



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 22, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, CL Backhoe
4. Proclamation - National Public Works Week - May 21-27, 2023
5. Sign a Tax Roll Correction
6. Sign Riley County Personnel Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 18, 2023 9:00 AM

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM

Cory Meyer, IT/GIS Director

10. 2024 IT/GIS BUDGET

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

11. Big Lakes Developmental Center update

9:30 AM

Press Conference

12. National Public Works Week Proclamation - Kathryn Focke and John Ellermann (3-5 minutes)

- 9:40 AM** **Amanda Webb, Planning/Special Projects Director**
13. Comprehensive Plan update - monthly report
- 10:10 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
14. Administrative Work Session
15. Pending County Projects County Counselor
16. Executive session to discuss confidential legal advice regarding potential litigation issues
- 10:30 AM** **Amanda Webb, Planning/Special Projects Director**
17. Environmental Health Specialist transition update
- 10:45 AM** **Anna Burson, Appraiser**
18. Request to Refill Personal Property Appraiser I Position
- 10:55 AM** **Julie Gibbs, Health Department Director**
19. RCHD Request to Apply for Kansas Fights Addiction Funds
- 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.



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: May 22, 2023

SUBJECT: Highway Use Permit, CL Backhoe

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Jordanna Beikman, homeowner, is requesting permission to have CL Backhoe work in the right of way along Kansas Avenue to repair a sanitary sewer service line from the back of house located at 105 S. Iowa Street, Riley, KS to the corner of Kansas Avenue and S. Iowa Street.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting CL Backhoe permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 05.15.23_CL Backhoe_Kansas Ave & S Iowa St (PDF)

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

Project Number: N/A

Requesting Party: Jordanna Beikman, 105 S Iowa St, Riley, KS 66502

Processing Procedure: Date and initial completed steps.

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

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

Signature _____

[Handwritten Signature] *5/18/2023*

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

Comments:

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

Date _____ by _____

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

CC: Petitioner	☐
Operations Manager	☐
Township Trustee: _____	(if on Township Road) ☐
Highway Use Permit filed with Document Management Form attached	☐

Date _____ by _____

Submitted by: Shannon Sterling

Date Submitted: 02/10/2023

Attachment: 05.15.23_CL Backhoe_Kansas Ave & S Iowa St (13438 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Jordanna Beikman Repair Sanitary Sewer Service
 Applicant Name Type of Construction
105 S. Iowa St Riley KS 666502
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: Repair Sanitary Sewer Service front back of House to corner of Kansas Ave and S. Iowa St.

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

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

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

Submitted by: _____

Submitter's signature

5-15-23

Date

Chancey Larson, owner

Printed Name & Title

785-313-5658

Submitter's Telephone Number

CL Backhoe

Contractor Name

chanceylarson@yahoo.com

Submitter's Email Address

785-313-5658

Contractor Telephone Number

ASAP

Proposed Date of Construction

1 day

Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this _____ day of _____, 20____.

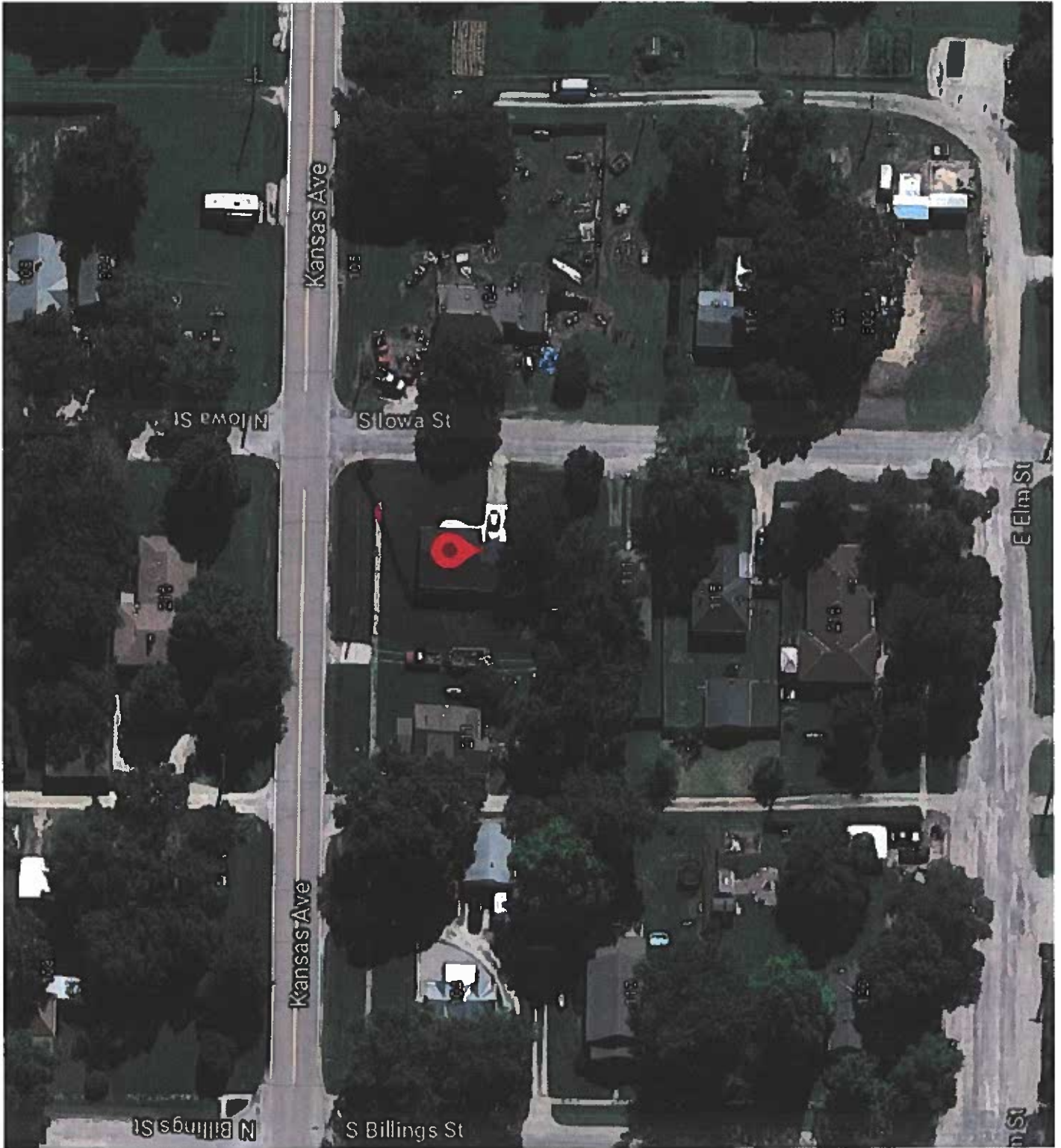
BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS_____
Chairperson

OFFICE USE ONLY:

Application Fee: \$100.00

\$1,000 Deposit _____ Bond _____ Letter _____

Receipt No. 013083 Date: 5-15-23Signature: D.R.



Attachment: 05.15.23_CL Backhoe_Kansas Ave & S Iowa St (13438 : Highway Use Permit)



PUBLIC WORKS
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: May 22, 2023

SUBJECT: Proclamation - National Public Works Week - May 21-27, 2023

PRESENTER: John Ellermann, Director of Public Works

POSSIBLE MOTION(S)

Move to approve the Proclamation for National Public Works Week - May 21-27, 2023.

Enclosures:

- 2023 Proclamation (PDF)



Proclamation

NATIONAL PUBLIC WORKS WEEK May 21 – 27, 2023

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 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association;

NOW, THEREFORE LET IT 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**

CHAIRPERSON

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

MEMBER

Attachment: 2023 Proclamation (13434 : National Public Works Week)



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: May 22, 2023

SUBJECT: Sign a Tax Roll Correction

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image29862 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/05/17

Taxpayer ID ICON0003
Owner ID ICON0003Control # 2023000216Tax Year 2020
Tract # 001192

ICON INVESTMENTS LLC

CAMA # 204-18-2-80-14-002-00-0-01WARD 1 LOTS 380 381
382 383 384

322 HOUSTON ST STE 108

TU 2 Manhattan City
Parcel 60

MANHATTAN, KS 66502-6497

USD 383

Property Address 429 HOUSTON ST 415

APPRAISER SECTION (Value)

2023/05/17 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	420000	933200	1353200

Total	420000	933200	1353200
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Assessed Prior to Correction:

CU	105000	233300	338300
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Total	105000	233300	338300
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SB41

Appraised After Correction:

CL	Land	Imp	Total
CU	420000	905500	1325500

Total	420000	905500	1325500
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Assessed After Correction:

CU	105000	226375	331375
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Total	105000	226375	331375
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SB41

Net Change	27700-
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Net Change	27700-
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Net Change	6925-
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Total	6925-
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SB41

CLERK SECTION (Tax)

2023/05/17 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 155.27200	Gen Tax	52528.52
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SB41 \$		
---------	--	--

SB41 Tax Dollars		52528.52
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Tax After Correction:

Levy 155.27200	Gen Tax	51453.26
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SB41 \$		
---------	--	--

SB41 Tax Dollars		51453.26
------------------	-------	----------

Net Change

Net Change	1075.26-
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Net Change	1075.26-
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TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	6925-
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Applicable Mill Levy	155.27200
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Net Change in Levied Tax Dollars	1075.26-
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Net Change in SB41 Exemption

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Net Change in Total Tax Dollars	1075.26-
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Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 2.00%

Tax Statement # 17537

Comments BOTA Stipulated Value

Docket #2021-418-PR

 Owner ICON0003ICON INVESTMENTS LLCBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image29862 (13435 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: May 22, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-03 PW K Ahlvers EAF (DOCX)
- 2023-03 PW P Piper EAF (DOCX)
- 2023-01 PW W Moore EAF (DOCX)
- 2023-01 PW S Weber EAF (DOCX)
- 2023-02 PW J Wichman EAF (DOCX)
- 2023-05 PW LStarks EAF (DOCX)
- 2023-05 Clerk SMolder EAF (DOCX)
- 2023-05 Clerk MJohnson EAF (DOCX)
- 2023-05 Appraiser JPoe PAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kimberly Ahlvers**Status Change Date:** 3/10/2023**Status Change:** Separated**Date of Hire:** 5/4/2021**Seniority:** 1 year, 9 months**Position:** Records Assistant I-Reg Deeds**Position Type:** Full-Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$18.58**Annualized Pay:** \$38,563.20**Funds Codes:** 1-County General**Supervisor:****Department Head:** Amy Manges

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-03 PW K Ahlvers EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Perry Piper**Status Change Date:** 03/10/2023**Status Change:** Separated**Date of Hire:** 10/09/2017**Seniority:** 5 years, 4 Month(s)**Position:** Environmental Health Specialist**Position Type:** Full-Time**Pay Range:** 16**Pay Type:** Salary**Base Rate:** \$2,864.13**Annualized Pay:** \$74,467.38**Funds Codes:** 1-County General**Supervisor:****Department Head:** Amanda Webb

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-03 PW P Piper EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Will Moore**Status Change Date:** 01/21/2023**Status Change:** Separation**Date of Hire:** 06/28/2010**Seniority:** 10 Years**Position:** EMS/Ambulance Paramedic**Position Type:** Full-Time**Pay Range:** Paramedic**Pay Type:** Hourly**Base Rate:** \$21.41**Annualized Pay:** \$44,532.80**Funds Codes:** 1-County General**Supervisor:****Department Head:** David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-01 PW W Moore EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sydney Weber**Status Change Date:** 01/13/2023**Status Change:** Separation**Date of Hire:** 09/24/2020**Seniority:** 2 Years, 3 Months**Position:** Appraiser II-Comm**Position Type:** Full-Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$25.65**Annualized Pay:** \$53,352**Funds Codes:** 1-County General**Supervisor:****Department Head:** Anna Burson

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-01 PW S Weber EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Joshua Wichman**Status Change Date:** 02/27/2023**Status Change:** Separation**Date of Hire:** 03/11/2019**Seniority:** 3 Years, 11 Months**Position:** EMT**Position Type:** Full-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$18.30**Annualized Pay:** \$38,064**Funds Codes:** 1-County General**Supervisor:****Department Head:** David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-02 PW J Wichman EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Logan Starks**Status Change Date:** 5/23/2023**Status Change:** New Hire**Date of Hire:** 5/23/2023**Seniority:** 0 Month(s)**Position:** Seasonal Laborers**Position Type:** Seasonal**Pay Range:** SSNL**Pay Type:** Hourly**Base Rate:** \$14.00**Annualized Pay:** \$29,120**Funds Codes:** 1-County General**Supervisor:** David Willis**Department Head:** John Ellerman

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-05 PW LStarks EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Scout Molder**Status Change Date:** 5/12/2023**Status Change:** Separated**Date of Hire:** 5/17/2022**Seniority:** 11 month(s)**Position:** Election Asst**Position Type:** part-time**Pay Range:** 19**Pay Type:** Hourly**Base Rate:** \$15.17**Annualized Pay:** \$15,170**Funds Codes:** 1-County General**Supervisor:** Anita Cook**Department Head:** Rich Vargo

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-05 Clerk SMolder EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Marla Johnson**Status Change Date:** 5/04/2023**Status Change:** Separated**Date of Hire:** 10/11/2022**Seniority:** 6 months(s)**Position:** HR Clerical Assistant**Position Type:** Part-Time**Pay Range:** 2**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000**Funds Codes:** 1-County General**Supervisor:** Elizabeth Ward**Department Head:** Rich Vargo

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-05 Clerk MJohnson EAF (13429 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Julianna Poe**Status Change Date:** 5/4/2023**Status Change:** Separated**Date of Hire:** 5/18/2022**Seniority:** 11 Month(s)**Position:** Clerical Assistant**Position Type:** Part-Time**Pay Range:** 22**Pay Type:** Hourly**Base Rate:** \$15.17**Annualized Pay:** \$15,170**Funds Codes:** 1-County General**Supervisor:** Allen Todd**Department Head:** Ann Burson

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-05 Appraiser JPoe PAF (13429 : Personnel Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 25, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Outstanding check resolution

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session
4. Executive session to discuss confidential legal advice regarding potential litigation issues

9:35 AM

Cory Meyer, IT/GIS Director

5. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

6. 2024 Community Corrections Budget Request

10:05 AM

Vivienne Leyva, PIO

7. PIO update

10:20 AM

Craig Cox, Deputy County Counselor

8. Public Hearing for High Plains Ranch Road Paving District

Attachment: 05-25-23 tentative agenda (12840 : Tentative Agenda)

Assessments

10:50 AM

Rich Vargo, County Clerk

9. 2024 Clerk, Election, Tech Fund Budget Requests

11:05 AM

Julie Gibbs, Health Department Director

10. 2024 Health Department Budget Request

Adjournment**Announcements**

Riley County Offices will be closed Monday, May 29th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 29th.

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: 05-25-23 tentative agenda (12840 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 01, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Laurie Harrison, Emergency Management Coordinator

2. Local Emergency Operations Plan Concurrence

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

Adjournment

Attachment: 06-01-23 tentative agenda (12840 : Tentative Agenda)

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: 06-01-23 tentative agenda (12840 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: CORY MEYER

MEETING: May 22, 2023

SUBJECT: 2024 IT/GIS BUDGET

PRESENTER: CORY MEYER

Enclosures:

- 2024 IT GIS (PDF)

Riley County, Kansas
2024 Budget
Information Systems/GIS Department
001-029

PERSONNEL	2022	2023	2024
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Records Assistant II	1.00	0.00	0.00
Information Technician Director	1.00	1.00	1.00
Information Technician	1.00	1.00	0.00
Information Technician Specialist	1.00	2.00	2.00
System Analyst/Administrator	1.00	1.00	1.00
Network Systems Administrator	1.00	1.00	1.00
Assistant Director	1.00	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	10.00	9.00	8.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 469,446	\$ 620,470	\$ 564,998
1001-057 Salaries (Full Time)-HD	74,000	76,687	81,952
1005 Overtime	10	7,081	7,828
1504 FICA	33,662	47,948	43,821
1504-057 FICA-HD	5,183	5,926	6,269
1506 Health Insurance	95,302	136,950	123,100
1506-057 Health Insurance-HD	17,263	16,926	17,611
1508 KPERS Retirement	44,390	62,051	58,772
1508-057 KPERS Retirement-HD	7,002	7,669	8,408
1510 State Unemployment Tax	383	627	573
1510-057 State Unemployment Tax-HD	58	77	82
TOTAL PERSONNEL SERVICES	\$ 746,698	\$ 982,412	\$ 913,415
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 15	\$ 100	100
2030 Cellular Phone Services	3,695	5,280	5280
2030-057 Cellular Phone Services	780	780	780
2040 Internet Access	1,571	1,800	1800
2110 Advertising & Legal Publications	2,602	500	500
2122 Vehicle/Fleet Insurance	446	500	500
2400 Repair/Maintain County Vehicles	0	500	500
2430 Computer Software Maintenance/Support	657,213	460,000	657000
2450 Computer Hardware Maintenance/Support	8,793	70,000	73000
2510 Mileage/Tolls/Parking/Rental	-	700	700
2520 Lodging	-	3,000	3000
2530-975 Airfare-Out of State	-	1,000	1000
2540 Meals	-	1,000	1000
2550 Dues & Memberships	38	400	400
2560 Training & Registrations	200	5,000	5000

Attachment: 2024 IT GIS (13421 : 2024 IT/GIS BUDGET)

2570 Subscriptions	699	650	650
2760 Consultant Fees	-		
2770 Recycling Fees	-	300	300
TOTAL CONTRACTUAL SERVICES	\$ 676,052	\$ 551,510	\$ 751,510

COMMODITIES

3010 Office Supplies	\$ 591	\$ 1,500	1500
3020 Books & Publications	-	250	250
3030 Computer Supplies	2,331	1,500	1500
3030-57 Computer Supplies-HD	-	250	250
3031 Supplies-Media	318		
3032 Supplies-Printers	1,890	1,200	1200
3040 Clothing	-	1,000	1000
3301 Services-Telecommunication	765	2,000	2000
3302 Network Services	70	200	200
3303 Services-Technical Support	652	4,000	4000
3305 Services-Web Development	2,263	10,000	10000
3990 Other Supplies/Materials	159	250	250
TOTAL COMMODITIES	\$ 9,039	\$ 22,150	\$ 22,150

CAPITAL OUTLAY

4010 Office Equipment	\$ -	\$ -	
4030 Telecommunications Equipment	11,379	3,000	5000
4032 Telecommunications-Routers	-	20,000	10000
4033 Telecommunications-Switches	503	5,000	5000
4033-057 Telecommunications-Switches	-	1,500	1500
4034 TicomPtchCbIs History only	-		
4040 Furniture > \$100	6,651	1,000	1000
4050 Technology Hardware	14,060	20,000	20000
4051 Technology Hardware-Notebook	17,628	13,000	15000
4052 Technology Hardware-Desktop	59,199	43,000	45000
4053 Technology Hardware-Servers	8,700		25000
4054 Technology Hardware-Printers	530	5,000	15000
4054-057 Technology Hardware-Printers	-	1,000	2000
4055 Technology Hardware-Imaging	247	500	1000
4056 Technology Hardware-Storage	24,849	80,000	
4057 Technology Hardware-Wireless	14,886	1,500	1500
4058 Technology Hardware-Security	-	1,000	1000
4059 Technology Hardware-VOIP	1,379	-	
4060 Computer Software	3,146	1,000	1000
4060-057 Computer Software	-	500	500
TOTAL CAPITAL OUTLAY	\$ 163,159	\$ 197,000	\$ 149,500

TOTAL OPERATING EXPENDITURES \$ 1,431,790 \$ 1,556,072 \$ 1,687,075

TOTAL EXPENDITURES LESS PERSONNEL \$ 848,250 \$ 770,660 \$ 923,160

TOTAL EXPENDITURES \$ 1,594,948 \$ 1,753,072 \$ 1,836,575

Attachment: 2024 IT GIS (13421 : 2024 IT/GIS BUDGET)



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: May 22, 2023
SUBJECT: Comprehensive Plan update - monthly report
PRESENTER: Amanda Webb, Planning Director

Please see attached staff report and [draft](#) survey version #2.

Enclosures:

- Comp plan staff report 5.22 (PDF)
- Draft survey #2 May 2023 (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: May 22, 2023
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan update – monthly report (May 2023)

A comprehensive plan provides a guide for growth and development of a place, based on the community's vision for the future. It is used to steer the day-to-day decisions of elected officials and local government staff. Comprehensive plans include goals, policies, and objectives that influence local planning efforts. The codes and regulations are how these goals, policies, and objectives are carried out.

A lot has changed in our community since the current comprehensive plan, Vision 2025, was adopted in October 2009 and it is important we review and incorporate those changes into a new plan. Plans should generally be updated every five to ten years. A community's population changes over time, which may have an impact on the vision for the future, long-range goals and objectives, and philosophies toward county policies. It is an opportunity to review existing goals, policies, and objectives, and make modifications as needed or wanted. It also gives us a chance to review our land use inventory and the current designated growth areas as well as evaluate current and future population needs.

These plans look out into the future over a set amount of time. The Board of County Commissioners selected a 15-year planning horizon through 2040.

Comprehensive Plan Committee ("TAC"):

As of the date of this report, representatives from the following agencies and organizations are participating, equating to 21 members:

Ashland Township	Fort Riley
Manhattan Township	Manhattan Technical College
Aggieville Business Association	Flint Hills Wellness Coalition
Flint Hills Builders Association	Manhattan Chamber of Commerce
Olsson Engineering	Downtown Manhattan Inc
Ata Bus	Westloop Business Association
City of Manhattan	Kansas Farm Bureau
Riley County Conservation District	McGown Gordon
Manhattan Realtor's Association	Private business
Flint Hills MPO	

I will continue to reach out to other groups for their participation. It would be ideal to have at least one, if not more, participants from the small cities, and a representative from a township in North County. It is a benefit to have as many members as possible on board to ensure a wide range of perspectives and areas of experience/expertise.

Consultant assistance:

We issued an RFQ to several local and regional land use planning firms in April with a deadline of May 5 and, unfortunately, received no submittals. I did receive responses from a couple of the firms indicating they didn't have the time/staff necessary to properly devote to the project.

The summary of consultant responsibilities included within the RFQ are as follows:

- Public outreach/participation/coordination – compile public input and facilitate stakeholder and public engagement.
- Demographics/socioeconomics – update demographic and socioeconomic data.
- Current and future land use maps – Create current land use map, evaluate existing and potential designated growth areas, and create a future land use map.
- Evaluate county facilities/space needs for all county buildings downtown.

I am considering other options to garner assistance with at least some of the items listed above, particularly facilitating public participation. Commissioner Ford has provided a few names, and there are others I can contact to inquire about public outreach assistance. While assistance with all the duties included in the RFQ would be ideal, the higher priority is coordinating the TAC and public outreach/engagement. County staff will still be heavily involved in this process, but it would be better for a third party to facilitate, if possible.

Public input survey:

Vivienne and I continue to work on the public outreach survey. We have improved the wording and clarity of some of the questions, combined others, and added a couple. The length is still fairly the same, which while it may be a bit of a concern, we feel it is important for this initial survey to be as comprehensive as possible. See attached draft #2. If this is acceptable to the BOCC, I would like to have this out and available to the public by the end of May. We will provide six weeks for completion. Here are the various ways we will promote the survey:

- Email signatures with a QR code
- Signage and QR code in the lobby and other customer service areas
- News release
- Social media
- Send to county subscription groups
- Random sample of addresses to mail a postcard with QR code.

We will set up the survey electronically, which is generally easier for people to fill out/submit (for example, they can take the survey on their cell phone while waiting for their number to be called in the Treasurer's office), and easier for us to compile results. However, recognizing that not everyone has internet access or wants to use it, we will also have hard copies available should there be a request.

Tentative Schedule:

The original plan was to get the committee together for an initial meeting at the end of May or early June. This will need to be pushed back for a few reasons:

- The target timeframe for survey issuance is the end of May. I would like to have at least some public input already compiled before the committee gets to work.
- I had intended on consultant assistance to begin the first week of June. As we did not receive submittals, I need time to determine other options and to get something in place, preferably before the committee meets for the first time.
- The city is working on their downtown plan update and will continue their stakeholder engagement over the next couple months. At least a couple of their members are also potential members on this committee, so I would prefer not to overload anyone, if possible.

Next steps:

- Finalize Comprehensive Plan Committee
- Finalize and issue public input survey
- Create email listserve
- update webpage (on-going)

**COMPREHENSIVE PLAN UPDATE SURVEY
DRAFT #2 – May 2023**

DRAFT: NOT FOR DISTRIBUTION

1. Which best describes you (check all that apply):	
☐	I live in Manhattan city limits
☐	I live in Leonardville, Riley, Randolph, Ogden city limits (please circle one)
☐	I live outside of all city limits but within Riley County
☐	I live outside Riley County
☐	I live outside Kansas
☐	I work in Riley County
☐	I own property in Riley County
☐	I own a business in Riley County
☐	I utilize the parks in Riley County

2. How long have you lived/worked within Riley County?	
☐	1 year or less
☐	2-5 years
☐	6-10 years
☐	11-15 years
☐	16-19 years
☐	More than 20 years

3. Which Township do you live in?			
☐	Ashland	☐	Manhattan
☐	Bala	☐	Mayday
☐	Center	☐	Ogden
☐	Fancy Creek	☐	Sherman
☐	Grant	☐	Swede Creek
☐	Jackson	☐	Wildcat
☐	Madison	☐	Zeandale

4. What is your age?	
☐	18 and under
☐	18-24
☐	25-34
☐	35-44
☐	45-54
☐	55-64
☐	65-74
☐	75+

5. What is your total household income?

	\$0 - \$30,000
	\$31,000 - \$60,000
	\$61,000 - \$90,000
	\$91,000 - \$120,000
	\$121,000 +
	Prefer not to answer

6. Why do you choose to live in Riley County?

7. What do you think are the best qualities of Riley County? Rank 1-5

Parks
Roads
Rural Nature
Community/Neighbors
Safety
Other

8. What do you feel are Riley County's most significant challenges?

9. What changes do you believe would improve Riley County?

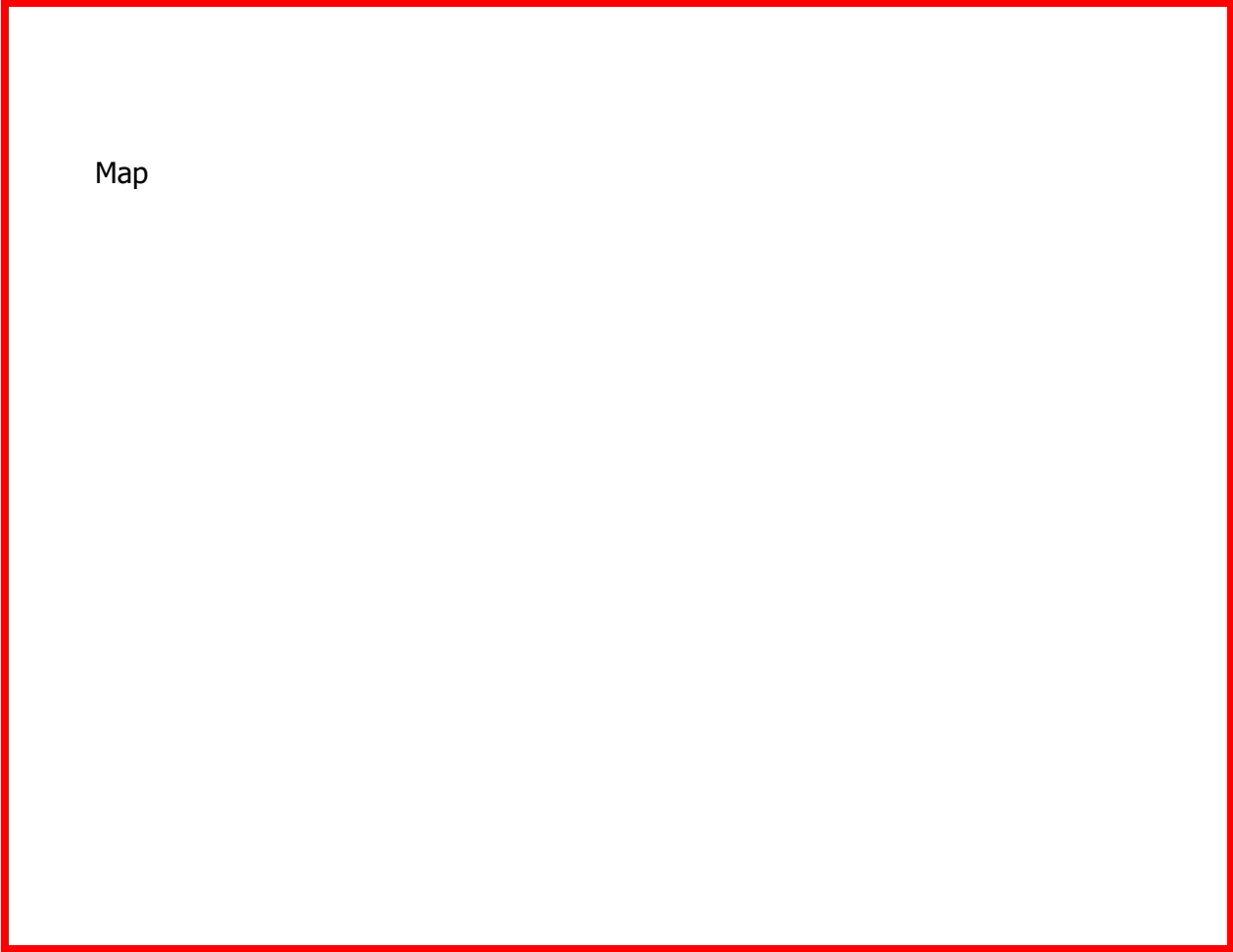
10. Are there types of businesses you'd like to see in the county? Rank 1-7

	Retail
	Services
	Industrial/manufacturing
	Food/restaurants
	Agricultural/Farms/Ranches
	Technology/Biosciences/medical
	Locally owned shops and businesses
Other/please describe:	

11. Where do you think growth and development should occur? Select one.

Insert map with sections colored/numbered.

Map



12. What housing types do you believe Riley County needs?

Housing type	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
Single family					
Duplex/triplex					
Multi-family					
Townhomes					
Short Term Rentals					
Accessory Dwelling Units					
Tiny Homes					
Affordable housing					
Other/please describe:					

13. Which Riley County parks do you visit?

	Keats Park
	Fairmont Park
	Rocky Ford Recreation Area
	Wildcat Park
	CiCo Park
If you do not use the parks, why not?	

14. Internet at your place of residence is (check all that apply):

Reliable
Affordable
Unavailable

15. Do you have other comments you'd like to share?

If you'd like to be included on Riley County's Comprehensive Plan Update email listserv, please provide your email address:

Thank you!



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: May 22, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 05.22.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ December, 2022 and through May 18, 2023 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. *All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). Bold type entries are the most recent.*

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant’s attorney’s office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22;12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of “RAISE” federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-

Attachment: FINAL Commission List 05.22.2023 (13442 : Clancy's Commission List)

provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities' sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23;4-10-23; 4-11-23;4-12-23) Attend and participate in BOCC public meetings (4-13-23;4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed "Interlocal Services Agreement" (Small Cities Sales Tax Reimbursement Agreement).(4-26-23) Attend and participate in previously described "Teams" meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming 'field trip' by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a "fence view." Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a "fence view." I'll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) **Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23**

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

“Dark Store”:

District Court: Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23)

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22)

Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23; 2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary. (2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237 (no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23; 3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23; 3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23; 3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually. (3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23) Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 ('competition' and a host of other legislative issues. (4-27-23)

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

Legislation: Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser’s Office: Assist with legal issue. (12-1-22) (Discuss with County Appraiser

separate legal issue. (12-2-22) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. (3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) **Analyze IRB issue and advise Department Head. (5-5-23)**

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23; 2-28-23; 3-1-23; 3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) **Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23)**

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with

Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) ***Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)***

Riley County Extension:

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Riley County GIS:

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-

23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) ***Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23)***

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) ***Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23)***

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract

for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23)

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23)

Riley County Public Works: Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze

contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) ***Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23)***

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff (3-6-23)

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works

staff accomplished. (4-11-23) Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23)

Continuing Legal Education:

County Counselor Association of Kansas: Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) Confirm with Jay Hall presenter's availability to present during June 16th "virtual" mid-year association CLE. (4-28-23)

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23)

Intergovernmental Luncheon: Attend meeting. (2-27-23)

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Day Planning Committee: Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23; 3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23)

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



PLANNING & DEVELOPMENT *Update*

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: May 22, 2023

SUBJECT: Environmental Health Specialist transition update

PRESENTER: Amanda Webb, Planning Director

The Environmental Health Specialist position has been vacant since March 10, 2023. Thought we've talked about pieces at various meetings, I wanted to provide a consolidated update of what has happened to date and what we're doing to keep things moving as normally and efficiently as possible.

Permit applications are still required, reviewed, and issued. Inspections depend on a few factors - for minor repairs, contractors can provide photographic documentation that the repair has been made (this has always been an option); Public Works Technicians are helping with alternative system inspections; P&D staff can inspect lagoons and standard systems.

We continue to issue building permits without plumbing. As was always the procedure, we ensure the septic tank has been pumped within the last five years. If it has not been, we require that before we issue the building permit.

We still pull and provide records, verify and log pumping reports (following up on any needed repairs), track private well drilling logs, and can inspect/verify new private well installations.

We are not able to provide water testing services.

We have a contract in place for temporary soil evaluation services with Dr. DeAnn Presley. For April and part of May, she took her soils lab students on site visits. They were excited and grateful for real world experience. Since classes have ended, she is assisting with evaluations on her own. She can assist for the foreseeable future, based on her schedule and availability. We can't offer the service every day, nor do we necessarily have set days and times that we can

perform soil evaluations each week. We are scheduling them on a week-by-week basis depending on Dr. Presley's schedule as well as applications received.

We are not able to get a contract in place with Mr. Randy Barten. I greatly appreciate him reaching out and offering his services and for Clancy's help putting a contract together. We couldn't settle an insurance issue.

The contractors/installers have been understanding and working with us to go forward with projects and scheduling site visits as currently required.

I have been going on soil profile site visits with Dr. Presley to learn about soils and view the process. I won't always be able to attend with her, but I will go when I can. BOCC approved an out of state travel request for me to attend a soils workshop in Colorado in early June. This workshop will further assist me in learning soils, limiting layers, and selecting the correct coordinating wastewater system, among other things. There is a field component as well.

The Environmental Health Specialist (EHS) position has been advertised since late February. We have conducted several interviews over the last few weeks. The BOCC approved the creation of an Environmental Health Technician (EHT) position to take the place of the EHS position should that become necessary. The EHT position is posted on the county job portal as well, having been posted recently. The idea is that the technician would move into the specialist position once they've gained sufficient on the job experience. We have qualified candidates for the EHT position and are following up on those.

Enclosures:



COUNTY APPRAISER'S OFFICE
Personnel

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Anna Burson

MEETING: May 22, 2023

SUBJECT: Request to Refill Personal Property Appraiser I Position

PRESENTER: Anna Burson

BACKGROUND

The Personal Property Appraiser I position became available May 15th. This position is crucial to the work of our personal property department and to the customer service functions of the Appraiser's Office.

DISCUSSION

This position is a crucial position within the personal property department. I'm requesting permission to post and refill the position as soon as possible.

FISCAL IMPACT

This position has been in place and is in the Appraiser's Office budget. No additional funds would be necessary.

RECOMMENDATION(S)

My recommendation is to refill the position at the earliest opportunity.

POSSIBLE MOTION(S)

Move to approve posting and refilling the Personal Property Appraiser I position as soon as possible.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Appraiser I Personal Property position description (DOC)
- Appraiser I Personal Property PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I- PERSONAL PROPERTY	
Department:	Appraiser	Division: Personal
Reports to:	Appraiser III-Personal Property	
Pay Grade:	5	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The purpose of the Personal Property Appraiser I is to assist the Personal Property division in listing and valuing personal property located in Riley County following guidelines set forth by the property valuation division and the Riley County Appraisers office.

ESSENTIAL FUNCTIONS:

- Assists in discovering, inventorying, listing, and valuating personal property in Riley County
- Ensures accurate and complete records of personal property are kept on the personal property tax roll.
- Answers inquiries from the public and directs property owners to the appropriate appraiser for additional information when necessary.
- Provides information to customers by phone, email, or in person.
- Processes departmental mail.
- Assists in performing desk and field audits of personal property files.

SECONDARY FUNCTIONS:

- Assists appraisers as directed.
- Assists with data reconciliation, investigating discrepancies, and reports for certification purposes
- Collects field data personal property.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

Within 2 years of hire must successfully complete: Intro to Personal Property, Personal Property/ Motor vehicle MSRP class code basics workshop, ORION Introduction and Overview of Basic Functionality, USPAP

Additional Course Work: Kansas Property Tax Law, Orion Residential/ AG Improvement Data Collection Oil & Gas Introduction

License(s)/Certification(s): Valid driver's license.

Experience: 1 to 3 years' office or clerical experience. Experience working with the public required.

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

Skills: Ability to work with modern office practices, data entry procedures and equipment. Ability to communicate using business English, spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned tasks readily and to adhere to prescribed routines. Ability to communicate clearly and concisely, both written and oral.

Supervisory Control: Work is reviewed by a supervisor who observes operations and provides advice

Updated March 2023

Attachment: Appraiser I Personal Property position description (13439 : Request to refill Personal Property Appraiser I Position)

and assistance on problems.

Supervisory Responsibility: None

Guidelines: The employee uses guidelines given by the supervisor both verbally and in writing, such as agency policies, regulations, precedents, and directions for application to assigned cases or problems. Deviation and judgement are permitted in the application of the guidelines.

Complexity: Accuracy is essential, and deadlines must be met. Is given direction regarding what needs to be done based on standard processes.

Scope & Effect of Work: The work involves basic appraisal duties conformance with established criteria.

Personal Contacts: The personal contacts are with the general public and internal appraisal staff.

Purpose of Contacts: The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; the facts or information may range from easily understood to highly technical. Reconciliation of personal property filings with data obtained through desk and field audits. Benchmark surveys of personal property types. Field surveys of income approach real estate. Informal hearings with taxpayers for personal property values.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; reach with hands and arms; climb or balance; stoop, kneel; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception. The employee must regularly lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions; both in office work environment and outside weather conditions during field work. The noise level in the work environment is usually normal.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Anna Burson on 05/18/2023 at 01:25 PM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Appraiser I Personal Property [Appraiser I PP]	Work Location Office Building
Job ID 1727500	Salary \$19.03- \$20.79	Supervisor Position No
Pay Grade RANGE 5 [RANGE 5]	EEO Class Administrative Support Workers [5]	Workers Compensation 9410 [9410]
Cost Center 1 County General [1]	Cost Center 2 Appraiser [22]	Cost Center 3 --
1 Job Slot APPRAIS-1		

Supervisor: Allen Todd

Department Head: Anna Burson

☐ No changes to Position or Budget

☐ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: 43,243.20 Budget for Benefits: 16,864.85 Total proposed annual budget: \$60,108.05

Additional Position Comments: _____

BoCC Chairwoman _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: Appraiser I Personal Property PAF (13439 : Request to refill Personal Property Appraiser I



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: May 22, 2023

SUBJECT: RCHD Request to Apply for Kansas Fights Addiction Funds

PRESENTER: Julie Gibbs

BACKGROUND

The purpose of this grant is to provide prevention strategies that increase overall health, resiliency and wellness among all ages and to enhance the health systems and public safety to protect the health and well being of all individuals in the community. The overarching goal of the Kansas Fights Addiction funds is to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction in Kansas.

DISCUSSION

Our goals include increasing awareness and expanding prevention education beyond the schools in our region. We will work to enhance the proper disposal of medications, engage more youth to lead programs in the schools, and work toward community-level strategic planning with a newly established task force. We will also work to facilitate continuity of care by increasing service integration between health care disciplines, effective care coordination, and referrals management.

FISCAL IMPACT

I am requesting funding to hire community health navigators to expand on some of the work already done with our current OD2A grant. This work will include, but will not be limited to prevention education in the community, coordinating the task force, educating and training public safety and healthcare workers on new guidance and screening processes, and assisting patients with linkage to care. I am requesting the full \$200,000 for this 12 month grant, which will begin in October 2023. This grant application is due June 23, 2023.

RECOMMENDATION(S)

I recommend the BOH approve RCHD's request to apply for the Kansas Fights Addiction funds through Sunflower Foundation.

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:

- RELEASE-5.8-KFA-Prevention-RFP-FINAL (4) (PDF)



**Kansas Fights Addiction Grant Review
Board and Sunflower Foundation on
behalf of the Kansas Office of the Attorney
General**

REQUEST FOR GRANT PROPOSALS

FOR

Substance Use Disorder (SUD) Abatement Programs

within the priority areas of: Prevention, Providers and Health Systems, and Public Safety
and First Responders

Attachment: RELEASE-5.8-KFA-Prevention-RFP-FINAL (4) (13440 : RCHD Request to Apply for Grant)

Request for Proposals (RFP)

Kansas Fights Addiction 2023 – Prevention Grant

Key Dates

RFP Release: Monday, May 8, 2023

(Online Application Opens May 18, 2023)

Informational Webinar: Thursday, May 18, 2023, 12:00pm to 1:00pm CDT

Wednesday, May 24, 2023, 10:00am to 11:00am CDT

Confirmation of Intent Deadline: 5:00 pm CDT on Wednesday, May 31st, 2023

Application Deadline: 5:00 pm CDT on Friday, June 23rd, 2023

Funding Announcements: Anticipated to be on or before Monday, October 2, 2023

To ensure a timely and appropriate response to all inquiries, please send questions in writing to kmachado@sunflowerfoundation.org.

Grant Title:	Kansas Fights Addiction 2023 Prevention Grant
Description:	The Kansas Fights Addiction Grant Review Board, Kansas Office of the Attorney General (OAG), and Sunflower Foundation are accepting applications for 2023 Kansas Fights Addiction grant program. The purpose of this program is to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction. The Kansas Fights Addiction (KFA) grant program is funded by the Kansas opioid settlements obtained by the OAG. Sunflower Foundation serves as the grant administrator for the KFA grant review board. To learn more about KFA visit https://ag.ks.gov/about-the-office/affiliated-orgs/kansas-fights-addiction-act-grant-review-board .
Eligibility:	Eligibility is limited to state entities, municipalities, and non-for-profit private entities that provide services in Kansas for the purpose of preventing, reducing, treating, or otherwise abating or remediating substance abuse or addiction and has released or will release its legal claims arising from covered conduct against each defendant that is required by the opioid litigation.
Total Available Funding:	\$2,000,000.00
Award Ceiling	\$200,000.00
Length of Project:	12 months
Match Required?:	No
Authorizing Statute	KFA grants are authorized under the Kansas House Bill 2079, Kansas Fights Addiction Act, codified as KSA 75-775 to -781.

Attachment: RELEASE-5.8-KFA-Prevention-RFP-FINAL (4) (13440 : RCHD Request to Apply for Grant)

PURPOSE AND OVERVIEW

The Office of the Attorney General negotiated opioid settlement payments for Kansas and its counties and municipalities. These direct payments to Kansas consist of both one-time payments and recurring payments for up to 18 years.

The Kansas Fights Addiction Grant Review Board, Kansas Office of the Attorney General (OAG), and Sunflower Foundation are accepting applications for 2023 Kansas Fights Addiction grant program. The purpose of this program is to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction. The Kansas Fights Addiction (KFA) grant program is funded by the Kansas opioid settlements obtained by the OAG. Sunflower Foundation serves as the grant administrator for the KFA grant review board. To learn more about KFA visit <https://ag.ks.gov/about-the-office/affiliated-orgs/kansas-fights-addiction-act-grant-review-board>.

Strategies included within this RFP were developed by the Kansas Prescription Drug and Opioid Advisory Committee's (KPDOAC) needs assessment and state strategic planning. This strategic planning included diverse input and data collection. State plan included input from:

- Over 55 different state and local organizations in Kansas who participated in state plan development;
- A public comment survey that received 825 responses from 85 Kansas counties;
- A partner survey with 265 responses from 77 Kansas counties;
- 20 key informant interviews;
- Over 27 hours of subject matter expert sub-committee meetings dived by area of expertise; and
- Kansas epidemiologists, data experts, and evaluators in SUD field.

The priority areas of focus for this RFP are Prevention, Providers and Health Systems, and Public Safety and First Responders. These priority areas include the following prioritized strategies in which are eligible strategies within this RFP.

Prevention

1. Universal primary prevention strategies that increase protective factors and address overall health, resiliency, and wellness among all ages (children, youth, young adults, adults including parents, caregivers, etc.).
2. Expand public awareness of drug overdose epidemic and state/local resources.
3. Expand implementation of school-based programming and other prevention programming targeted to children, youth, and young adults.
4. Expand state and local polysubstance use prevention initiatives.
5. Expand medication disposal interventions.
6. Community-level strategic planning.
7. Youth-led prevention activities.

8. Enhance partnerships between SUD/behavioral health providers and prevention providers (coalitions, schools, etc.).

Providers and Health Systems

1. Facilitate patient's continuity of care by increasing service integration between health care disciplines, effective care coordination, and referrals management.
2. Expand telehealth services for SUD treatment services, including MAT/MOUD.
3. Expand implementation of CDC opioid prescribing guidelines within Kansas health systems.
4. Expand provider and preprofessional education opportunities (e.g., trainings on SUD prevention/treatment, screening processes, controlled substances prescribing, medication disposal programs, wraparound services, clinical support tools).
5. Implement clinical quality improvement initiatives directed toward more effective pain management, standard of care for controlled substances prescribing and dispensing, and/or risk reduction.
6. Training and provision of trauma-informed care.
7. Screen for fentanyl in routine clinical toxicology testing.
8. Expand implementation of best practices for treating people who can become pregnant, including safe and effective pain management, pregnancy testing, preconception counseling, and contraception access (including long-acting reversible contraception).
9. Expand utilization of the prescription drug monitoring program, K-TRACS.
10. Increase the number of providers treating MAT/MOUD patients; increase access to MOUD treatment.
11. Identify and disseminate best practices for prescribing psychotropic medication (e.g., anxiolytics, psychostimulants).
12. Neonatal abstinence syndrome/neonatal opioid withdrawal syndrome education and resources.

Public Safety and First Responders

1. Expand law enforcement and first responder access to naloxone and associated resources, including education and policy resources.
2. Enhance efforts to reduce the illicit drug supply/interdiction.
3. Enhance public safety collaboration with community-based organizations.
4. Expand mental/behavioral health and drug courts.
5. Expand diversion programs as an alternative to incarceration for nonviolent drug offenders.
6. Expand implementation of Crisis Intervention Teams (CIT).
7. Increase capacity of law enforcement and first responders to effectively respond to individuals with SUD.
8. Implement standardized SUD screening, treatment, and care coordination and continuity services into the criminal justice system.
9. Expand first responder/public safety onboarding and data entry using the Overdose Detection Mapping Application Program (ODMAP).

Populations To Be Served

Populations served may include, but are not limited to, individuals with, or at risk of developing, opioid use disorders (OUDs) and any co-occurring substance use disorder or mental health (SUD/MH) issues; individuals involved in the criminal justice system and in need of medications or other services for substance use disorders; and/or children impacted by substance use.

DEADLINE AND SUBMISSION PROCESS

1. Confirmation of Intent (COI) to Apply Deadline

A Confirmation of Intent is requested by 5:00pm CDT on Wednesday May 31, 2023, via survey at <https://www.surveymonkey.com/r/KFQPBMB>. Sunflower Foundation is requesting that prospective applicants submit a brief survey notifying Sunflower Foundation of the organization's intent to apply for this funding opportunity. COI shall indicate the name of the organization intending to apply and the priority area(s) and strategy/strategies the organization is considering for their application. COI is not required but is strongly encouraged to assist in structuring an efficient review process.

COI Survey Questions Include:

- Name of Organization
- Type of Organization
- Priority areas of interest
- Primary contact
- Additional comments (optional)

2. Proposal Deadline

Proposals must be submitted online by 5:00pm CDT on Friday, June 23, 2023.

3. Submission Process

To be considered for Kansas Fights Addiction funds, please complete the application electronically. This application is not a commitment for funds, nor does it obligate the Kansas Fights Addiction Grant Review Board to grant or lend any form of financial assistance. The online application will open on **May 18, 2023**, at https://ksfightsaddiction.fluxx.io/user_sessions/new.

All applicants are encouraged to participate in one of two informational webinars. The webinars will offer identical content.

The first webinar is scheduled for **Thursday, May 18, 2023, 12:00 pm to 1:00 pm CDT**. Please [click here](#) to register for the May 18 webinar. The second webinar is scheduled for **Wednesday, May 24, 2023, 10:00 am to 11:00 am CDT**. Please [click here](#) to register for the May 24 webinar.

After registering, you will receive a confirmation email containing information about joining the webinar. **A recording of the informational webinar will be available** on the [Sunflower Foundation website](#).

While not a requirement, **participation is encouraged** as an opportunity to hear foundation staff discuss the RFP and address questions from potential applicants. However, if you are unable to join in the briefing, the foundation always welcomes your direct contact with any questions you may have about the criteria, guidelines, or application process for this RFP. Please note that this is a competitive grant process and staff's ability to provide direct guidance is limited. **Please send all inquiries in writing** to kmachado@sunflowerfoundation.org.

Applicants are encouraged to read through the entire application before beginning the proposal submission process. All proposals must be submitted online. For questions regarding online submission please contact kmark@sunflowerfoundation.org.

4. Funding Announcements

For applications received by the Friday, June 23, 2023, deadline, funding announcements are tentatively expected by **Monday October 2, 2023**.

Grants may begin once the Letter of Agreement (LOA), the grant contract, has been executed between the foundation and the awarded organization. Initiation and execution of LOA to follow funding announcements.

BACKGROUND

Opioid Epidemic Nationally and In Kansas

The opioid epidemic has taken an enormous toll on our country. The United States has lost over a million lives to drug overdose since 1999. It is estimated that in 2021, over 107,000 people died of a drug overdose in the US, and opioids were involved in 75% of these deaths. In Kansas we saw the highest number of drug overdose deaths 2019 (393), then 2020 was 21.4% higher than that at 477, and 2021 was 42.1+ higher than 2020 at 678 drug overdose deaths. It is anticipated that another heartbreaking record will be set for even higher number of overdose deaths in our state in 2022.

Nationwide Opioid Settlements

Several nationwide settlements have been reached with companies to resolve their liabilities in thousands of lawsuits across the country associated with their role in fueling the opioid epidemic. Participating states, cities and counties were required to surrender any individual suits they were pursuing to join the nationwide settlements. Our state and 205 units of local government signed on to the nationwide settlements and have received initial payments. To date several major opioid manufacturers, distributors, and retailers have offered to settle nationwide such as McKinsey and

Associates, Mallinckrodt PLC, Janssen/Johnson & Johnson, McKesson, Amerisource-Bergen, Cardinal Health, Purdue Pharma, CVS, Walgreens, and Walmart.

Kansas Opioid Settlements

The Kansas opioid settlements are split into two funds, 75% to the Kansas Fights Addiction Fund (KFAF) and 25% to the Municipalities Fight Addiction Fund (MFAF). \$200,000 is dedicated to the Kansas prescription drug monitoring program, K-TRACS, annually. The Kansas Fights Addiction Act directs all recovery to opioid and SUD abatement. As of January 2023, the Kansas Office of the Attorney General has recovered more than \$340 million in settlements related to unlawful opioid manufacturing, marketing and distribution. Payments will be made to Kansas for up to 18 years, a majority of which to be frontloaded.

While we cannot change the past, we can now leverage opioid settlement funds to sustain and strengthen our ongoing response and make transformative change. This grant opportunity is just the first of many to come in the future years to help our state combat and find new and innovative approaches to addressing the opioid epidemic. It is our hope that with this new funding stream over the next 18 years we will be able to see transformative change to improve and save the lives of Kansans impacted by substance use.

PROGRAM DETAILS

Summary

The goal of this funding is to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction in Kansas.

Eligible Organizations

Eligibility, defined by statute, is limited to state entities, municipalities, and non-for-profit private entities that provide services in Kansas for the purpose of preventing, reducing, treating, or otherwise abating or remediating substance abuse or addiction and has released or will release its legal claims arising from covered conduct against each defendant that is required by the opioid litigation.

Examples of eligible organizations include but are not limited to the following: units of state and local governments, SUD treatment organizations, prevention organizations, community coalitions, behavioral health organizations, mental health centers, federally qualified health centers, healthcare organizations, law enforcement agencies, first responder, public safety, criminal justice organizations, recovery support organizations, supportive and transitional recovery housing programs, organizations within the recovery ecosystem, community-based organizations, youth-serving organizations, schools, universities, community colleges, GED programs, libraries, food assistance programs, employment assistance programs, legal aid programs, housing authorities, health departments, hospitals,

pharmacies, veterans organizations, social service organizations, foundations, faith-based organizations, home visiting programs, early childhood service organizations, crisis centers, rural health clinics, etc.

Organizations must meet the following criteria:

- A tax-exempt status under Section 501(c)(3) or other relevant sections of the Internal Revenue Service Code; or
- An instrumentality of state or local government, provided KFA funding will not supplant existing work; and
- Embrace diversity and inclusion across multiple dimensions, including race, ethnicity, gender, sexual orientation, disability, age, geography, and socioeconomic status. This includes delivering Culturally and Linguistically Appropriate Services (CLAS), which are respectful of and responsive to the health beliefs, practices and needs of diverse patients.

Opioid abatement projects proposed in grant applications must meet one (1) or more of the following qualifying project criteria pursuant to Kansas House Bill 2079, Kansas Fights Addiction Act, codified as KSA 75-775 to -781.

KFA grants can only support services provided in Kansas or for Kansans. If an organization is based in or provides services in another state, prorated support of the proposed work will be considered only if documentation is provided to verify the percentage of services provided in Kansas or for Kansans.

Applicants demonstrating the following will be given priority in the selection process:

- Qualified applicants that are not otherwise seeking or receiving funds from opioid litigation.
- Applications to expand availability of certified drug abuse treatment programs authorized by KSA 2020 Supp. 21-6824.
- Applications proposing **science and data-driven approaches** to the work.
- Applications proposing **new and innovative approaches** to the work.
- Applications providing services in one or more of the 21 counties identified within the 5th quintile of highest vulnerability risk in [KDHE's Opioid Vulnerability Assessment](#).
- Applications that also include strategies to address the following
 - Decrease stigma
 - Utilizes and/or enhances data and surveillance
 - Addresses policy issues
 - Enhances workforce development, recruitment, and retention within the behavioral health field

Grant Awards

Grant awards will not exceed a maximum amount of \$200,000. Awards will be based, in part, on the proposed work, the applicant's capacity, and the ability of the applicant to address needs and propose new and innovative approaches to strategy implementation. This will be a competitive grant program, which means not all qualifying and meritorious proposals will be funded. If awarded, all grant

payments from Sunflower Foundation, on behalf of the KFA board, to the grantee organization will be made via electronic payments.

Use of Grant Funds

Opioid abatement projects proposed in grant applications must meet one (1) or more of the following qualifying project criteria pursuant to Kansas House Bill 2079, Kansas Fights Addiction Act, codified as KSA 75-775 to -781.

Applicants are required to submit a project budget and associated narrative which describes how the grant funds will be used for opioid and/or any co-occurring substance use disorder abatement strategies to prevent, reduce, treat, or mitigate the effects of substance abuse and addiction in Kansas.

Grant Term

Grants are expected to be accomplished within one year from the date of the grant award, some exceptions may apply. If you have questions about the term, please send an email to kmachado@sunflowerfoundation.org to discuss before applying.

Reporting Requirements

All grantees will be required to submit at least one program/work report and at least one financial report. All reporting requirements and deadlines will be clearly stated in the Letter of Agreement between the grantee and the foundation. The grantee will be asked to download and file reports electronically via Sunflower's online grants management system.

Final reports are due within 30 days of the end of the grant period. Reports may include but are not limited to:

- Detailed account of funding spent on approved uses
- Services provided
- Number of individuals served
- Aggregated and de-identified demographic information for individuals served.
- Summary of impact(s), successes or challenges of the project funded with opioid settlement funds this project period.

Funding Exclusions

- Supplantation of existing funding
- Non-abatement strategies
- Opioid litigation expenses
- Campaign contributions

ONLINE APPLICATION SUBMISSION

Getting Started

The application will guide applicants through the process of opening an account. **All** applicants must have a current online account in order to complete the application, applicants may complete the registration to create an account in advance of the application opening. **All** applications must be completed and submitted using the online application. A guide to the online application system can be found here [KFA Application Technical Assistance Guide](#). The online application will open on **May 18, 2023**, at https://ksfightsaddiction.fluxx.io/user_sessions/new.

Components of the Online Application

A. Online Fields *(applicants may copy and paste into the online application)*

- Applicant Information
- Project Information
- Description and Narrative
 - Organization Capacity and Project Overview
 - Goals
 - Need
 - Resources
 - Sustainability
 - Evaluation
 - Budget

B. Attachments - Additional Forms & Supporting Documents

(uploaded by applicant as part of the final submission process)

Documents

- Budget Form and Budget Narrative

Organizational Documents:

- 501c3 Nonprofit: IRS-990 or 990-N, copy of current financial statements, including statement of activities YTD and statement of financial position, and copy of most recent audit, if available.
- Nonprofit without 990: W-9 with EIN, copy of current financial statements, including statement of activities YTD and statement of financial position, and copy of most recent audit, if available.
- Unit of State or Local Government: copy of most recent financials, copy/link to most recent audit, if available.

Documentation Due Upon Award

- Signed LOA between the applicant entity and Sunflower Foundation
- ACH electronic payment processing form
- Signed Agreement to release right to litigation of entities associated with opioid settlements

NOTE: Additional documentation may be requested during the application review process including but not limited to the right to request an IRS Determination Letter, Articles of Incorporation, Charter, or other document as needed to verify entity status and eligibility in accordance with the Kansas fights addiction act. If applicants have difficulty uploading attachments, please contact the foundation prior to the application deadline date.

If awarded, all grant payments from the Sunflower Foundation to the grantee organization will be made via electronic payments.

IMPORTANT TIPS:

- Always write the draft of your application offline and save in a Word document, then copy and paste into the online application when you are ready to submit. This reduces the chance of losing any work if your online submission process gets interrupted.
- Once your application is complete, but before you submit it, we suggest you have someone not involved in writing the application review it for completeness, clarity, and consistency.
- The Sunflower Foundation Grants Management System **does NOT auto-save your work.** **Make sure you save often,** and after you've saved you are able to leave the session and return to it at a later date. If you do NOT save, your work will be lost.

Notice of Public Disclosure

Sunflower Foundation and the Kansas Fights Addiction Board are subject to the Kansas Open Meeting Act (K.S.A. 75-4317 et seq.) and the Kansas Open Records Act (K.S.A. 45-215 through 45-223). Consequently, all materials received in this application process may be subject to public release pursuant to these statutes.

Grant Review

The KFA grant review process will rely on a scoring rubric which addresses the seven sections of the application on a scale of 0-100. Reviewers will score each section of the application based on the quality of responses; maximum points available under each section are listed below under ONLINE APPLICATION TEXT. As a reminder, in addition to the components in the application, reviewers will also be noting organizations that address one or more of the prioritized elements listed on page 8, for KFA board consideration when selecting grantees.

ONLINE APPLICATION TEXT

To assist your planning, the questions from the online application and the evaluation criteria are provided below. **Please note that the questions below are only provided to assist in offline planning. All applicants who wish to apply must do so through the online system. Application will be available for online submission on May 18, 2023, at https://ksfightsaddiction.fluxx.io/user_sessions/new.**

Please ensure your responses are **brief, concise, and clear.** While there are no length limitations for responses, please keep responses to three paragraphs or less for each question.

A. ORGANIZATION CAPACITY AND PROJECT OVERVIEW (20 points)

1. Provide a brief description of your organization, including a brief overview of the organization's history, key programs and services.
2. Describe your organization's capacity to implement the proposed project and any relevant experience with similar projects or programming, including past achievements and evidence of

impact.

3. Please describe the purpose of your proposed project, types of services to be provided, and how services will be delivered. Please also include description of how your proposed project is **science and data driven**.
4. Please describe the population to be served by this project, including an estimated number of individuals to be served and any relevant demographic information related to individuals to be served.

B. GOALS (20 points)

1. Please identify reasonable goals with a timeline for completion for your proposed project. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART).
2. Please describe the process(es), plan(s), and/or project activities you will complete to meet your goal(s) and to deliver the proposed project/services.
3. Please list what project outcome(s) you would like to see and how you plan to measure.

C. NEED (30 points)

1. Description of the need for the proposed project, including quantitative and/or qualitative data as appropriate, how the proposed project will address the need, and what your organization is currently doing to address the need.
2. Please describe how the proposed project is **innovative in its approach** to addressing substance use disorder.
3. Please identify potential barriers to implementation and how your organization will work to mitigate them.

D. RESOURCES (15 points)

1. Please list the key staff that will be responsible for the project and what role each of them will play, including their relevant experience.
2. Please describe any additional resources and/or funding that will be used to support this project or related projects. Please list any relevant funding sources your organization receives

for SUD programming such as funding from sources such as *KDADS, KDHE, SOR, OD2A, Block Grant, SB123, SPF Rx, SAMHSA, CDC, HRSA, BJA, or other SUD related funding source.*

3. Please describe how the organization is/will collaborate with other organizations to accomplish implementation of this project including any entities funded through the Municipalities Fights Addiction Fund (Counties/Cities) and/or partners working on SUD issues in your community including activities funded by the above funding sources. Please describe how your organization will ensure activities are not duplicated.

E. SUSTAINABILITY (5 points)

1. Please tell us your plans for sustaining your project after the grant period ends. As a result of the grant funding, what work will be sustained, enhanced or expanded?

F. EVALUATION (5 points)

1. Explain how you plan to evaluate your project: how you will measure that your project did or did not achieve the goal(s) outlined above.
2. What does the applicant organization expect will be different in a year as a result of the funding? In two years? For instance, what systems will be changed? What populations will benefit? Be specific.

G. Budget (5 points)

The budget section will include a standardized budget form and associated budget narrative. Maximum indirect rate shall not exceed 10% of the total budget. The budget template also includes a technical guide to aid in completion. See standardized budget form for more information.

GENERAL FREQUENTLY ASKED QUESTIONS (FAQS)

FAQs will be compiled and shared publicly as new questions and information becomes available. Below is a list of initial questions we anticipate arising. FAQs will be posted on the [Sunflower Foundation website](#).

1. Where do I find the Sunflower Foundation Grant Management System to submit my online application?

The online application will open on May 18, 2023, and can be found at https://ksfightsaddiction.fluxx.io/user_sessions/new.

2. How many priority areas and strategies may an entity apply for?

Entities may apply for multiple strategies within one priority area or across priority areas. Applicants should include goals and responses in the application that reflect activities for all strategies selected.

3. Will there be an opportunity to renew the grant if awarded?

The Kansas Fights Addiction grant review board has not established funding priorities for futures years at this time. The board is completing a needs assessment that will assist in future funding strategy development.

4. If an entity received direct funding from the MFAF, can they also receive KFA funds from the settlement?

Yes, however these applicants should clearly describe the need for KFA dollars, MFAF budget and activities plans, and ensure that funding is not supplanted.

5. Are letters of support required?

No.

6. What if the applicant organization does not know or is unable to obtain information related to what their local MFAF funds are being used for?

While it is not required that applicant organizations coordinate activities with MFAF activities, it is strongly encouraged to ensure that no duplication is occurring, and funds are being best utilized and leveraged. It will be expected that any awarded grantees make their best effort to collaborate with MFAF and other opioid and SUD related funding sources in their community.

7. OK, I'm ready to fill out the online application... now what?

Sunflower uses an online grants management system called Fluxx.

Create a Fluxx account with Sunflower:

Set up an account by clicking here: https://ksfightsaddiction.fluxx.io/user_sessions/new

- Click on “Create an account now” (lower right side of screen) and follow instructions.
- When your registration has been processed and approved by Sunflower Grant Staff, you will receive an email with your Fluxx Username and a link to set your password.
- Use your login/password to enter the Fluxx portal and the KFA application card will appear and allow you to begin your application on May 18, 2023. The [technical assistance guide](#) will walk you through how to register and navigate the system.

*Note – if your organization has registered in the Sunflower Foundation grants management system in the past, you will need to create a new account within the KFA system which is separate related to KFA grants only and does not connect to information within the general Sunflower Foundation grants management system.

*Note – if your organization has registered in the KFA grants management system for previous RFP announcements and already has a KFA Fluxx login, this login will remain the same and you do not need to register again.

8. How long will it take to review my application?

Timing is dependent upon scheduled meetings of the Kansas Fights Addiction board. Reviews are scheduled to occur between the dates of June 30, 2023 and August 23, 2023 and will be presented at the following KFA board meeting for board review and approval.

9. If our request is approved, what are next steps?

Sunflower Foundation will email a Letter of Agreement/LOA (grant contract) which includes payment and reporting schedule, dependent upon size and length of grant.

10. How many applications may one community or one organization submit?

Communities and organizations can submit more than one application when and where applicable, however funding is limited. It is highly encouraged that organizations and communities collaborate to maximize impact and minimize number of applications. The Kansas Fights Addiction Act requires at least 1/8 of awarded funding each year be spent in each of the four congressional districts, thus geographic distribution will be considered when making awards.

11. Are Churches and Religious Organizations eligible to apply?

Yes, active Churches and Religious Organizations in good standing with the IRS are eligible to apply. If a nonprofit organization does not file a 990 form to the IRS, the organization will be required to submit a W9 with the organization’s EIN. In addition, the same financial documents will be requested from Churches and Religious Organizations; financial statements; and audit, if available.

12. Are nonprofits other than 501(c)(3) organizations eligible to apply?

Yes, active nonprofit organizations in good standing with the IRS are eligible to apply. If a nonprofit organization does not file a 990 form to the IRS, the organization will be required to submit a W9 with the organization's EIN. In addition, the same financial documents will be requested from nonprofits; financial statements; and audit, if available.

13. What if my nonprofit organization has not had a formal audit completed?

According to Kansas Statute 17-1763, a charitable organization with annual contributions over \$500,000 must file an audited financial statement prepared by an independent CPA. If your nonprofit organization is not required to file an audited financial statement in accordance with the State of Kansas, then this request will be noted as such and waived.

14. Will my grant be considered if it includes a capital project?

Yes, capital projects will be considered. We define capital to include individual items over \$5,000 with a useful life of one year or greater. However, capital projects will be reviewed on a case-by-case basis. Capital projects will require extensive review and consideration. Capital projects must be deemed necessary to successful implementation of the allowable associated opioid abatement strategy.

15. Where can I find the Kansas Prescription Drug and Opioid Advisory Committee's state plan referenced in the RFP?

Click this [link](#) to view the state plan.

16. Are fiscal agents/sponsors allowable under this funding?

Fiscal agents/sponsors are allowable only if the fiscal agent/sponsor organization is directly providing a portion of the services under the grant themselves. An entity serving only as a pass-through entity is not allowable.

17. Can you further define or provide examples of what is considered supplantation?

The Kansas Fights Addiction Act prohibits grantees from replacing existing funding with KFA funds. Replacing existing funding or efforts would be considered supplantation. However, supplementing, adding to, expanding, or enhancing existing work is allowable. For example, if a city were to decide to reduce or replace previously allocated city funds with KFA funds to support an existing abatement program, this would be considered supplantation and unallowable.

18. If an entity would like to apply for more than one grant, do they need to complete more than one confirmation of intent survey?

Yes, the organization should submit one confirmation of intent survey per grant application. For example, if an organization would like to apply for three separate grants for services in different areas of the state, that organization should submit three confirmation of intent surveys.