This is an increase from 2025 budget, based on the expenditures from 2024.

General Services –
Personnel is just for separation of service; no salaries get paid from these funds. This has been increased because Riley County has seen an increase in retirements and are aware of multiple employees who are eligible to retire in 2026.
Contractual services has an increase primarily in indigent attorney fees. Even with having a panel, there are still off-panel expenditures Riley County will be required to pay.
Budget Stabilization is an increase of $250,000.

Half Cent Sales Tax –
This is a collaborative budget between John Ellermann and myself. Public Works will continue to work on projects from this year through next year.

.2 Cent Sales Tax –
Public Works has begun planning projects from these funds.

Insurance –
Insurance continues to go up. This increase from 2025 to 2026 reflects any new policies Riley County acquired during the year.

Juvenile Fees –
Decrease from the 2025 budget request for juvenile detention operations. Juvenile supervision fees, is the same as 2025 request.

Bond & Interest –
The transfer from CIP for 2026 shows zero because 2025 was our last payment on this bond. It was for the 2017 Bond Refunding. The $52,153 transfer in from Economic Development is for the Konza Water Project. Historically, the amount budgeted for line 2500, has been $130,000. State statute allows us to budget up to 100% of the current year's principal and interest payments due.

War Memorial –
This provides us with full budget authority.

Attachment: 2026 BOCC Memo (15818 : 2026 Riley County Budget Proposals)

Special Alcohol –
Community Corrections requests the use of these funds.

Capital Improvement –
Line 4990, is broken up until two separate lines. The “Other Capital Outlay” budget line reflects $20,974,688, this provides us full budget authority. The “Other Capital Outlay Reserves” are funds that are reserved, i.e. hardware refresh, FFE reserve, CARES funds, Fair Reserve, and CIP Reserve.

There is a proposed transfer from general fund for $3,500,000.

Economic Development –
The items highlighted in blue on the project estimates, are appropriation requests that have not been approved yet. The transfer to Bond & Interest is the Konza Water Project with final payment being in 2028.

RCPD –
The operations appropriation has not been submitted yet. Inmate medical costs continue to go up, so this is an increase from the 2026 budget.

OPIOID –
Riley County continues to receive opioid settlement funds. In working with Health Department and Community Corrections, we have found ways to appropriately use these funds.
The Health Department is requesting a little over $62K for 2026 to support the Community Health Educator position and the OPIOID program. Community Corrections is still working on cutting pieces out of their request to fund a position currently being paid with BJA grant funds and to support their Drug Court Program.

Attachment: 2026 BOCC Memo (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
Board Of County Commissioners (BOCC) Department
001-003

	PERSONNEL Position Title - Full Time	2024 ACTUAL	2025 BUDGET	2026 BUDGET
	Commissioner	3.00	3.00	3.00
	TOTAL NUMBER OF EMPLOYEES	**3.00**	**3.00**	**3.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 169,842	$ 181,584	$ 187,032
1504	FICA	13,039	13,891	14,308
1506	Health Insurance	12,546	38,205	39,520
1508	KPERS Retirement	11,617	12,965	13,204
1510	State Unemployment Tax	-	182	243
	TOTAL PERSONNEL SERVICES	**$ 207,045**	**$ 246,827**	**$ 254,308**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 49	$ 70	$ 70
2030	Cellular Phone Services	2,340	2,500	2,500
2040	Internet Access	480	450	475
2080	Printing/Duplicating Services	23	500	200
2220	Building Space Rental	50	-	-
2510	Mileage/Tolls/Parking/Rental	1,876	2,000	2,000
2520	Lodging	4,255	4,300	4,750
2530	Airfare	1,026	2,000	2,000
2540	Meals	744	1,200	1,100
2550	Dues & Memberships	1,117	1,900	1,300
2560	Training & Registrations	3,855	3,500	4,000
2570	Subscriptions	-	150	-
2605	Admin/Clerical Fees	-	-	-
2640	Legal Services	23,333	35,000	35,000
2990	Other Contract Services	30	-	-
	TOTAL CONTRACTUAL SERVICES	**$ 39,177**	**$ 53,570**	**$ 53,395**
	COMMODITIES			
3010	Office Supplies	$ 242	$ 550	$ 300
3020	Books & Publications	-	100	-
3032	Supplies - Printer	1,023	400	1,000
3080	Fuel & Lubricants	-	50	-
3990	Other Supplies/Materials	80	250	200
	TOTAL COMMODITIES	**$ 1,345**	**$ 1,350**	**$ 1,500**
	CAPITAL OUTLAY			
4040	Furniture > $100	$ -	$ -	$ -
4050	Technology Hardware	-	-	-
4060	Computer Software	-	-	-
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$ 247,567**	**$ 301,747**	**$ 309,203**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 40,522**	**$ 54,920**	**$ 54,895**
	TOTAL EXPENDITURES	**$ 247,567**	**$ 301,747**	**$ 309,203**

Attachment: Draft 2026 BoCC (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
Coroner Department
001-011

	EXPENDITURES	2024	2025	2026
	CONTRACTUAL SERVICES	ACTUAL	BUDGET	BUDGET
2330	Transportation Services	$ 29,122	$ 35,000	$ 37,500
2650	Physician Fees	132,526	120,000	140,000
2990	Other Contract Services	850	1,500	1,500
	TOTAL CONTRACTUAL SERVICES	**$ 162,498**	**$ 156,500**	**$ 179,000**
	TOTAL EXPENDITURES	**$ 162,498**	**$ 156,500**	**$ 179,000**

Attachment: Draft 2026 Coroner (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
General Services Department
001-030

	EXPENDITURES PERSONNEL SERVICES	2024 ACTUAL	2025 BUDGET	2026 BUDGET
1005	Employee Separation/Comp Time Pay	$ 174,152	$ 120,000	$ 200,000
1504	FICA	9,056	9,180	15,300
1508	KPERS/KPF Retirement	9,021	12,720	21,540
1510	State Unemployment Tax	158	120	200
	TOTAL PERSONNEL SERVICES	**$ 192,388**	**$ 142,020**	**$ 237,040**
	CONTRACTUAL SERVICES			
2005	Cafeteria Section 125 Benefits	$ 3,119	$ 3,300	$ 3,300
2010	Postage/Freight/Shipping	901	230	1,000
2020	Phone Services	101,837	100,000	102,000
2040	Internet Access	15,081	55,000	20,000
-57	Internet Access	3,575	11,500	4,000
2080	Printing/Duplicating Services	1,004		1,000
2110	Advertising & Legal Publications	686	1,500	750
2140	Appraisal Services	-	3,000	2,000
2200	Office Equipment Rental	6,914	6,000	7,000
2220	Building Space Rental	5,000	9,000	6,000
2260	Security Services	385	1,000	500
2300	Tax Payment	1,401	2,000.00	2,000
2330	Transportation Services	-	500.00	250
2400	Repair/Maint Co Vehicles	-	-	-
2430	Computer Software Maintenance/Support	-	-	-
2500	Workers Comp	200		-
2510	Mileage/Tolls/Parking/Rental	3,101	2,000.00	3,200
2520	Lodging	-	-	-
2530	Airfare	-	-	-
2540	Meals	1,134	-	1,200
2550	Dues & Memberships	32,275	35,000	35,000
2560	Training & Registrations	-	20,000	15,000
2570	Subscriptions	3,112	2,000	3,200
2605	Admin/Clerical Fees	1,050	-	1,000
2625	Laboratory Fees	6,115	-	
2640	Legal Services	575	25,000	25,000
2643	Bond Fees - Counselor	-	5,000	5,000
2644	Tax Sale Fees-Counselor	12,682	10,000	15,000
2650	Physician Fees	67,400	15,000	20,000
2657	Miscellaneous Fees	8,105	10,000	10,000

Attachment: Draft General-General (15818 : 2026 Riley County Budget Proposals)

2670	Indigent Attorney Fees		573,959		600,000	625,000
2755	Accountant & Auditor Fees		30,300		60,000	45,000
2760	Consulting Fees		200		9,000	3,000
2765	Contract Fees		-		-	-
2810	Electric/Gas Services		299,456		375,000	380,000
2830	Water		129,097		150,000	175,000
2850	Waste Disposal		27,076		25,000	29,000
2990	Other Contract Services		54,643		50,000	58,000
	TOTAL CONTRACTUAL SERVICES	**$**	**1,390,384**	**$**	**1,586,030**	**$ 1,598,400**
	COMMODITIES					
3010	Office Supplies					$ -
3020	Books & Publications			$	200	$ -
3032	Supplies-Printers		1,018		2,000	2,000
3060	Medical Supplies		301			-
3080	Fuel & Lubricants				-	-
3085	Propane		748		3,300	1,000
3990	Other Supplies & Materials		186			250
	TOTAL COMMODITIES	**$**	**2,253**	**$**	**5,500**	**$ 3,000**
	CAPITAL OUTLAY					
604	Transfer Out			$	-	$ -
4990	Other Capital Outlay					$ -
4040	Furniture > $100	$	1,030	$	-	$ -
4005	Budget Stabilization			$	4,250,000	$ 4,500,000
	TOTAL CAPITAL OUTLAY	**$**	**1,030**	**$**	**4,250,000**	**$ 4,500,000**
	TOTAL OPERATING EXPENDITURES	**$**	**1,585,026**	**$**	**1,733,550**	**$ 1,838,440**
	TOTAL EXPENDITURES LESS PERSONNEL	**$**	**1,393,667**	**$**	**5,841,530**	**$ 6,101,400**
	TOTAL EXPENDITURES	**$**	**1,586,056**	**$**	**5,983,550**	**$ 6,338,440**

Attachment: Draft General-General (15818 : 2026 Riley County Budget Proposals)

Fund #157
Riley County Road & Bridge 1/2 Cent Sales Tax

		2024 Actual	2025 BUDGET	2025 Est	2026 BUDGET
	BEGINNING CASH BALANCE				
	Fund Balance	$ 6,475,678	$ 5,486,517	$ 5,486,517	$ 4,665,762
	TOTAL BEGINNING CASH BALANCE	$ 6,475,678	$ 5,486,517	$ 5,486,517	$ 4,665,762
	REVENUE				
205	Sales Tax	$ -	$ -	$ -	$ -
600	Miscellaneous Reimbursement-py cancel encumb	-	-	-	-
602	Misc Collection	-	-	-	-
	Prior Year Cancelled Encumbrance	-	-	-	-
	TOTAL REVENUE	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL RESOURCES AVAILABLE	**$ 6,475,678**	**$ 5,486,517**	**$ 5,486,517**	**$ 4,665,762**
	EXPENDITURES				
2990	Contractual Services	$ 150,956	$ 1,800,000		$ 355,100
3990	Commodities	18,572	-	-	-
4990	Capital Outlay	819,633	3,913,655	820,755	4,310,662
	TOTAL EXPENDITURES	**$ 989,161**	**$ 5,713,655**	**$ 820,755**	**$ 4,665,762**
	TOTAL ENDING FUND BALANCE	**$ 5,486,517**	**$ (227,138)**	**$ 4,665,762**	**$ -**

Project Estimates	2026	
Rosehill Road Bridge replacement		
Culverts-Vinton School/Kitten Creek Rd/Peach Grove		
Fancy Creek Bridge K.0-6.2		
Overlay TBD and approved by BOCC	300000	
Flat Rock Road		
Paralell Road		
Union Road		
Winkler Mill Bridge	1300000	
Marlatt Ave Corridor Reconstruction	355100	6000000
TOTAL	**$ 1,955,100**	**$ 6,000,000**

Attachment: RB HALF CENT SALES TAX 2026 (15818 : 2026 Riley County Budget Proposals)

Fund #188
Riley County Road & Bridge .2 Cent Sales Tax

		2024 ACTUAL	2025 BUDGET	2025 Est	2026 BUDGET
	BEGINNING CASH BALANCE				
	Fund Balance	$ 2,160,856	$ 4,845,364	$ 4,845,364	$ 6,345,364
	TOTAL BEGINNING CASH BALANCE	$ 2,160,856	$ 4,845,364	$ 4,845,364	$ 6,345,364
	REVENUE				
205	Sales Tax	$ 2,684,508	$ 2,000,000	$ 2,000,000	$ 2,000,000
600	Miscellaneous Reimbursement-py cancel encumb	-	-	-	-
602	Misc Collection	-	-	-	-
	Prior Year Cancelled Encumbrance	-	-	-	-
	TOTAL REVENUE	**$ 2,684,508**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**
	TOTAL RESOURCES AVAILABLE	**$ 4,845,364**	**$ 6,845,364**	**$ 6,845,364**	**$ 8,345,364**
	EXPENDITURES				
2990	Contractual Services	$ -	$ -	$ -	$ 1,000,000
3990	Commodities	-	-	-	-
4990	Capital Outlay	-	3,400,000	500,000	7,345,364
	TOTAL EXPENDITURES	**$ -**	**$ 3,400,000**	**$ 500,000**	**$ 8,345,364**
	TOTAL ENDING FUND BALANCE	**$ 4,845,364**	**$ 3,445,364**	**$ 6,345,364**	**$ (0)**

Project Estimates	Est	2024	2025	2026
Bridges				
Lasita	322,000		30,000.00	150,000.00
Silver Creek	311,000		30,000.00	150,000.00
Sunstead LAn	298,500		30,000.00	150,000.00
Green Randolph	388,000		30,000.00	150,000.00
Crooked Creek	418,000		30,000.00	150,000.00
Kansas Ave (W of Riley)	271,500		30,000.00	150,000.00
Culverts				
Halls Ravine	175,000		30,000.00	100,000.00
Airport Rd'	176,000		30,000.00	100,000.00
S. 32nd St.	203,000		30,000.00	100,000.00
Marlatt REconstrction (if needed)	1,000,000			
Miscellaneous Overlays	300,000			300,000.00
TOTAL		**$ -**	**$ 270,000**	**$ 1,500,000**

Attachment: Draft 2026 0.2 Cent Sales Tax (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
Insurance Department
001-026

	EXPENDITURES CONTRACTUAL SERVICES	2024 ACTUAL	2025 BUDGET	2026 BUDGET
2120	Insurance-Property/Building	$ 598,147	$ 520,000	$ 800,000
2121	Health Insurance	(1,077)	-	
2122	Vehicle/Fleet Insurance	-	-	
2123	Liability Insurance	135,830	120,000	150,000
2124	Other Insurance	197,461	480,000	350,000
2645	Legal Settlements	-	50,000	50,000
	TOTAL CONTRACTUAL SERVICES	**$ 930,361**	**$ 1,170,000**	**$ 1,350,000**
	TOTAL EXPENDITURES	**$ 930,361**	**$ 1,170,000**	**$ 1,350,000**

Attachment: Draft 2026 Insurance (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2025 Budget
Juvenile Detention Department
001-015

	EXPENDITURES	2024 ACTUAL	2025 BUDGET	2026 BUDGET
	CONTRACTUAL SERVICES			
2320	Juvenile Detention Operations	$ 65,694	$ 120,000	$ 100,000
	TOTAL CONTRACTUAL SERVICES	$ 65,694	$ 120,000	$ 100,000
	TOTAL EXPENDITURES	$ 65,694	$ 120,000	$ 100,000

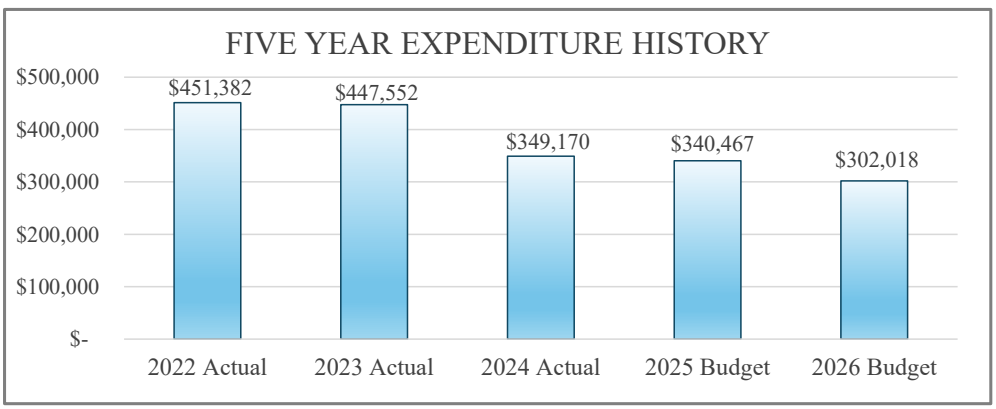
Riley County, Kansas
2026 Budget
Juvenile Supervision Fees Department
001-043

		2024 ACTUAL	2025 BUDGET	2026 BUDGET
	BEGINNING CASH BALANCE		$ 1,400	500.00
	REVENUE			
608	Juvenile Supervision Fees	$ 274	$ 500	$ 500
	TOTAL REVENUE	$ 274	$ 500	$ 500
	TOTAL RESOURCES AVAILABLE	$ 274	$ 1,900	$ 1,000
	EXPENDITURES			
	CONTRACTUAL SERVICES			
2335	Electronic Monitoring	$ -	$ 1,000	$ 1,000
	TOTAL CONTRACTUAL SERVICES	$ -	$ 1,000	$ 1,000
	TOTAL EXPENDITURES	$ -	$ 1,000	$ 1,000

Attachment: Draft 2026 Juvenile Supervision (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
Bond & Interest Fund
Fund 181

		2024 ACTUAL	2025 BUDGET	2026 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ 249,005	$ 260,868	$ 284,860
	TOTAL BEGINNING CASH BALANCE	**$ 249,005**	**$ 260,868**	**$ 284,860**
	REVENUE			
102	Motor Vehicle Tax		-	
103	Vehicle Rental Excise Tax		-	
113	Recreational Vehicle Tax		-	
130	Commercial Vehicle Fees		-	
178	Special Assessments	126,706	128,706	129,263
180	Ad Valorem Tax	(13)	-	
181	Delinquent Tax	85	-	
182	Oil & Gas Curr		-	
183	Oil & Gas Delinq		-	
184	P & P Current		-	
185	P & P Delinq	1	-	
190	16/20 M Vehicle Tax	0	-	
191	TIF Adjustment	2	-	
192	16/20M Trucks del	0	-	
193	Watercraft Tax		-	
194	Watercraft del	(0)	-	
601	GO BOND		-	
603	Transfer from CIP	182,100	183,600	-
603	Transfer from Economic Development	52,153	52,153	52,153
	TOTAL REVENUE	**$ 361,034**	**$ 364,459**	**$ 181,416**
	TOTAL RESOURCES AVAILABLE	**$ 610,039**	**$ 625,327**	**$ 466,276**
	EXPENDITURES			
2010	Postate/Freight/Shipp		-	
2080	Printing/Duplicationg		-	
2290	Debt Service-principal	$ 277,037	280,648	113,747
2305	Debt Service-interest	72,132	59,819	58,271
2500	Cash Basis Requirement			130,000
2643	Bond Fees			
2990	Other Contract Services	1		
604	Transfer Out			
	TOTAL EXPENDITURES	**$ 349,170**	**$ 340,467**	**$ 302,018**
	TOTAL ENDING FUND BALANCE	**$ 260,868**	**$ 284,860**	**$ 164,258**



Attachment: Draft 2026 Bond & Interest (15818 : 2026 Riley County Budget Proposals)

Adopted Budget War Memorial Fund - 112	2024 Actual	2025 BUDGET	2025 Est	2026 BUDGET
Unencumbered Cash Balance, Jan 1	10,650	11,085	11,085	9,535
Revenues:				
Donations	1,875	950	950	2,000
Total Receipts	1,875	950	950	2,000
Resources Available:	12,525	12,035	12,035	11,535
Expenditures:				
Contractual Services	1,440	11,500	2,500	11,535
Total Expenditures	1,440	11,500	2,500	11,535
Unencumbered Cash Balance, Dec 31	11,085	535	9,535	0

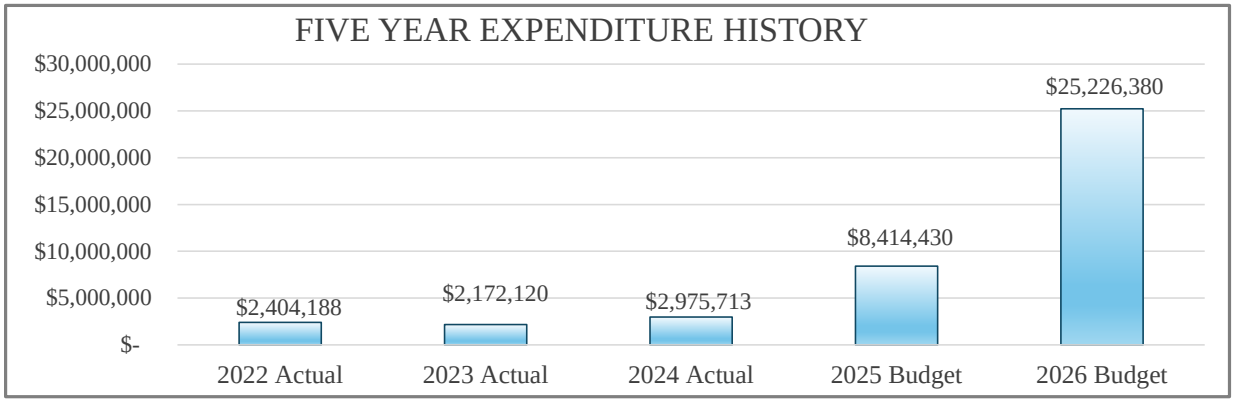
Attachment: 2026 WAR MEMORIAL (15818 : 2026 Riley County Budget Proposals)

Adopted Budget Special Alcohol Programs Fund - 132	2024 Actual	2025 BUDGET	2026 BUDGET
Unencumbered Cash Balance, Jan 1	27,037	17,737	26,737
Local Alcoholic Liquor Tax	18,238	15,000	
Total Receipts	18,238	15,000	0
Resources Available:	45,275	32,737	26,737
Expenditures:			
Contractual Services	27,538	6,000	26,737
Total Expenditures	27,538	6,000	26,737
Unencumbered Cash Balance, Dec 31	17,737	26,737	0

Attachment: 2026 SPECIAL ALCOHOL (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
Capital Improvement Fund
Fund 145

		2024 ACTUAL	2025 BUDGET	2026 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ 13,414,119	$ 26,200,809	$ 21,706,379
	TOTAL BEGINNING CASH BALANCE	**$ 13,414,119**	**$ 26,200,809**	**$ 21,706,379**
	REVENUE			
185	Delinquent Personal Property		$ -	
334	Usage Fees	10,419		
402	Investment Interest	$ 1,052,690	400,000	
402-21	Investment Interest-radio project			
503	Non-Collection Revenue	186,312		
600	Miscellaneous Reimbursement	58,561		
602-74	Miscellaneous Collection-fair booth revenue	11,975	20,000	20,000
603-57	Transfer from PW-Fairmont Shelter			
	Prior year canceled encumbrances			
603	Transfer from Auction Fund			
603	Transfer from General Fund (debt/hardware reserve)			
603	Transfer from General Fund	14,442,446	3,500,000	3,500,000
	TOTAL REVENUE	**$ 15,762,403**	**$ 3,920,000**	**$ 3,520,000**
	TOTAL RESOURCES AVAILABLE	**$ 29,176,522**	**$ 30,120,809**	**$ 25,226,379**
	EXPENDITURES			
604	Transfer to Bond & Interest Fund	$ 182,100	$ 183,600	$ -
2000	Contractual	431,933		
2286	Lease Payments	-	426,796	426,796
3000	Commodities	3,433		
4005	Future Capital Project Funding			
4990	Other Capital Outlay	2,358,247	3,101,043	20,974,688
4990	Other Capital Outlay Reserves		4,702,991	3,824,896
	TOTAL EXPENDITURES	**$ 2,975,713**	**$ 8,414,430**	**$ 25,226,380**
	TOTAL ENDING FUND BALANCE	**$ 26,200,809**	**$ 21,706,379**	**$ (0)**

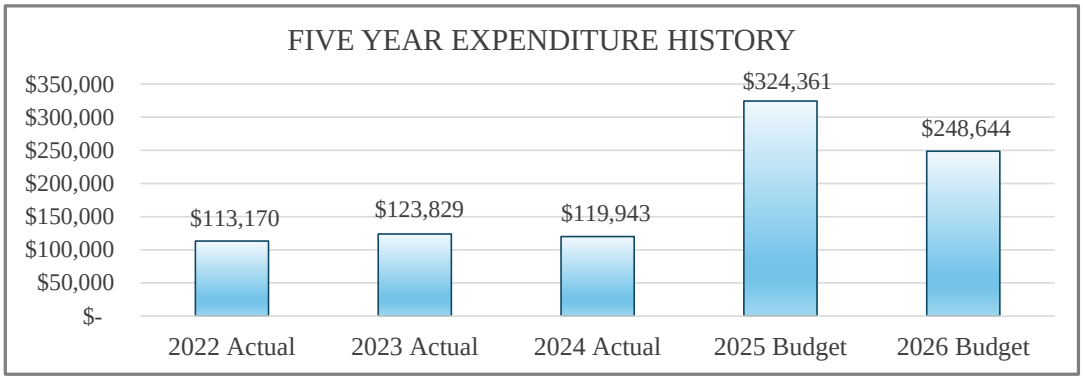


Attachment: Draft 2026 RCPD, CIP, EcoDevo (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
Economic Development Fund
Fund 146

		2024 ACTUAL	2025 BUDGET	2026 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ 340,086	$ 327,243	$ 139,111
	TOTAL BEGINNING CASH BALANCE	$ 340,086	$ 327,243	$ 139,111
	REVENUE			
600	Miscellaneous Reimbursement	$ -	$ -	$ -
603	Transfer from General Fund	$ 107,100	$ 136,229	$ 109,533
	TOTAL REVENUE	**$ 107,100**	**$ 136,229**	**$ 109,533**
	TOTAL RESOURCES AVAILABLE	**$ 447,186**	**$ 463,472**	**$ 248,644**
	EXPENDITURES			
604	Transfer to Bond & Interest Fund	$ 52,153	$ 52,153	$ 52,153
4990	Other Capital Outlay	67,790	272,208	196,491
	TOTAL EXPENDITURES	**$ 119,943**	**$ 324,361**	**$ 248,644**
	TOTAL ENDING FUND BALANCE	**$ 327,243**	**$ 139,111**	**$ (0)**

PROJECT ESTIMATES:	2024	2025	2026
Future TBD Projects	$ -		
Flint Hills Veteran's Coalition	1,015	1,000	1,000
Governor's Military Council	-		
Konza Water Project	52,153	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	-	132,850	132,850
US-24 Study			
Auto Lane Development	12,114	-	
Flint Hills Regional Council (FHRC) Contribution	-	-	
MPO Contribution	3,780	3,358	2,641
MATC Facilities Project (Request to be for 5 years)	-		
Comprehensive plan update	1,995	75,000	
Sunflower Children's		-	
TOTAL	**$ 131,057**	**$ 324,361**	**$ 248,644**



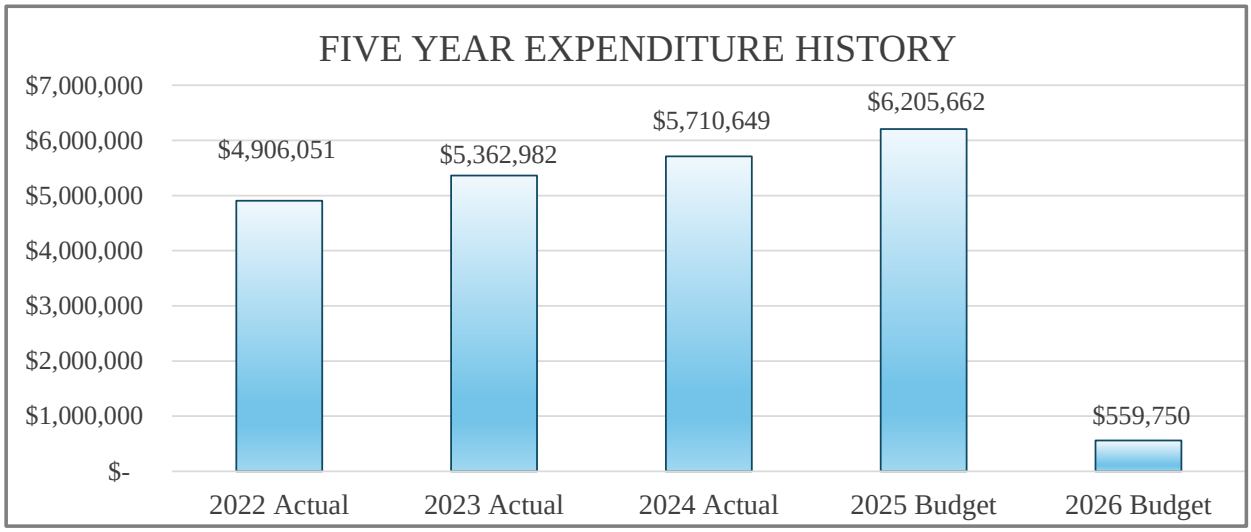
Attachment: Draft 2026 RCPD, CIP, EcoDevo (15818 : 2026 Riley County Budget Proposals)

Riley County, Kansas
2026 Budget
Riley County Police Department (RCPD) Fund
Fund 173

		2024 ACTUAL	2025 BUDGET	2026 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ 124,590	$ 4,291	$ 40,488
	TOTAL BEGINNING CASH BALANCE	**$ 124,590**	**$ 4,291**	**$ 40,488**
	REVENUE			
102	Motor Vehicle Tax	$ 414,411	$ 386,202	$ 437,414
103	Vehicle Rental Excise Tax	8,443	8,623	10,556
113	Recreational Vehicle Tax	3,704	3,599	3,754
130	Commercial Vehicle Fees	16,670	16,400	17,936
180	Ad Valorem Tax	5,165,836	5,820,795	
181	Delinquent Tax	56,295		
182	Oil & Gas	735		
183	Oil & Gas Delinq	2		
184	P.P Current	49,278		
185	P.P Delq	4,924		
190	16/20 M Vehicle Tax	2,850	3,066	3,114
191	TIF Adjustment	(136,669)		
192	16/20 M Vehicle Tax Del	271		
193	Watercraft Tax	2,979	3,174	3,220
194	Watercraft Tax Del	620	-	
503	Non-Collection Revenue		-	
600	Miscellaneous Reimbursement		-	
	Prior year canceled encumbrances		-	
	TOTAL REVENUE	**$ 5,590,350**	**$ 6,241,859**	**$ 475,994**
	TOTAL RESOURCES AVAILABLE	**$ 5,714,940**	**$ 6,246,150**	**$ 516,482**
	EXPENDITURES			
	CONTRACTUAL SERVICES			
2200	Office Equipment Rental	1,900		2,000
2220	Building Space Rental	9,500	12,000	12,000
2330	Transportation Services	-	3,000	-
2480	Repair/Maintain Buildings & Grounds	60,127	150,000	150,000
2650	Physician Fees	303,030	300,000	375,000
2655	Hospital Fees	-	10,000	20,000
2810	Electric/Gas Service	-	-	-
2830	Water	-	-	-
2840	Sewage Charges	-	-	-
2990	Other Contract Services	-	-	-
	TOTAL CONTRACTUAL SERVICES	**$ 374,557**	**$ 475,000**	**$ 559,000**
	COMMODITIES			
3010	Office Supplies	$ -	$ 250	$ 250

Attachment: Draft 2026 RCPD, CIP, EcoDevo (15818 : 2026 Riley County Budget Proposals)

3060	Medical Supplies	-	250	$	250
3070	Prescriptions	-	250	$	250
3990	Other Supplies & Material	-	-	$	-
	TOTAL COMMODITIES	**$ -**	**$ 750**	**$**	**750**
	CAPITAL OUTLAY				
4130	Building Improvements	$ -	$ -	$	-
	TOTAL CAPITAL OUTLAY	**$ -**	**$ -**	**$**	**-**
	TOTAL EXPENDITURES	**$ 374,557**	**$ 475,750**	**$**	**559,750**
2900	RCPD Operations Appropriation	$ 5,336,092	$ 5,729,912		
181	1.4% Delinquency Tax	-	-		
	TOTAL RILEY COUNTY OBLIGATION to RCPD	**$ 5,710,649**	**$ 6,205,662**	**$**	**559,750**
	TOTAL ENDING FUND BALANCE	**$ 4,291**	**$ 40,488**	**$**	**(43,268)**



Attachment: Draft 2026 RCPD, CIP, EcoDevo (15818 : 2026 Riley County Budget Proposals)

Fund #53
Municipalities Fight Addiction Fund (Opioid)

		2024 Actual	2025 BUDGET	2026 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ 133,369	$ 267,776	$ 203,202
	TOTAL BEGINNING CASH BALANCE	**$ 133,369**	**$ 267,776**	**$ 203,202**
	REVENUE			
206	State Grant	$ -		
209	Grant Other	$ -	$ -	$ -
600	Misc	157,202	104,428	104,428
		-	-	-
	TOTAL REVENUE	**$ 157,202**	**$ 104,428**	**$ 104,428**
	TOTAL RESOURCES AVAILABLE	**$ 290,571**	**$ 372,204**	**$ 307,630**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	-	-	-
2040	Internet Access	-	-	-
2080	Printing/Duplication Services	-	-	-
2200	Office Equipment Rental	-	-	-
2410	Repair/Maint Office Equip	-	-	-
2430	Computer Software Maintenance/Support	-	-	-
2510	Mileage/Tolls/Parking/Rental	-	-	-
2560	Training & Registrations	-	-	-
2570	Subscriptions	-	-	-
2746	Childcare Incentives	-	-	-
2760	Consultant Fees	-		
2990	Other Contract Services	22,795	54,000	307,630
	TOTAL CONTRACTUAL EXPENSES	**$ 22,795**	**$ 54,000**	**$ 307,630**
	COMMODITIES			
3010	Office Supplies	$ -	$ -	$ -
3020	Books&Publications	-	-	-
3030	Computer Supplies	-	-	-
3990	Other Supplies/Materials	-	-	-
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ -**
	CAPITAL OUTLAY			
604	Transfer Out		$ 115,002	
4050	Technology Hardware	-	-	-
4051	Tech Hardware Notebook	-	-	-
4054	Tech Hardware Printers	-	-	-
	TOTAL CAPITAL OUTLAY	**$ -**	**$ 115,002**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$ 22,795**	**$ 169,002**	**$ 307,630**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 22,795**	**$ 169,002**	**$ 307,630**
	TOTAL EXPENDITURES	$ 22,795	$ 169,002	$ 307,630
	TOTAL ENDING FUND BALANCE	**$ 267,776**	**$ 203,202**	**$ 0**

Attachment: 2026 FUND 53 OPIOID (15818 : 2026 Riley County Budget Proposals)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 12, 2025**

SUBJECT: **2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests**

PRESENTER: **Shilo Heger, County Treasurer**

Enclosures:

- 2026 Dept 007 BOCC Budget Memo (DOC)
- Draft 2026 Treasurer (3) (PDF)
- 2026 Fund 130 Treas Tech Fund Budget Memo (DOC)
- Draft 2026 Treasurer Tech (PDF)
- Draft 2026 Motor Vehicle (PDF)

Shilo Heger
County Treasur

110 Courthouse Pla
Manhattan, Kansas 66502-01(
Phone: 785-537-63
Email: sheger@rileycountyks.g(

TREASURER'S OFFICE

May 12, 2025

To: Riley County Commissioners

From: Shilo Heger, Riley County Treasurer

RE: 2026 Budget Presentation

Treasurer – Department 07 Budget

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

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

I have kept the expenses associated with these line items flat with the exception of postage. There is a 7.4% postage rate increase anticipated in July 2025. I have reflected that increase in my 2026 budget.

Other expenses that are necessary in the operation of the office include the following:

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

I have budgeted no increase in these areas based on actuals, with the exception of the armor car service. Due to increases in fuel charges this service has increased by 18% from 2024 to 2025.

Finaly, I have added $2,500 for check scanning software. This purchase will allow us to streamline the tax collection process. We will be able to scan the checks, apply the payments to the tax software, and create the bank deposit all at once creating efficiencies in the office.

Attachment: 2026 Dept 007 BOCC Budget Memo (15768 : 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

Riley County, Kansas
2026 Budget
Treasurer Department
001-007

	PERSONNEL Position Title - Full Time	2024 ACTUAL	2025 BUDGET	2026 BUDGET
	Treasurer	1.00	1.00	1.00
	Tax Supervisor	1.00	1.00	1.00
	Motor Vehicle Supervisor-Deputy	1.00	1.00	1.00
	Assistant Motor Vehicle Supervisor	1.00	1.00	1.00
	Building Receptionist	1.00	1.00	1.00
	Clerk Analyst II-MV/Tax/DL	2.00	2.00	2.00
	Clerk Analyst I-AP	1.00	1.00	1.00
	Customer Service Rep I	3.00	3.00	3.00
	Customer Service Rep II	5.00	5.00	5.00
	TOTAL NUMBER OF EMPLOYEES	**16.00**	**16.00**	**16.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 960,124	1,039,862	1,041,542
1005	Overtime	2,266	10,388	10,258
1504	FICA	70,733	80,344	80,463
1506	Health Insurance	217,712	222,128	222,245
1508	KPERS Retirement	96,772	111,327	111,386
1510	State Unemployment Tax	720	1,050	1,367
	TOTAL PERSONNEL SERVICES	**$ 1,348,328**	**$ 1,465,099**	**$ 1,467,261**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 27,948	$ 33,000	$ 35,000
2030	Cellular Phone Services	780	780	780
2080	Printing/Duplication Services	-	1,500	1,500
2110	Advertising & Legal Publications	13,155	13,000	13,000
2124	Other Insurance	-	-	700
2200	Office Equipment Rental	2,216	2,500	2,500
2250	Armor Car Service	8,540	8,500	10,000
2490	Other Repairs/Maintenance	1,289	1,200	1,300
2550	Dues & Memberships	-	-	
2560	Training & Registrations	-	-	
2990	Other Contract Services	1,200	1,200	1,200
	TOTAL CONTRACTUAL SERVICES	**$ 55,128**	**$ 61,680**	**$ 65,980**

Attachment: Draft 2026 Treasurer (3) [Revision 1] (15768 : 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

	COMMODITIES					
3010	Office Supplies	$ 85	$ 1,000	$	1,000
3020	Books & Publications	-	-	$	-
3032	Supplies-Printers	-	1,000	$	1,000
	TOTAL COMMODITIES	**$ 85**	**$ 2,000**	**$**	**2,000**
4010	Office Equipment	$ 200	$ -	$	-
4060	Computer Software			$	2,500
	TOTAL CAPITAL OUTLAY	**$ 200**	**$ -**	**$**	**2,500**
	TOTAL OPERATING EXPENDITURES	**$ 1,403,541**	**$ 1,528,779**	**$**	**1,535,241**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 55,413**	**$ 63,680**	**$**	**70,480**
	TOTAL EXPENDITURES	**$ 1,403,741**	**$ 1,528,779**	**$**	**1,537,741**

Attachment: Draft 2026 Treasurer (3) [Revision 1] (15768 : 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

Shilo Heger
County Treasur

110 Courthouse Pla
Manhattan, Kansas 66502-01
Phone: 785-537-63
Fax: 785-537-63
E-mail: sheger@rileycountyks.g
Website: www.rileycountyks.g

TREASURER'S OFFICE

May 12, 2025

To: Riley County Commissioners
From: Shilo Heger, Riley County Treasurer

RE: 2026 Budget Presentation

Treasurer – Motor Vehicle Fund – Fund 130

The Motor Vehicle Fund is used to support the motor vehicle, commercial vehicle and driver's license responsibilities of the Treasurer's office. It is funded by the fees allowed by statute associated with vehicle registration, renewals, commercial vehicle registrations, and driver's license transactions.

The personnel costs associated with processing motor vehicle transactions are budgeted in the Treasurer's budget within the general fund. In order to reimburse the general fund for covering these costs, I am budgeting a $330,000 transfer for 2026. The remaining balance of the revenues is budgeted to be spent on the 3 Cs. Any unused budget at the end of the year will be transferred to the general fund per statute. The 2024-year end transfer was $64,567.

Treasurer – Technology Fund – Fund 108

The Treasurer Technology Fund is used to provide technology to the Treasurer's office. My office is required to cover all the computer equipment costs associated with providing motor vehicle services. This includes computers, printers, and scanners. In the past we have used this money to improve our queueing system, purchase printers, and scanners. I am always looking for technology that could help improve efficiency in the office. The money in this fund could be put towards any of that technology.

Attachment: 2026 Fund 130 Treas Tech Fund Budget Memo (15768 : 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

Fund # 108
Riley County Treasurer Technology

		2024 Actual	2025 BUDGET	2026 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ 101,998	$ 122,134	$ 20,635
	TOTAL BEGINNING CASH BALANCE	**$ 101,998**	**$ 122,134**	**$ 20,635**
	REVENUE			
402	Investment Interest	$ 6,086	$ 4,000	$ 4,500
602	Misc. Collection	14,050	12,500	12,500
	TOTAL REVENUE	**$ 20,136**	**$ 16,500**	**$ 17,000**
	TOTAL RESOURCES AVAILABLE	**$ 122,134**	**$ 138,634**	**$ 37,635**
	CONTRACTUAL SERVICES			
2990	Other Contract Services	$ -		
	TOTAL CONTRACTUAL SERVICES	**$ -**	**$ -**	**$ -**
	COMMODITIES			
3990	Other Supplies & Materials	$ -		
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ -**
	CAPITAL OUTLAY			
4050	Computer Hardware	$ -	$ 117,999	$ 37,635
4060	Computer Software	-	-	-
4990	Other Capital			
	TOTAL CAPITAL OUTLAY	**$ -**	**$ 117,999**	**$ 37,635**
	TOTAL EXPENDITURES	**$ -**	**$ 117,999**	**$ 37,635**
	TOTAL ENDING FUND BALANCE	**$ 122,134**	**$ 20,635**	**$ 0**

Attachment: Draft 2026 Treasurer Tech (15768 : 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

Fund #130
Riley County Motor Vehicle Fund

	PERSONNEL Position Title - Full-Time	2024 Actual	2025 BUDGET	2026 BUDGET
	Vehicle Supervisor	0	0	0
	Asst. Vehicle Supervisor	0	0	0
	Clerk Analyst II-Dr Lic	0	0	0
	Customer Service Rep. II	0	0	0
	Customer Service Rep. I	0	0	0
	TOTAL NUMBER OF EMPLOYEES	**0**	**0**	**0**
	BEGINNING CASH BALANCE			
	Fund Balance	$ 37,218	$ 31,020	
	TOTAL BEGINNING CASH BALANCE	**$ 37,218**	**$ 31,020**	**$ -**
	REVENUE			
300	Daily Receipts	$ 370,095	$ 350,000	$ 360,000
310	Comm Veh Daily Receipts	59,993	50,000	55,000
451	Full Privilege Tag	2,100	2,000	2,000
503	Non-Collection Revenue	-		
600	Misc. Reimb	105		
602	Misc. Collection	21	200	
603	Transfer In	-		
	TOTAL REVENUE	**$ 432,313**	**$ 402,200**	**$ 417,000**
	TOTAL RESOURCES AVAILABLE	**$ 469,531**	**$ 433,220**	**$ 417,000**
	PERSONNEL SERVICES			
1001	Salaries (Full-Time)	$ 11,250	$ 12,000	$ 12,000
1005	Overtime			
1504	FICA		920	900
1506	Health Insurance	861		
1508	KPERS	1,154	1,250	1,100
1510	State Unemployment Tax			
	TOTAL PERSONNEL SERVICES	**$ 13,265**	**$ 14,170**	**$ 14,000**
	CONTRACTUAL SERVICES			
2010	Postage / Freight / Shipping	$ 10,490	$ 10,000	$ 11,000
2080	Printing/Duplication Services	6,211	5,000	6,000
2110	Advertising&Legal Publication	-		
2200	Office Equipment Rent	2,216	2,500	2,500
2260	Security Services	-		
2410	Repair & Maint Office Equip			
2450	Hardware Maint/Support	41		

Attachment: Draft 2026 Motor Vehicle (15768 : 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

2510	Mileage / Tolls / Parking / Rental	1,032	1,500	1,500
2520	Lodging	3,128	3,000	4,000
2530	Air Fare	713	1,500	1,000
2540	Meals	661	1,500	1,500
2550	Dues, Memberships, Registrations	525	1,000	1,000
2560	Training	3,938	2,000	5,000
2570	Subscriptions	755	1,000	1,000
2850	Waste Disposal	260	300	300
2990	Other Contract Services	199	230	
	TOTAL CONTRACTUAL SERVICES	**$ 30,170**	**$ 29,530**	**$ 34,800**
	COMMODITIES			
3010	Office Supplies	$ 5,247	$ 10,000	$ 10,000
3020	Books&Publications	159		200
3030	Computer Supplies			
3032	Supplies - Printer	7,784	6,500	10,000
3990	Other Supplies & Materials			
	TOTAL COMMODITIES	**$ 13,189**	**$ 16,500**	**$ 20,200**
	CAPITAL OUTLAY			
4010	Office Equipment	$ 1,366	$ 6,500	$ 2,500
4040	Furniture >$100	186	31,020	
4050	Tech Hardware			
4051	Tech Hardware-Notebook			
4054	Tech Hardware-Printers	3,089	3,000	5,000
4060	Computer Software	6,480	7,500	7,500
	TOTAL CAPITAL OUTLAY	**$ 11,121**	**$ 48,020**	**$ 15,000**
	TRANSFERS			
604	Transfer to General Fund	$ 337,218	$ 325,000	$ 330,000
	TOTAL TRANSFERS	**$ 337,218**	**$ 325,000**	**$ 330,000**
	TOTAL EXPENDITURES	**$ 404,964**	**$ 433,220**	**$ 414,000**
	TOTAL ENDING FUND BALANCE	**$ 64,567**	**$ -**	**$ 3,000**

Attachment: Draft 2026 Motor Vehicle (15768 : 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 12, 2025**

SUBJECT: **2026 Riley County IT/GIS Budget Request**

PRESENTER: **Cory Meyer, Director of IT/GIS**

Enclosures:

- 2026 IT GIS budget (PDF)
- Draft IT-GIS 2026 Budget (1) (PDF)

RILEY COUNTY

2026 IT/GIS Budget

FROM: **Cory Meyer, IT/GIS Director**

MEETING: **Monday, May 12, 2025**

SUBJECT: **2025 IT/GIS Budget Changes**

PRESENTER: **Cory Meyer**

Commissioners,

Below you will find the proposed changes from the 2025 to 2026 IT/GIS budget, which includes changes to Personnel, Contractual, Commodities, and Capital Outlay items. Overall, we have an increase from 2025 of $166,007. The proposed individual line-item changes are as follows:

Personnel Services

In the proposed 2026 Budget, the yellow column (Personnel Services) reflects the 2026 costs for the current IT/GIS positions, as supplied by Human Resources - $1,087,870 (not inc. COLA).

The overall change to Personnel Services is an increase from $1,054,363 to $1,087,870.

Contractual Services

In the Contractual Services line, below are the line items with major changes:

2430 – We do not have any major changes. We did have some products that replaced each other and those costs were similar. The trend that we see are increases and most of our contracts do not renew until the end of the year so I calculated an approximate 12% increase to contracts. The increase from 2025 is $70,000.

2450 This is where most of our licensing is paid for to support our server and network infrastructure. We are in a growing environment, and we've added more servers, switches and communication devices and as a result there is a $22,000 increase from $58,000 to $80,000.

Commodities

The total proposed Commodities budget for 2026 had No increase and will remain at $38,650. The primary increase is for the start of a Section Corners Locate project for GIS mapping.

Capital Outlay

This is where our hardware like Desktops, Laptops, Access Points, Switches, and other physical hardware components are paid. We have seen increases already in 2025 and expect those to

Attachment: 2026 IT GIS budget [Revision 1] (15776 : 2026 Riley County IT/GIS Budget Request)

continue into 2026. We also have 1 additional server to replace in 2026, so we have an increase of $40,500 from $145,000 to $185,500.

Strategic

The strategic plan for the budget is to continue to manage the replacement of hardware and software items so that the budget does not see major spikes from one year to the next.

SUMMARY

The IT/GIS budget request for 2026 is an increase from 2025, but we are doing all we can to keep those costs steady. The growth of the county in buildings and infrastructure has resulted in an increase in our budget. We are experiencing higher costs for replacement of equipment in general that we have quoted and purchased in 2025.

I will be happy to provide additional details for any of the specific budgetary line items requested.

Sincerely,
Cory Meyer

Attachment: 2026 IT GIS budget [Revision 1] (15776 : 2026 Riley County IT/GIS Budget Request)

Riley County, Kansas
2026 Budget
Information Systems/GIS Department
001-029

	PERSONNEL	2024	2025	2026
	Position Title - Full Time	**ACTUAL**	**BUDGET**	**BUDGET**
	Records Assistant II	0.00	0.00	0.00
	Information Technician Director	1.00	1.00	1.00
	Information Technician	0.00	0.00	0.00
	Information Technician Specialist	2.00	2.00	2.00
	System Analyst/Administrator	1.00	1.00	1.00
	Networks Administrator	1.00	1.00	1.00
	Assistant Director	0.00	0.00	0.00
	Senior GIS Analyst	1.00	1.00	1.00
	GIS Analyst	1.00	1.00	1.00
	GIS Specialist	1.00	1.00	1.00
	TOTAL NUMBER OF EMPLOYEES	**8.00**	**8.00**	**8.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 599,444	$ 652,558	$ 673,435
1001-057	Salaries (Full Time)-HD	87,714	93,789	96,616
1005	Overtime	438	9,469	9,784
1504	FICA	43,832	50,645	52,266
1504-057	FICA-HD	6,283	7,175	7,391
1506	Health Insurance	110,311	139,292	144,364
1506-057	Health Insurance-HD	19,591	19,732	20,415
1508	KPERS Retirement	61,558	70,904	72,353
1508-057	KPERS Retirement-HD	8,999	10,044	10,232
1510	State Unemployment Tax	535	663	888
1510-057	State Unemployment Tax-HD	77	93	126
	TOTAL PERSONNEL SERVICES	**$ 938,781**	**$ 1,054,363**	**$ 1,087,870**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ -	$ 100	$ 100
2030	Cellular Phone Services	3,240	5,000	5,000
2030-057	Cellular Phone Services	780	780	780
2040	Internet Access	1,440	1,800	1,800
2110	Advertising & Legal Publications	-	500	500
2122	Vehicle/Fleet Insurance	553	600	600
2400	Repair/Maintain County Vehicles	0	500	500
2430	Computer Software Maintenance/Support	601,222	605,000	675,000
2450	Computer Hardware Maintenance/Support	16,479	58,000	80,000
2510	Mileage/Tolls/Parking/Rental	168	1,000	1,000
2520	Lodging	3,349	4,000	4,000
2530	Airfare-Out of State	1,495	2,000	2,000
2540	Meals	504	1,000	1,000

Attachment: Draft IT-GIS 2026 Budget (1) (15776 : 2026 Riley County IT/GIS Budget Request)

2550	Dues & Memberships		38		400	400
2560	Training & Registrations		1,193		3,000	3,000
2570	Subscriptions		-		1,000	1,000
2760	Consultant Fees		-		-	-
2770	Recycling Fees		-		300	300
	TOTAL CONTRACTUAL SERVICES	**$**	**630,461**	**$**	**684,980**	**$ 776,980**
	COMMODITIES					
3010	Office Supplies	$	518	$	1,500	$ 1,500
3020	Books & Publications		-		250	250
3030	Computer Supplies		998		1,500	1,500
3030-57	Computer Supplies-HD		-		250	250
3031	Supplies-Media		-		-	-
3032	Supplies-Printers		-		1,200	1,200
3040	Clothing		-		2,500	2,500
3301	Services-Telecommunication		-		2,000	2,000
3302	Network Services		120		200	200
3303	Services-Technical Support		3,405		4,000	4,000
3304	Services - Programming		-		15,000	15,000
3305	Services-Web Development		4,437		10,000	10,000
3990	Other Supplies/Materials		70		250	250
	TOTAL COMMODITIES	**$**	**9,548**	**$**	**38,650**	**$ 38,650**
	CAPITAL OUTLAY					
4010	Office Equipment	$	-	$	-	
4020	Other Equipment		-			
4030	Telecommunications Equipment		7,668		5,000	5,000
4032	Telecommunications-Routers		-		10,000	5,000
4033	Telecommunications-Switches		22,963		10,000	20,000
4033-057	Telecommunications-Switches		-		1,500	
4034	TicomPtchCbls History only		177			
4040	Furniture > $100		310		1,000	1,000
4050	Technology Hardware		42,551		20,000	30,000
-66	Plaza East		898			
4051	Technology Hardware-Notebook		15,907		10,000	15,000
4052	Technology Hardware-Desktop		16,508		40,000	40,000
4053	Technology Hardware-Servers		1,939		25,000	40,000
4054	Technology Hardware-Printers		6,240		10,000	10,000

Attachment: Draft IT-GIS 2026 Budget (1) (15776 : 2026 Riley County IT/GIS Budget Request)

4054-057	Technology Hardware-Printers	-	2,000		2,000
4055	Technology Hardware-Imaging	-	1,000		1,000
4056	Technology Hardware-Storage	62,048			
4057	Technology Hardware-Wireless	-	5,000		10,000
4058	Technology Hardware-Security	-	3,000		5,000
4059	Technology Hardware-VOIP	-			
4060	Computer Software	-	1,000		1,000
4060-057	Computer Software	-	500		500
	TOTAL CAPITAL OUTLAY	**$ 177,207**	**$ 145,000**	**$**	**185,500**
	TOTAL OPERATING EXPENDITURES	**$ 1,578,790**	**$ 1,777,993**	**$**	**1,903,500**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 817,216**	**$ 868,630**	**$**	**1,001,130**
	TOTAL EXPENDITURES	**$ 1,755,998**	**$ 1,922,993**	**$**	**2,089,000**

Attachment: Draft IT-GIS 2026 Budget (1) (15776 : 2026 Riley County IT/GIS Budget Request)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 12, 2025**

SUBJECT: **2026 Riley County Attorney Budget Request**

PRESENTER: **Barry Wilkerson, County Attorney**

Enclosures:

- 2026 DRAFT Budget Memorandum-final draft (DOCX)
- Draft 2026 Attorney (2) (PDF)

MEMORANDUM

TO: BOARD OF RILEY COUNTY COMMISSIONERS

FROM: BARRY R. WILKERSON – RILEY COUNTY ATTORNEY

SUBJECT: 2026 BUDGET

DATE: **April 23, 2025**

This memorandum provides a detailed explanation of the Riley County Attorney's Office projected needs for 2026. Please be advised that this office chooses to buy locally in order to support the small businesses in this community. Therefore, prices will be slightly higher than buying off the internet and from companies outside of Riley County.

- **Overtime** – Approved overtime is minimal in a calendar year. The first quarter of 2025 overtime paid by the County Attorney's Office to staff equaled $2,374.36. This amount is over 30% used of the budgeted $7,030.00. One of the issues is the longevity of staff, as their years of service have increased, the number of days that they are entitled to be out of the office have increased. This leaves us in the position of having less days in the office and the amount of work has not decreased. This is the downside or consequence of having long-term employees. Our overtime will continue to increase incrementally in the future.
Request $9,701.33

- **2010 – Postage** – In 2024, the Riley County Attorney's office paid $2,216.60 in postage when budgeted for $2,000.00. Postal rates continue to increase. Electronic communication is utilized primarily, however traditional mail is still necessary in several circumstances, with the majority being directed towards victim services and certified legal mailings. Now, current postage rate for standard sized envelopes is $0.73 per stamp. Postage is set to increase on July 1, 2025, to $0.78 per stamp. The United States Postal Service expects to change prices for all Market Dominant classes in both January and July of 2026. The average cost of mailing legal documents Certified Restricted Delivery is $7.50 per mailing.
Request $3,200.00

- **2030 – Pagers/Cell Phones/ iPad Service -** The County Attorney's Office Spent $480.00 in 2024 for the Attorney Duty iPad line. The same amount will be spent in 2025 and 2026.
Request $480.00

- **2040-Internet Access** – Internet access is a necessity, both for 8-5 responsibilities, as well as after-hours communications with both the court and law enforcement. The County Attorney's Office Spent $400.10 on internet services for one (1) duty iPad. Having one I-pad requires IT to change the users between the two attorneys who require the I-Pad therefore we are seeking to add a second, I-Pad. The Request for two (2) users to be on this plan would increase the monthly fee when using two (2) Duty iPads. **Request $800.20**

Attachment: 2026 DRAFT Budget Memorandum-final draft (15774 : 2026 Riley County Attorney Budget Request)

- **2080 – Printing/Duplication Services** – Letterhead, legal paper, envelopes, and business cards are necessary for the operation of the County Attorney's Office. Additionally, on occasion, it is necessary to print court exhibits for trial purposes. This office will have to have envelopes, letterhead, and business cards printed in 2026. **Request $1,000.00**

- **2110 – Advertising & Legal Publications** – Statutorily, the Riley County Attorney's Office has responsibility to notify parties involved in Child In Need of Care Cases. This requires notification in the newspaper within the County in which a person or guardian is known to reside. With the transient nature of our population, this is a necessary method of notification. The County Attorney's Office spent $1,644.95 in 2024. This cost will likely increase slightly. Additionally, the cost to advertise open positions within this can be applied here. **Request $2,000.00**

- **2123 – Liability Insurance** – Professional Liability Insurance is necessary to assist in defend lawsuits filed against the Riley County Attorney's Office and to insure the office and therefore the citizens of Riley from bearing the cost of damages. We had an increase in our Liability insurance and an increase is anticipated in 2026. We obtain insurance through the NDAA, National District Attorney's Association. Of the 2024-2025 budgeted amount of $15,000.00, the County Attorney's Office spent $16,114.35 on liability insurance. Liability insurance increased in excess of $1,000.00. **Request $18,000.00**

- **2240 – Storage Rental -** $2000.00 had been placed in this line item for off-site storage of files at Underground Vault & Storage (UV&S) and recovery of files when applicable – as requested by BOCC in 2024. UV&S currently maintains 340 boxes in off-site storage, which results in a monthly fee of $95.20. The cost is .28¢ per box per month. The cost to retrieve files from UV&S is $2.80 per item with a $22 delivery fee. We retrieve on average 5-10 files per month. To maintain space, certain files are destroyed in accordance with state law and office policy. The cost of destroying a box of files increased to$6.00 per box. The average number of boxes that are destroyed within a year is approximately 65 boxes. A fee of $10.00 is accessed once a month for shredding. The County Attorney's Office spent $1,520.52 in 2024. Additionally, this office is in the process of restructuring certain file types which will require approximately 75 additional boxes stored off-site. This will result in an off-site storage fee of approximately $120.70 per month. UV&S has made it known that there is a possibility that these fees will increase in October of 2026. For our office to remain in compliance with KCJIS, the on-site shredding must be monitored by the KCJIS TAC Person from our office. The fee for an on-site shredding truck is around $200.00.

Attachment: 2026 DRAFT Budget Memorandum-final draft (15774 : 2026 Riley County Attorney Budget Request)

Description and Cost	Item and Quantity	Total Amount
Storage – $0.28 per box	340 Boxes = $95.20 x 12 mo.	$1,142.40
Shredding - $10.00 per month	12 months of shredding	$120.00
File Retrieval - $2.80/per	10 items a year *Could be more or less	$28.00
Delivery of Retrieved Files - $22.00 minimum	Delivery of 10 separate items *Could be more or less	$220.00
Destruction of Boxes - $6.00 per box	65 boxes *Could be more or less	$390.00
Labor Fees for on-site shredding $50.00	2 men x 2 hours Could be more or less	$200.00 Grand Total: $2100.40

Request $2,000.00

- **2410 – Repair & Maintain Office Equipment** – We are currently paying .0353 per black and white copy based on 225,000 copies per year and .0757 per color copy to Century Business Systems for two color copiers/fax machines. This line item is also used for cleaning and repairing all printers within the office. The County Attorney's Office spent $10,922.08 in 2024. In the current year, 2025, the County Attorney's Office has spent $8,516.70 on contract renewal and $992.84 for color copies. CBS' current contract is $8,516.70 & expected to increase in 2026. Should color copies remain, this office will spend $2500.00 on color copies, which are used in the courtroom for exhibits.
(Color Copies $992 x 4 quarters = $3,968.00 + $8,516.70 = $12,484.70)

  Request $13,500.00

- **2430 – Computer Software** –

  The County Attorney's Office must access and view the legacy program, FullCase. Two (2) user licenses are needed with each license being 888.00 for a total of $1,776.00.

  $1,776.00

  The Riley County Attorney's Office utilizes the Prosecutor by Karpel (PbK) software program and is required to pay annual support services and user licenses in the amount of $21,050.00. This amount includes all licensing and fees for 18 users, storage, and maintenance. This program provides media and document storage. Due to the number of

Attachment: 2026 DRAFT Budget Memorandum-final draft (15774 : 2026 Riley County Attorney Budget Request)

media and documents that are obtained by the county attorney's office, there is a likelihood that additional electronic storage will be needed. 2TB of additional storage costs $500.00
$22,000.00

For Phase 3 (the requested interface systems) to conform to the appropriate PbK information exchange, there could be additional costs from the vendors. There could also be additional costs associated with Microsoft Licenses or networking services that may be necessary to properly and legally operate PbK. The interface with Spillman is $3,000.00 per year. This office is currently looking for a new AI Software Program to assist with the production of Discovery. The average AI Software Discovery Program is $13,000.00.
$15,000.00

Total Request $37,000.00

- **2450 – Computer Hardware** – This office has had to purchase external hard drives to maintain large files on specific cases Not only is Law Enforcement creating more electronic storage, by using Body Worn Cameras, the public also provides law enforcement cell phone pictures and videos and home security videos. The significant increase in what the County Attorney's Office must store as media evidence requires the use of external hard drives.
Request $800.00

- **2510 – Mileage/Tolls/Parking/Rental** – The attorneys travel for oral arguments before the Appellate Court. On occasion, the County Attorney is requested to testify before the Legislature on behalf of the Kansas County and District Attorneys Association. In addition, there are meetings in Wichita, Kansas City, and other locations the attorneys are required to attend. In some instances, the County Attorney may need to travel to interview witnesses and/or victims of crime. Additionally, support staff might have to travel in order to maintain certain privileges that are held in this office. For example: TAC Training, through KCJIS, to be able to run criminal histories within this office and learn new guidelines regarding running criminal histories. **Request $500.00**

- **2520 – Lodging** – If the attorneys are required to stay overnight to meet with witnesses, prepare for trial, or attend continuing education conferences. This would be for expenses not covered by the PATF fund. **Request $1,000.00**

- **2530 Air Fare** – Airfare for prosecutors to travel to meet with witnesses out of state in rare circumstances. **Request $1,500.00**

- **2540 – Meals** – This line item is used for payment for meals for the County Attorney's lunch or staff if they are required to attend meetings where lunch is served, and payment required. **Request $500.00**

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- **2550 – Dues and Memberships** – The attorneys are required to pay dues to several different entities:

RL CO Law Library	Jan - Jan	$10.00 per attorney (8)	$80.00
RL CO Bar Association	Jan - Jan	$25.00 per attorney (8)	$200.00
Kansas Judicial Branch (aka Ks Supreme Court)	June - June	$250.00 per attorney (8)	$2000.00
Clerk US District Court	July - July	$201 per attorney (8)	$1,608.00
Nat'l District Attorney Association	Aug - Aug	$300 - County Attorney $150 – Assistants (7)	$1,350.00
KS Bar Association	Dec - Dec	$190 per attorney (8)	$1520.00
Ks Co. District Attorney Assoc.	Jan – Jan	4-8 Attorneys	$1,050.00
TOTAL *Dues are expected to increase in 2027			**$7,808.00** Request $8,000.00

Request $8,000.00

- **2560 – Training** – This is for support staff training. Examples include The Kansas Sentencing Guideline and Journal Entry Preparation training, TAC Training and on-line training programs that are necessary for staff. **Request $750.00**

- **2570 – Subscriptions –**

Thomos Reuters/Westlaw x 8 subscriptions	**$**25,852.68 Current Price for 3 years: $315.83/month for print legal solutions $3,789.96 $230/months per user is $1838.56 = $22,062.72
KSA Statute updates and Session Laws (KS. Sec. of State)	$2,018.00 KS Statutes Annotated, Supplements, Administrative Regulations, Session Laws
Sentencing Guidelines	$680.00 $95/book & $8/Laminate Copy for Court
PIK Instructions	$1,200.00 ($150/person – 8)
Pocket Press	$225.00 Quick reference books for criminal and traffic

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	$25.00 x 9 users
Legal Directory	$1,505.00 (2 Books)
Manhattan Mercury	$300.00 ($25.00 per month)
West Group Subscriptions	$2,580.00
Lexus Nexus Subscription (Sanctions)	$1200.00 $100 per month for 3 users
TOTAL	**$35,560.68**

Request $35,560.68

- **2605 – Administration and Clerical Fees** – These fees are incurred because of an involuntary commitment case that is filed. Venue is transferred to Miami County where Osawatomie State Hospital is located, or Larned State Hospital, located in Pawnee County. The Miami County Attorney's Office and The Pawnee County Attorney's Office charge our office when hearings are required for further treatment **Request $500.00**

- **2620 Certified Document Duplication** In 2024 the County Attorney's Office paid $291.05 for expenses incurred by the court. This includes payment for Certified Copies of Court Documents, Certified Driving Records, and Business Records. **Request $400.00**

- **2710 – Transcripts** – Transcripts are the fees paid to court reporters. The cost for preparing the original transcript is $3.50 per page and a copy of the transcript is .50¢ per page. Transcripts are necessary for the attorneys to prepare for trial, motions hearings, or in the preparation of appellate briefs. In 2024 the County Attorney spent $9,064.4. In 2024, the County Attorney spent $12,052.29. During the first quarter of this year, (January 1st to March 31st) the Riley County Attorney spent $2,437.50.($2500 x 4 quarters = $10,000.
Request $12,000.00

- **2720 – Witness fees** – By statute, the Riley County Attorney's Office must pay witness expenses. This includes mileage to and from court at the County rate of $10 per day. If a witness is required to testify on multiple days, there are additional costs including hotel and meals. Additional expenses associated with witness testimony can include airfare. Expert Witness are required rarely, but on occasion. Expert witness fees can easily exceed a $1,000 in a single day. Expert witnesses have on two occasions exceeded $16,000. This line item is the most unpredictable expense in the Riley County Attorney's budget. It depends upon the number of hearings and the number of out-of-county or out-of-state witnesses needed for any case. Manhattan/Riley County has a transient population with Kansas State University and Ft. Riley. This requires, not infrequently, the County Attorney's Office to subpoena witnesses who have moved to another state. We try to anticipate trials and preliminary hearings that will occur between January 1, 2026, and

Attachment: 2026 DRAFT Budget Memorandum-final draft (15774 : 2026 Riley County Attorney Budget Request)

December 31, 2026. We monitor historical trends, but we cannot predict homicides or sexual assaults that will occur and proceed to trial with any certainty. With the influx of day-to-day expenses ie; fuel, lodging, and meals, witness fees are expected to increase. Witness expenses are expected to increase due to the cost of fuel, airlines, hotel, expenses and mileage. Mileage increased to 58 ½ cents per mile. **Request $38,000.00**

- **2725 – Interpreter/Translator** – Currently the number of cases which require the use of an interpreters, for language and hearing, for either the victim, witness, or both to assist in court proceedings has increased. **Request $1,000.00**

- **2730 Court Reporter Fees** On occasion a court reporter is required for an inquisition that is conducted in the County Attorney's Office. **Request $750.00**

- **2760, 2765 and 2990 –Consultant Contractual Services** – These line items have been consolidated in this memorandum and on the budget worksheet under **2990**. These three items historically had different purposes, but I am not sure it was necessary to separate for budgeting and tracking purposes. In fact, I believe it resulted in budgeting the same expense under two separate line items in the budget, but I will leave the final decision to Budget and Finance on how to budget for these items. **2760** is [was] for the purpose of hiring a consultant on sexual assault prosecutions and assisting in seeking the modification of the Kansas Statutes, an outside attorney was consulted. **2765,** designated **Contract Fee** line item could or should fall **under 2760 or 2990.** Line Item **2990** was specifically utilized for the purpose of hiring a special prosecutor in circumstances where there is a conflict of interest, or a need to hire outside counsel. This is a rare occurrence. Normally, the Riley County Attorney's Office utilizes a prosecutor from another county to prosecute these cases. We have not had to resort to the hiring of an attorney for over ten (10) years. In my opinion, it makes sense to put all expenses under one line item, perhaps 2765. In the 2025 budget, 2760 did not have any funds budgeted, yet it has an $859 expenditure. 2765 has $5000 ear marked, and 2990 has $3499. I propose one line item and the following, but I will defer to Ms. Phillips. **Request $6,000.00**

- **3010 – Office Supplies** -- We estimated $17,000.00 in costs for 2026. Office supplies encompass file folders, copy paper, pens, markers, staples, staplers, legal pads, multiple types of labels, multi-colored paper, etc. Records Retrieval Systems prepares our current case files and file divider tabs. This office is expected to order 1000 more files with an estimated cost of $4.50 per file and $4.25 per set of tabs. Total cost for new file folders is $4,500.00 and tabs is $4,250.00 with amounts to $8,750.00. This does not include the delivery expense- which will be figured at the time of shipment. The average amount of shipping is $5,600.00. The total estimate for the new files is $14,350.00. We have not purchased files in 2025 but will be in the near future. The Office supply expenses are expected to increase due to the cost of delivery and manufacturing costs increasing. **Request $20,000.00**

- **3020 – Books & Publications** – $1,650.00 budgeted allows the attorneys the opportunity to purchase professional reference books, guides, and manuals. Topics can be for criminal statutes, traffic statutes, cybercrimes, trials, and battered women's syndrome.

Attachment: 2026 DRAFT Budget Memorandum-final draft (15774 : 2026 Riley County Attorney Budget Request)

Request $1,250.00

- **3030- Computer Supplies -** The County Attorney's Office will need to replace computer mouses, keyboards, surge protectors, and or monitors and possibly keyboards.
  Request $1,500.00
- **3031 –Discovery/Technology Expenses-** The County Attorney's Office is responsible for providing defense attorneys with certain discoverable items that are delivered in the form of a thumb drive, CD, or DVD. The costs of these devices vary due to the size and storage capacity per device. Due to the number of cases, we anticipate this amount will increase in 2025, the County Attorney spent $2,962 in 2024. Anticipating moderate increases in technology related thumb drives, hard drives, and DVD's we anticipate a cost approximate cost of $3,700.00. **Request $3,700.00**

- **3032 – Supplies – Printer** – During the first three (3) months of 2025, the County Attorney's Office has spent $1681.54 on toner for the printers. This is mainly due to the number of items that must be printed for files, the production of Discovery, Trials, legal mailings, and miscellaneous reasons, This includes color copies, black and white copies, and colored photographs. ($1681.54 x 4 = $6726). **Request $7,000.00**

- **3990 Other Supplies and Materials**- **Request $250.00**

- **4010 – Office Equipment** – Due to continuous daily use, office equipment wears out, and/or no longer functions or performs needed tasks and needs replaced.
  Request $1,500.00

- **4030 Telecommunications Equipment:** **Request $0.00**

- **4040 – Office Furniture > $100 -** Due to the wear and tear of office equipment, there are a few a few items that are wearing out and need replaced. Several of the staff members are in need of new office chairs. Additionally, this office needs to purchase armless chairs to accommodate our larger population and armed law enforcement officers. **Request 2,000.00**

- **4050 – Technology Hardware –** **Request $ 00.00**

- **4051 Tech Hardware-Notebook –** There are 2 prosecutors that use the same iPad when assigned as the duty attorney. When the iPad is given from one attorney to the other attorney, IT must reset credentials from one to the other when covering as the duty attorney. A new iPad Pro 13 " would cost $1299.00. **Request $1,300.00**

- **4054 Technology Hardware**: There are several scanners that are becoming worn down that will more than likely need to be replaced. A new Fijitsu fi-613oz, will cost $450.00. To replace nineteen (19) for all staff members will cost $8,550.00. The cost could certainly change by 2026. **Request $14,000.00**

Attachment: 2026 DRAFT Budget Memorandum-final draft (15774 : 2026 Riley County Attorney Budget Request)

- **4060 Computer Software:** This office is currently looking into media editing software that includes transcription. The product that this office is currently looking at is Adobe Premiere Pro. The current cost of Adobe Premiere Pro is $263.00 per user. The cost for 7 users would be $1,841.00. This cost could change in 2026. **Request: $8,500.00**

Attachment: 2026 DRAFT Budget Memorandum-final draft (15774 : 2026 Riley County Attorney Budget Request)

Riley County, Kansas
2026 Budget
Attorney Department
001-001

	PERSONNEL Position Title - Full Time	2024 ACTUAL	2025 BUDGET	2026 BUDGET
	Attorney	1.00	1.00	1.00
	Assistant Attorney	7.00	7.00	7.00
	Office Manager	1.00	1.00	1.00
	Victim/Witness Coordinator	2.00	2.00	2.00
	Legal Secretary	6.00	6.00	6.00
	Administrative Trial Assistant	1.00	1.00	1.00
	Legal Receptionist	1.00	1.00	1.00
	Sub-Total	**19.00**	**19.00**	**19.00**
	Seasonal/Temporary			
	Legal Intern	1.00	1.00	1.00
	As-Needed Legal Clerk	1.00	1.00	1.00
	Sub-Total	**2.00**	**2.00**	**2.00**
	TOTAL NUMBER OF EMPLOYEES	**21.00**	**21.00**	**21.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 1,820,237	1,986,365	2,043,873
1003	Seasonal/Temporary	-	27,090	28,182
1005	Overtime	4,423	7,030	9,701
1504	FICA	131,940	154,567	159,254
1506	Health Insurance	284,738	419,410	433,920
1508	KPERS Retirement	187,210	213,493	217,474
1510	State Unemployment Tax	1,449	2,020	2,706
	TOTAL PERSONNEL SERVICES	**$ 2,429,997**	**$ 2,809,975**	**$ 2,895,110**

Attachment: Draft 2026 Attorney (2) (15774 : 2026 Riley County Attorney Budget Request)

	CONTRACTUAL SERVICES				
2010	Postage/Freight/Shipping	$ 2,561	$ 3,000	$	3,200
2030	Pagers/cell phones/I-Pads	$ 480	$ 480	$	480
2040	Internet Access	449	1,000		800
2080	Printing/Duplication Services	460	1,600		1,000
2110	Advertising & Legal Publications	1,645	2,000		2,000
2123	Liability Insurance	16,114	17,000		18,000
2240	Storage Rental	1,616	1,500		2,000
2410	Repair/Maintain Office Equipment	10,922	16,500		13,500
2430	Computer Software Maintenance/Support	22,566	30,000		37,000
2450	Computer Hardware Maintenance/Support	-	650		800
2510	Mileage/Tolls/Parking/Rental	-	250		500
2520	Lodging	-	1,400		1,000
2530	Airfare	-	1,500		1,500
2540	Meals	-	1,000		500
2550	Dues & Memberships	5,455	8,000		8,000
2560	Training & Registrations	-	750		750
2570	Subscriptions	19,012	38,230		35,561
2585	Misc Refunds/Reimb	-			
2605	Administration/Clerical Fees	250	1,000		500
2620	Certified Document Duplication	313	400		400
2640	Legal Services	-	-		
2710	Transcripts	9,082	13,000		12,000
2720	Witness Fees	28,593	36,000		38,000
2725	Interpretor/Translator	-	1,000		1,000
2730	Court Reports Fees	-	750		750
2765	Contract Fees	-	5,000		5,000
2990	Other Contract Services	770	$3,500		$1,000
	TOTAL CONTRACTUAL SERVICES	**$ 120,288**	**$ 185,510**	**$**	**185,241**

Attachment: Draft 2026 Attorney (2) (15774 : 2026 Riley County Attorney Budget Request)

	COMMODITIES					
3010	Office Supplies	$	10,900	$	17,500	$ 20,000
3020	Books & Publications		954		1,650	1,250
3030	Computer Supplies		195		200	1,500
3031	Discovery/Technology Expenses		2,962		2,000	3,700
3032	Supplies-Printers		8,015		7,000	7,000
3080	Fuel & Lubricants		-		-	-
3135	Furniture < $100		122			400
3990	Other Supplies & Materials		1,098			250
	TOTAL COMMODITIES	**$**	**24,247**	**$**	**28,350**	**$ 34,100**
	CAPITAL OUTLAY					
4010	Office Equipment	$	138	$	1,500	$ 1,500
4030	Telecommunications Equipment		-		300	-
4040	Furniture > $100		775		1,000	1,000
4050	Technology Hardware		-		-	-
4051	Tech Hardware-Notebook		-		-	1,300
4054	Technology Hardware-Printers		840		13,892	14,000
4060	Computer Software		-		7,560	8,500
	TOTAL CAPITAL OUTLAY	**$**	**1,753**	**$**	**24,252**	**$ 26,300**
	TOTAL OPERATING EXPENDITURES	**$**	**2,574,531**	**$**	**3,023,835**	**$ 3,114,451**
	TOTAL EXPENDITURES LESS PERSONNEL	**$**	**146,287**	**$**	**238,112**	**$ 245,641**
	TOTAL EXPENDITURES	**$**	**2,576,283**	**$**	**3,048,087**	**$ 3,140,751**

Attachment: Draft 2026 Attorney (2) (15774 : 2026 Riley County Attorney Budget Request)

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

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

MEETING: **May 12, 2025**

SUBJECT: **2026 Community Corrections Budget**

PRESENTER: **Megan Lewis, Director of Community Corrections**

Enclosures:

- 2026 Community Corrections (DOC)
- 2026 Community Corrections updated 1-27-25 (PDF)

Community Corrections

Megan Lewis
Director of Community Correctio
115 N 4th St 2nd Flo
Manhattan, Kansas 66502-01(
Phone: 785-565-68
Email: mlewis@rileycountyks.g

May 12, 2025

To: Riley County Commissioners

From: Megan Lewis, Riley County Director of Community Corrections

RE: 2026 Budget Presentation

Community Corrections is a combination of multiple funding sources, including KDOC allocations, city and county alcohol funds, and other grant funding to successfully operate our programs. Adult services provides supervision to moderate to high-risk adult felony offenders in Riley and Clay Counties. Juvenile services contacts intake and assessments on juvenile offenders and children-in-need-of-care who are brought into custody by law enforcement. The Juvenile intensive supervision program provides supervision to moderate to high-risk juvenile offenders in Riley and Clay Counties.
The Youth Court Immediate Intervention Program provides early intervention to first-time misdemeanor offenders through a jury of peer system.

2026 Budget:

In the adult services budget, Riley County Community Corrections received additional funding to use towards personnel and operations. In 2024, it was specifically to be used on operations and not personnel, however this year it was allocated with no restrictions.

The adult services program also pays for a portion of the contract with Pawnee Mental Health for a Care Coordinator which is also an allocation from KDOC.

Both adult and juvenile services pay for a portion of salaries and benefits, travel expenses, and direct client services.

KDOC Juvenile reinvestment funds primarily pays for the Juvenile Services Officer. Remaining funds pay for office supplies and client incentives.

The BJA Grant is ending in September 2025. I am currently working with Finance and HR to submit a request for OPIOID funds. These funds have paid for personnel and other client services.

Salary appropriation funds account for what was approved by the Commissioners dependent on COLA getting approved. If COLA does not get approved, we will amend this number to reflect accurate costs.

Attachment: 2026 Community Corrections (15817 : 2026 Community Corrections Budget)

Community Corrections

Megan Lewis
Director of Community Correctio
115 N 4th St 2nd Flo
Manhattan, Kansas 66502-01
Phone: 785-565-68
Email: mlewis@rileycountyks.g

Caroline Peine grant provides direct client services to eye and dental care, birth certificates and ID's, clothing for job interviews, and other various items to support our clients.

Greater Manhattan Community Foundation grant supports clients with mental health concerns including medication assessments and prescriptions.

Daniel Keating Foundation supports the police protective program, including training expenses related to implementation of new volunteer homes, stipends for volunteer homes for youth taken into protective custody.

Adult and Juvenile services Carryover should only have expenses for JCAB meals. The remaining funds will be carried over each year.

Attachment: 2026 Community Corrections (15817 : 2026 Community Corrections Budget)

KDOC Adult Services
Fund 2000-520

January 1 - December 31, 2026 Budget Cycle

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	FTE	4	5	5
	Total number of Employees	**4**	**5**	**5**
	Beginning Cash Balance		**51,679**	**99,280**
	Revenue			
206	State Grant	529,030	573,665	575,088
209	Other Grants			
600	Misc Reimb			
602	Misc Collection	2,248	3,500	
603	Transfer in	8,942		
	Total Revenue	**540,221**	**577,165**	**575,088**
	Total Resources	540,221	628,845	674,368
	Personnel Services			
1001	Salaries (Full-Time)	247,961	274,639	268,658
1003	Seasonal/Temp		-	
1005	Overtime	5,018	7,195	7,387
1504	FICA	22,528	25,278	28,770
1506	Health Insurance	49,337	58,246	77,292
1508	KPERS	31,270	35,026	39,827
1510	State Unemployement Tax	276	330	489
	Total Personnel Services	**356,389**	**400,714**	**422,423**
	Contractual Services			
2010	Postage/Freight/Shipping	145	86	488
2020	Phone Services	1,550	1,775	1,629
2030	Pages & Cellular Phone Service	801	1,015	856
2080	Printing/Duplication Services	123	1,750	500
2110	Advertising/Legal Publication	500		745
2122	Vehicle/Fleet Insurance	843	700	950
2124	Other Insurance	6,654		
2180	Housing			
2200	Office Equipment Rental	2,676	2,310	
2330	Transportation Services	1,126	1,500	1,125
2335	Electronic Monitoring	243	500	250
2400	Repair/Maint. Co. Vehicles	347	150	710
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support	124	290	283
2510	Mileage/Tolls/Parking/Rental	3	265	
2520	Lodging			
2530	Airfare			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2540	Meals	466	210	446
2550	Dues. Memberships, Registrations	285	550	450
2560	Training	1,661	550	625
2570	Subscriptions	125		150
2585	Misc Reimbursement			
2625	Laboratory Fees	1,301	6,000	9,800
2650	Physician Fees	(327)	2,882	4,563
2652	Dentist Fees			
2685	Counsel/Testing		200	
2700	Bonding Services			
2725	Interpreter/Translator	400	440	470
2990	Other Contract Services	104,395	104,522	104,179
	Total Contractual Services	123,443	125,695	128,219
	Commodities			
3010	Office Supplies	1,457	1,055	3,935
3015	Records Preservation	109		
3020	Books & Pubs			
3030	Computer Supplies			
3032	Supplies - Printer	304		1,500
3040	Clothing			
3045	Protective Gear			
3060	Medical Supplies	124	1,400	1,210
3070	Prescriptions	17		
3080	Fuel & Lubricants	562	500	736
3135	Furniture < $100			
3140	Parts & Tools < $100	219		
3990	Other Supplies & Materials	73	200	11,820
	Total Commodities	2,866	3,155	19,201
	Capital Outlay			
604	Transfer Out	5,665		
4030	Telecom Equipment			
4050	Tech Hardware	179		660
4060	Computer Software			
4080	Autos & Pickups			20,000
4990	Other Capital Outlay			
	Total Capital Outlay	5,844	-	20,660
	TOTAL	**488,541**	**529,565**	**590,503**

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

KDOC Juvenile Services
Fund 2001-521
January 1 - December 31, 2026 Budget Cycle

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	FTE's		4.2	4.2
	Total number of Employees		**4**	**4**
	Beginning Cash Balance	**0**	**27434**	**28370**
	Revenue			
206	State Grant	347633	357691	357692
209	Other Grants			
600	Misc Reimb			
602	Misc Collection	1963		
603	Transfer in	27710		
650	Expense Reimbursement	820		
	Total Revenue	**378,126**	**357,691**	**357,692**
	Total Resources	378126	385126	386062
	Personnel Services			
1001	Salaries (Full-Time)	193998	200009	155272
1003	Seasonal/Temp	25803	24248	16818
1005	Overtime	1334	4340	4340
1504	FICA	18643	26114	22626
1506	Health Insurance	43218	57068	55758
1508	KPERS	23344	29057	27945
1510	State Unemployement Tax	229	298	362
	Total Personnel Services	**306,569**	**341,134**	**283,121**
	Contractual Services			
2010	Postage/Freight/Shipping	39	45	60
2020	Phone Services	2039	1775	1629
2030	Pages & Cellular Phone Service	1745	2600	2392
2080	Printing/Duplication Services	161	1750	823
2110	Advertising/Legal Publication	426		1118
2122	Vehicle/Fleet Insurance	843	700	730
2124	Other Insurance	5979		
2180	Housing			
2200	Office Equipment Rental	2676	2310	
2330	Transportation Services	300	1000	400
2335	Electronic Monitoring	4381	700	325
2400	Repair/Maint. Co. Vehicles	360	150	645
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support	124	290	283

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2510	Mileage/Tolls/Parking/Rental	89	300	
2520	Lodging	0		
2530	Airfare	0		
2540	Meals	704	315	487
2550	Dues. Memberships, Registrations	285	549	450
2560	Training	1136	376	675
2570	Subscriptions	125		150
2585	Misc Reimbursement			
2625	Laboratory Fees	13		60
2650	Physician Fees	783		1944
2652	Dentist Fees			
2685	Counsel/Testing		150	
2700	Bonding Services			
2725	Interpreter/Translator	83	50	350
2990	Other Contract Services	295		2495
	Total Contractual Services	**22,586**	**13,060**	**15,016**
	Commodities			
3010	Office Supplies	3517	1200	2974
3015	Records Preservation	26		
3020	Books & Pubs	0		
3030	Computer Supplies	0		
3032	Supplies - Printer	304		750
3040	Clothing	80		
3045	Protective Gear	0		
3060	Medical Supplies			30
3070	Prescriptions	17		
3080	Fuel & Lubricants	456	300	611
3135	Furniture < $100			
3140	Parts & Tools < $100	219		
3990	Other Supplies & Materials		1062	3259
	Total Commodities	**4,620**	**2,562**	**7,624**
	Capital Outlay			
604	Transfer Out	16869		
4030	Telecom Equipment			
4050	Tech Hardware	49		
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	16,918	-	-
	TOTAL	**350,691**	**356,756**	**305,761**

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

KDOC Juv Reimbursement
Fund 2002-522

July 1, 2023 - June 30, 2025
2 Year Budget

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	Total number of Employees	**0**	**0**	**0**
	Beginning Cash Balance	**0**	**$ 78,556.89**	**$ 84,191.40**
	Revenue			
206	State Grant		67230	67230
209	Other Grants			
600	Misc Reimb			
602	Misc Collection			
603	Transfer in	150787.22		
	Total Revenue	**$ 150,787**	**$ 67,230**	**$ 67,230**
	Total Resources	$ 150,787	$ 145,787	$ 151,421
	Personnel Services			
1001	Salaries (Full-Time)	41858.33	37625	44974.49
1003	Seasonal/Temp	0	0	0
1005	Overtime	413.63	1250	1349
1504	FICA	3059.2	3633	3544
1506	Health Insurance	14409.85	14494	9733
1508	KPERS	4345.47	4550	4961
1510	State Unemployement Tax	37.38	43	60
	Total Personnel Services	**$ 64,123.86**	**61595**	**64622**
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service			
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance	780.51		
2180	Housing			
2200	Office Equipment Rental			
2330	Transportation Services	15.96		
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2430	Comp Software Maint/Support						
2510	Mileage/Tolls/Parking/Rental						
2520	Lodging						
2530	Airfare						
2540	Meals						
2550	Dues. Memberships, Registrations						
2560	Training						200
2570	Subscriptions						
2585	Misc Reimbursement						
2625	Laboratory Fees						
2650	Physician Fees		310				
2652	Dentist Fees						
2685	Counsel/Testing						
2700	Bonding Services						
2725	Interpreter/Translator						
2990	Other Contract Services		7000				
	Total Contractual Services	$	8,106	$	-	$	200.00
	Commodities						
3010	Office Supplies						655.27
3015	Records Preservation						
3020	Books & Pubs						
3030	Computer Supplies						
3040	Clothing						
3045	Protective Gear						
3060	Medical Supplies						
3070	Prescriptions						
3080	Fuel & Lubricants						
3135	Furniture < $100						
3990	Other Supplies & Materials						
	Total Commodities	$	-	$	-	$	655.27
	Capital Outlay						
4030	Telecom Equipment						
4050	Tech Hardware						
4060	Computer Software						
4080	Autos & Pickups						
4990	Other Capital Outlay						
	Total Capital Outlay	$	-	$	-	$	-
	Total	$	72,230.33	$	61,595.49	$	65,476.86

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

BJA Grant
Fund 2003-523
October 1st - September 30th Budget Cycle

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	1 FTE	1	2	3
	Total number of Employees	**1**	**2**	**3**
	Beginning Cash Balance	**0**	**(6,414)**	**-6414**
	Revenue			
206	State Grant			
207	Federal Grant	181379		
209	Other Grants			
600	Misc Reimb		181620	
602	Misc Collection			
603	Transfer in			
	Total Revenue	**181,379**	**$ 181,620**	**$ -**
	Total Resources	181,379	175,205	(6,414)
	Personnel Services			
1001	Salaries (Full-Time)	68048	73,105	74,693
1003	Seasonal/Temp	0	-	-
1005	Overtime	5835	15,367	2,241
1504	FICA	5561	8,576	5,885
1506	Health Insurance	11667	20,559	16,256
1508	KPERS	7570	7,653	8,147
1510	State Unemployement Tax	68	74	100
	Total Personnel Services	**$ 98,749**	**125,335**	**107,322**
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service	(25)		
2080	Printing/Duplication Services	648	2,078	
2110	Advertising/Legal Publication	75		
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing			
2200	Office Equipment Rental	573		1,260
2330	Transportation Services	197	1,774	
2335	Electronic Monitoring		1,431	
2400	Repair/Maint. Co. Vehicles			

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Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental	392		
2520	Lodging	3,194	4,300	
2530	Airfare	2,134	1,946	
2540	Meals	637	780	
2550	Dues. Memberships, Registrations		2,303	
2560	Training	4,787		
2565	Vocational Training	38		
2570	Subscriptions	125		
2585	Misc Reimbursement			
2625	Laboratory Fees	4,470	8,815	6,013
2650	Physician Fees	4,511	7,612	
2652	Dentist Fees	135	1,725	
2685	Counsel/Testing			
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services	47,720	13,889	9,500
	Total Contractual Services	**69,612**	**46,652**	**16,773**
	Commodities			
3010	Office Supplies	897	178	
3015	Records Preservation	6		
3020	Books & Pubs			
3030	Computer Supplies		1,081	
3032	Supplies - Printer	406		
3040	Clothing	211		
3045	Protective Gear	941		
3060	Medical Supplies	10,482	3,989	
3070	Prescriptions	450		
3080	Fuel & Lubricants	82	270	
3135	Furniture < $100			
3990	Other Supplies & Materials		2,611	
	Total Commodities	**13,474**	**8,128**	**-**
	Capital Outlay			
604	Transfer Out	5,958		
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software		1,503	
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	5,958	1,503	-
	Total	**187,794**	**181,619**	**124,095**

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

21st Jud District DC ADSAP
Fund 2004-524

One Time Transfer In

	Personnel - FTE	2024 Actual	2025 Budget	2025 Est	2026 Budget
	Total number of Employees	**0**	**0**		**0**
	Beginning Cash Balance	0	19,844	19,844	13,644
	Revenue				
206	State Grant				
209	Other Grants				
600	Misc Reimb				
602	Misc Collection				
603	Transfer in	25938	0	0	
	Total Revenue	**25,938**	-	-	-
	Total Resources	**25,938**	**19,844**	**19,844**	**13,644**
	Personnel Services				
1001	Salaries (Full-Time)				
1003	Seasonal/Temp				
1005	Overtime				
1504	FICA				
1506	Health Insurance				
1508	KPERS				
1510	State Unemployement Tax				
	Total Personnel Services	**$ -**	**$ -**		**$ -**
	Contractual Services				
2010	Postage/Freight/Shipping	40			
2020	Phone Services				
2030	Pages & Cellular Phone Service				
2080	Printing/Duplication Services				
2122	Vehicle/Fleet Insurance				
2124	Other Insurance				
2180	Housing				
2200	Office Equipment Rental				
2330	Transportation Services				
2335	Electronic Monitoring				
2400	Repair/Maint. Co. Vehicles				
2420	Repair/Maint. Other Equipment				
2430	Comp Software Maint/Support				
2510	Mileage/Tolls/Parking/Rental				
2520	Lodging				
2530	Airfare				
2540	Meals	421	2100	600	600

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2550	Dues. Memberships, Registrations						
2560	Training						
2570	Subscriptions						
2585	Misc Reimbursement						
2625	Laboratory Fees						
2650	Physician Fees						
2652	Dentist Fees						
2685	Counsel/Testing						
2700	Bonding Services						
2725	Interpreter/Translator						
2990	Other Contract Services						
	Total Contractual Services		461		2,100	600	600
	Commodities						
3010	Office Supplies		5633		23838	5600	5600
3015	Records Preservation						
3020	Books & Pubs						
3030	Computer Supplies						
3040	Clothing						
3045	Protective Gear						
3060	Medical Supplies						
3070	Prescriptions						
3080	Fuel & Lubricants						
3135	Furniture < $100						
3990	Other Supplies & Materials						
	Total Commodities	$	5,633	$	23,838	$ 5,600	$ 5,600
	Capital Outlay						
4030	Telecom Equipment						
4050	Tech Hardware						
4060	Computer Software						
4080	Autos & Pickups						
4990	Other Capital Outlay						
	Total Capital Outlay	$	-	$	-	$ -	$ -
	Total Expenditures	**$**	**6,094**	**$**	**25,938**	**$ 6,200**	**$ 6,200**

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

Kansas Fights Addiction
Fund 2005-525

October 1st - September 30th Budget Cycle

	Personnel - FTE		2024 Actual		2025 Budget
	Total number of Employees	**$**	**-**		**0**
	Revenue				
206	State Grant	$	70,000		70000
209	Other Grants				
600	Misc Reimb				
602	Misc Collection				
603	Transfer in	$	96,601		
	Total Revenue	**$**	**166,601**	**$**	**70,000.00**
	Personnel Services				
1001	Salaries (Full-Time)				
1003	Seasonal/Temp				
1005	Overtime				
1504	FICA				
1506	Health Insurance				
1508	KPERS				
1510	State Unemployement Tax				
	Total Personnel Services	**$**	**-**	**$**	**-**
	Contractual Services				
2010	Postage/Freight/Shipping				
2020	Phone Services				
2030	Pages & Cellular Phone Service				
2080	Printing/Duplication Services				
2122	Vehicle/Fleet Insurance				
2124	Other Insurance				
2180	Housing				
2200	Office Equipment Rental				
2330	Transportation Services	$	296		
2335	Electronic Monitoring				
2400	Repair/Maint. Co. Vehicles				
2420	Repair/Maint. Other Equipment				
2430	Comp Software Maint/Support				
2510	Mileage/Tolls/Parking/Rental				
2520	Lodging				
2530	Airfare				

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2540	Meals				
2550	Dues. Memberships, Registrations				
2560	Training				
2570	Subscriptions				
2585	Misc Reimbursement				
2625	Laboratory Fees				
2650	Physician Fees	$	13,414		22000
2652	Dentist Fees				
2655	Hospital Fees (social detox)				
2685	Counsel/Testing				
2700	Bonding Services				
2725	Interpreter/Translator				
2990	Other Contract Services	$	32,631		48000
	Total Contractual Services	$	46,341	$	70,000.00
	Commodities				
3010	Office Supplies	$	1,331		
3015	Records Preservation				
3020	Books & Pubs				
3030	Computer Supplies				
3040	Clothing				
3045	Protective Gear				
3060	Medical Supplies	$	527		
3070	Prescriptions				
3080	Fuel & Lubricants				
3135	Furniture < $100				
3990	Other Supplies & Materials	$	4,722		
	Total Commodities	$	6,581	$	-
	Capital Outlay				
4020	Other Equipment	$	180		
4030	Telecom Equipment				
4050	Tech Hardware				
4060	Computer Software				
4080	Autos & Pickups				
4130	Building Improvements	$	64,989		
4990	Other Capital Outlay				
	Total Capital Outlay	**$**	**65,169**	**$**	**-**
	Total	**$**	**118,091**	**$**	**70,000.00**

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

City Alcohol Funds - Adult
Fund 2006-526

January 1st - December 31st Budget Cycle

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	Total number of Employees	**$ -**	**$ -**	**$ -**
	Revenue			
206	State Grant			
209	Other Grants		$ 23,500	$ 22,780
600	Misc Reimb			
602	Misc Collection	$ 23,500		
603	Transfer in	$ 10,681		
	Total Revenue	**$ 34,181**	**$ 23,500**	**$ 22,780**
	Personnel Services			
1001	Salaries (Full-Time)			
1003	Seasonal/Temp			
1005	Overtime			
1504	FICA			
1506	Health Insurance			
1508	KPERS			
1510	State Unemployement Tax			
	Total Personnel Services	**$ -**	**$ -**	**$ -**
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service			
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing			
2200	Office Equipment Rental			
2330	Transportation Services		$ 500	$ 500
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental	$ 185		$ 750
2520	Lodging	$ 858		$ 1,275
2530	Airfare	$ 462		$ 1,932

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2540	Meals	$	186		$	750
2550	Dues. Memberships, Registrations					
2560	Training	$	3,580	$ 5,000	$	6,000
2570	Subscriptions					
2585	Misc Reimbursement					
2625	Laboratory Fees	$	2,574	$ 13,750	$	2,000
2650	Physician Fees	$	2,250	$ 1,500	$	3,000
2652	Dentist Fees					
2685	Counsel/Testing					
2700	Bonding Services					
2725	Interpreter/Translator					
2990	Other Contract Services	$	13,505			
	Total Contractual Services	$	23,599	$ 20,750	$	16,207
	Commodities					
3010	Office Supplies					
3015	Records Preservation					
3020	Books & Pubs					
3030	Computer Supplies					
3040	Clothing					
3045	Protective Gear					
3060	Medical Supplies	$	9,615	$ 2,500	$	5,707
3070	Prescriptions	$	116	$ 250	$	866
3080	Fuel & Lubricants					
3135	Furniture < $100					
3990	Other Supplies & Materials					
	Total Commodities	$	9,731	$ 2,750	$	6,573
	Capital Outlay					
4030	Telecom Equipment					
4050	Tech Hardware					
4060	Computer Software					
4080	Autos & Pickups					
4990	Other Capital Outlay					
	Total Capital Outlay	$	-	$ -	$	-
		$	33,330	$ 23,500	$	22,780

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

City Alcohol Funds - Juvenile
Fund 2006-527

January 1st - December 31st Budget Cycle

Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
Total number of Employees	$ -	$ -	$ -
Revenue			
206 State Grant			
209 Other Grants			$ 5,750
600 Misc Reimb			
602 Misc Collection	$ 4,300		
603 Transfer in	$ 1,300		
Total Revenue	**$ 5,600**	**$ -**	**$ 5,750**
Personnel Services			
1001 Salaries (Full-Time)			
1003 Seasonal/Temp			
1005 Overtime			
1504 FICA			
1506 Health Insurance			
1508 KPERS			
1510 State Unemployement Tax			
Total Personnel Services	**$ -**	**$ -**	**$ -**
Contractual Services			
2010 Postage/Freight/Shipping			
2020 Phone Services			
2030 Pages & Cellular Phone Service			
2080 Printing/Duplication Services			
2122 Vehicle/Fleet Insurance			
2124 Other Insurance			
2180 Housing			
2200 Office Equipment Rental			
2330 Transportation Services			
2335 Electronic Monitoring			
2400 Repair/Maint. Co. Vehicles			
2420 Repair/Maint. Other Equipment			
2430 Comp Software Maint/Support			
2510 Mileage/Tolls/Parking/Rental			
2520 Lodging			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2530	Airfare					
2540	Meals					
2550	Dues. Memberships, Registrations					
2560	Training					
2570	Subscriptions					
2585	Misc Reimbursement					
2625	Laboratory Fees	$	332		$	500
2650	Physician Fees	$	1,375		$	4,500
2652	Dentist Fees					
2685	Counsel/Testing					
2700	Bonding Services					
2725	Interpreter/Translator					
2990	Other Contract Services	$	1,745			
	Total Contractual Services	$	3,452	$ -	$	5,000
	Commodities					
3010	Office Supplies					
3015	Records Preservation					
3020	Books & Pubs					
3030	Computer Supplies					
3040	Clothing					
3045	Protective Gear					
3060	Medical Supplies	$	848		$	750
3070	Prescriptions					
3080	Fuel & Lubricants					
3135	Furniture < $100					
3990	Other Supplies & Materials					
	Total Commodities	$	848	$ -	$	750
	Capital Outlay					
4030	Telecom Equipment					
4050	Tech Hardware					
4060	Computer Software					
4080	Autos & Pickups					
4990	Other Capital Outlay					
	Total Capital Outlay	$	-	$ -	$	-
	TOTAL	$	4,300	$ -	$	5,750

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

RL CO Alcohol Funds
Fund 2007-528

March - March Budget Cycle

	Personnel - FTE	2024 Actual	2025 Budget	2025 Est	2026 Budget
	Total number of Employees	**$ -**	**$ -**		**$ -**
	Beginning Cash Balance	0	260	260	-
	Revenue				
206	State Grant				
209	Other Grants				
600	Misc Reimb				
602	Misc Collection	$ 5,616			
603	Transfer in	$ 4			
	Total Revenue	**$ 5,620**	**$ -**	**$ -**	**$ -**
	Total Resources	**$ 5,620**	**$ 260**	**$ 260**	**$ -**
	Personnel Services				
1001	Salaries (Full-Time)				
1003	Seasonal/Temp				
1005	Overtime				
1504	FICA				
1506	Health Insurance				
1508	KPERS				
1510	State Unemployement Tax				
	Total Personnel Services	**$ -**	**$ -**		**$ -**
	Contractual Services				
2010	Postage/Freight/Shipping				
2020	Phone Services				
2030	Pages & Cellular Phone Service				
2080	Printing/Duplication Services				
2122	Vehicle/Fleet Insurance				
2124	Other Insurance				
2180	Housing				
2200	Office Equipment Rental				
2330	Transportation Services				
2335	Electronic Monitoring				
2400	Repair/Maint. Co. Vehicles				
2420	Repair/Maint. Other Equipment				
2430	Comp Software Maint/Support				
2510	Mileage/Tolls/Parking/Rental	$ 164			
2520	Lodging	$ 2,635			
2530	Airfare	$ 1,071			
2540	Meals	$ 351			
2550	Dues. Memberships, Registrations				
2560	Training	$ 895			
2570	Subscriptions				

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2585	Misc Reimbursement						
2625	Laboratory Fees						
2650	Physician Fees						
2652	Dentist Fees						
2685	Counsel/Testing						
2700	Bonding Services						
2725	Interpreter/Translator						
2990	Other Contract Services						
	Total Contractual Services	$	5,117	$ -	$ -	$	-
	Commodities						
3010	Office Supplies						
3015	Records Preservation						
3020	Books & Pubs						
3030	Computer Supplies						
3040	Clothing						
3045	Protective Gear						
3060	Medical Supplies						
3070	Prescriptions						
3080	Fuel & Lubricants						
3135	Furniture < $100						
3990	Other Supplies & Materials						
	Total Commodities	$	-	$ -		$	-
	Capital Outlay						
604	Transfer Out	$	244		$ 260		
4050	Tech Hardware						
4060	Computer Software						
4080	Autos & Pickups						
4990	Other Capital Outlay						
	Total Capital Outlay	$	244	$ -	$ 260	$	-
	Total Expenditures	**$**	**5,360**	**$ -**	**$ 260**	**$**	**-**

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

RL CO Salary Appropriations (Adult)
Fund 2008-529

January 1st - December 31st Budget Cycle

	Personnel - FTE	2024 Budget	2025 Budget	2026 Budget
	Total number of Employees	-	-	-
	Revenue			
206	State Grant			
209	Other Grants			
600	Misc Reimb			
602	Misc Collection	54,141	82,436	100,034
603	Transfer in			
	Total Revenue	**54,141**	**82,436**	**100,034**
	Personnel Services			
1001	Salaries (Full-Time)	54,141	82,436	
1003	Seasonal/Temp			
1005	Overtime			
1504	FICA			
1506	Health Insurance			
1508	KPERS			
1510	State Unemployement Tax			
	Total Personnel Services	**54,141**	**82,436**	-
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service			
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing			
2200	Office Equipment Rental			
2330	Transportation Services			
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental			
2520	Lodging			
2530	Airfare			
2540	Meals			
2550	Dues. Memberships, Registrations			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2560	Training			
2570	Subscriptions			
2585	Misc Reimbursement			
2625	Laboratory Fees			
2650	Physician Fees			
2652	Dentist Fees			
2685	Counsel/Testing			
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services			
	Total Contractual Services	-	-	-
	Commodities			
3010	Office Supplies			
3015	Records Preservation			
3020	Books & Pubs			
3030	Computer Supplies			
3040	Clothing			
3045	Protective Gear			
3060	Medical Supplies			
3070	Prescriptions			
3080	Fuel & Lubricants			
3135	Furniture < $100			
3990	Other Supplies & Materials			
	Total Commodities	-	-	-
	Capital Outlay			
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	-	-	-
	Total	54,141	82,436	-

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

RL CO Salary Appropriations (Juv)
Fund 2008-530

January 1st - December 31st Budget Cycle

	Personnel - FTE		2024 Actual	2025 Budget	2026 Budget
	Total number of Employees		**0**	**0**	**0**
	Revenue				
206	State Grant				
209	Other Grants				
600	Misc Reimb				
602	Misc Collection		33183.12	37792	37792
603	Transfer in			67448	81258
	Total Revenue	**$**	**33,183.12**	**105240**	**119050**
	Personnel Services				
1001	Salaries (Full-Time)		33183.12	67448	119050
1003	Seasonal/Temp				
1005	Overtime				
1504	FICA				
1506	Health Insurance				
1508	KPERS				
1510	State Unemployement Tax				
	Total Personnel Services	**$**	**33,183.12**	**67448**	**119050**
	Contractual Services				
2010	Postage/Freight/Shipping				
2020	Phone Services				
2030	Pages & Cellular Phone Service				
2080	Printing/Duplication Services				
2122	Vehicle/Fleet Insurance				
2124	Other Insurance				
2180	Housing				
2200	Office Equipment Rental				
2330	Transportation Services				
2335	Electronic Monitoring				
2400	Repair/Maint. Co. Vehicles				
2420	Repair/Maint. Other Equipment				
2430	Comp Software Maint/Support				
2510	Mileage/Tolls/Parking/Rental				
2520	Lodging				
2530	Airfare				

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2540	Meals			
2550	Dues. Memberships, Registrations			
2560	Training			
2570	Subscriptions			
2585	Misc Reimbursement			
2625	Laboratory Fees			
2650	Physician Fees			
2652	Dentist Fees			
2685	Counsel/Testing			
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services			
	Total Contractual Services	$ -	$ -	$ -
	Commodities			
3010	Office Supplies			
3015	Records Preservation			
3020	Books & Pubs			
3030	Computer Supplies			
3040	Clothing			
3045	Protective Gear			
3060	Medical Supplies			
3070	Prescriptions			
3080	Fuel & Lubricants			
3135	Furniture < $100			
3990	Other Supplies & Materials			
	Total Commodities	$ -	$ -	$ -
	Capital Outlay			
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	$ -	$ -	$ -
	Total	$ 33,183.12	$ 67,447.80	$ 119,050.00

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

Caroline Peine Grant
Fund 2009-531

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	Total number of Employees	-	-	-
	Revenue			
206	State Grant			
209	Other Grants		7,450	7,500
600	Misc Reimb			
602	Misc Collection			
603	Transfer in	2,978		
	Total Revenue	**2,978**	**7,450**	**7,500**
	Personnel Services			
1001	Salaries (Full-Time)			
1003	Seasonal/Temp			
1005	Overtime			
1504	FICA			
1506	Health Insurance			
1508	KPERS			
1510	State Unemployement Tax			
	Total Personnel Services	-	-	-
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service			
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing		3,000	3,500
2200	Office Equipment Rental			
2330	Transportation Services	105	1,750	1,250
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental			
2520	Lodging			
2530	Airfare			
2540	Meals			
2550	Dues. Memberships, Registrations			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2560	Training			
2570	Subscriptions			
2585	Misc Reimbursement			
2625	Laboratory Fees			
2650	Physician Fees		500	700
2652	Dentist Fees	50	1,200	1,250
2685	Counsel/Testing			
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services	2,719		
	Total Contractual Services	2,874	6,450	6,700
	Commodities			
3010	Office Supplies			
3015	Records Preservation	68	500	300
3020	Books & Pubs			
3030	Computer Supplies			
3040	Clothing		500	500
3045	Protective Gear			
3060	Medical Supplies			
3070	Prescriptions			
3080	Fuel & Lubricants	37		
3135	Furniture < $100			
3990	Other Supplies & Materials			
	Total Commodities	105	1,000	800
	Capital Outlay			
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	-	-	-
		2,978	7,450	7,500

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

GMCF Grant
Fund 2010-532

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	Total number of Employees	-	-	-
	Revenue			
206	State Grant			
209	Other Grants		3,750	3,750
600	Misc Reimb			
602	Misc Collection	3,750		
603	Transfer in	4,640		
	Total Revenue	**8,390**	**3,750**	**3,750**
	Personnel Services			
1001	Salaries (Full-Time)			
1003	Seasonal/Temp			
1005	Overtime			
1504	FICA			
1506	Health Insurance			
1508	KPERS			
1510	State Unemployement Tax			
	Total Personnel Services	-	-	-
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service			
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing			
2200	Office Equipment Rental			
2330	Transportation Services			
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental			
2520	Lodging			
2530	Airfare			
2540	Meals			
2550	Dues. Memberships, Registrations			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2560	Training			
2570	Subscriptions			
2585	Misc Reimbursement			
2625	Laboratory Fees			
2650	Physician Fees	4,599	2,000	750
2652	Dentist Fees			
2685	Counsel/Testing	250	1,000	
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services	825		2,250
	Total Contractual Services	5,674	3,000	3,000
	Commodities			
3010	Office Supplies			
3015	Records Preservation			
3020	Books & Pubs			
3030	Computer Supplies			
3040	Clothing			
3045	Protective Gear			
3060	Medical Supplies			
3070	Prescriptions	394	750	750
3080	Fuel & Lubricants			
3135	Furniture < $100			
3990	Other Supplies & Materials			
	Total Commodities	394	750	750
	Capital Outlay			
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	-	-	-
	TOTAL	6,068	3,750	3,750

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

Daniel Keating Foundation
Fund 2011-533

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	Total number of Employees	-	-	-
	Revenue			
206	State Grant			
209	Other Grants			10,945
600	Misc Reimb			
602	Misc Collection	200		
603	Transfer in	4,865		
	Total Revenue	**5,065**	-	**10,945**
	Personnel Services			
1001	Salaries (Full-Time)			
1003	Seasonal/Temp			
1005	Overtime			
1504	FICA			
1506	Health Insurance			
1508	KPERS			
1510	State Unemployement Tax			
	Total Personnel Services	-	-	-
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service			
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing			
2200	Office Equipment Rental			
2330	Transportation Services			
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental			
2520	Lodging			
2530	Airfare			
2540	Meals	39	343	500
2550	Dues. Memberships, Registrations			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2560	Training		75	
2570	Subscriptions	125		
2585	Misc Reimbursement			
2625	Laboratory Fees			
2650	Physician Fees			
2652	Dentist Fees			
2685	Counsel/Testing			
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services		3,667	6,495
	Total Contractual Services	164	4,085	6,995
	Commodities			
3010	Office Supplies	1,016	54	150
3015	Records Preservation		150	
3020	Books & Pubs			
3030	Computer Supplies			
3040	Clothing	119		
3045	Protective Gear			
3050	Intake Usage Expense (meals/clothing	2,556	575	3,800
3060	Medical Supplies			
3070	Prescriptions			
3080	Fuel & Lubricants			
3135	Furniture < $100			
3990	Other Supplies & Materials			
	Total Commodities	3,691	779	3,950
	Capital Outlay			
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	-	-	-
	TOTAL	3,854	4,865	10,945

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

Adult Services Carryover
Fund 2012-534

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	Total number of Employees	-	-	-
	Beginning Cash Balance	-	**6,689**	**6,189**
	Revenue			
206	State Grant			
209	Other Grants			
600	Misc Reimb			
602	Misc Collection	1,310		3,000
603	Transfer in	5,665		
	Total Revenue	**6,975**	-	**3,000**
	Total Resources	6,975	6,689	9,189
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service	17		
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing			
2200	Office Equipment Rental			
2330	Transportation Services			
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental			
2520	Lodging			
2530	Airfare			
2540	Meals	250	500	500
2550	Dues. Memberships, Registrations			
2560	Training			
2570	Subscriptions			
2585	Misc Reimbursement			
2625	Laboratory Fees			
2650	Physician Fees			

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2652	Dentist Fees			
2685	Counsel/Testing			
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services			
	Total Contractual Services	266	500	500
	Commodities			
3010	Office Supplies	19		
3015	Records Preservation			
3020	Books & Pubs			
3030	Computer Supplies			
3040	Clothing			
3045	Protective Gear			
3050	Intake Usage Expense (meals/clothing)			
3060	Medical Supplies			
3070	Prescriptions			
3080	Fuel & Lubricants			
3135	Furniture < $100			
3990	Other Supplies & Materials			
	Total Commodities	19	-	-
	Capital Outlay			
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	-	-	-
	TOTAL	285	500	500

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

Juvenile Services Carryover
Fund 2013-535

	Personnel - FTE	2024 Actual	2025 Budget	2026 Budget
	Total number of Employees	-	-	-
	Beginning Cash Balance	-	**16,724**	**16,224**
	Revenue			
206	State Grant			
209	Other Grants			
600	Misc Reimb			
602	Misc Collection	600		
603	Transfer in	16,869		
	Total Revenue	**17,469**	-	-
	Total Resources	**17,469**	**16,724**	**16,224**
	Contractual Services			
2010	Postage/Freight/Shipping			
2020	Phone Services			
2030	Pages & Cellular Phone Service	17		
2080	Printing/Duplication Services			
2122	Vehicle/Fleet Insurance			
2124	Other Insurance			
2180	Housing			
2200	Office Equipment Rental			
2330	Transportation Services			
2335	Electronic Monitoring			
2400	Repair/Maint. Co. Vehicles			
2420	Repair/Maint. Other Equipment			
2430	Comp Software Maint/Support			
2510	Mileage/Tolls/Parking/Rental			
2520	Lodging			
2530	Airfare			
2540	Meals	218	500	500
2550	Dues. Memberships, Registrations			
2560	Training			
2570	Subscriptions			
2585	Misc Reimbursement			
2625	Laboratory Fees			
2650	Physician Fees	450		

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)

2652	Dentist Fees			
2685	Counsel/Testing			
2700	Bonding Services			
2725	Interpreter/Translator			
2990	Other Contract Services			
	Total Contractual Services	685	500	500
	Commodities			
3010	Office Supplies	59		
3015	Records Preservation			
3020	Books & Pubs			
3030	Computer Supplies			
3040	Clothing			
3045	Protective Gear			
3050	Intake Usage Expense (meals/clothing)			
3060	Medical Supplies			
3070	Prescriptions			
3080	Fuel & Lubricants			
3135	Furniture < $100			
3990	Other Supplies & Materials			
	Total Commodities	59	-	-
	Capital Outlay			
4030	Telecom Equipment			
4050	Tech Hardware			
4060	Computer Software			
4080	Autos & Pickups			
4990	Other Capital Outlay			
	Total Capital Outlay	-	-	-
	TOTAL	744	500	500

Attachment: 2026 Community Corrections updated 1-27-25 (15817 : 2026 Community Corrections Budget)