



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 22, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Action on Mobile Device Reimbursement Request Form
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - May 19, 2025 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

8. Peterson Ranch Discussion

9:15 AM

Rich Vargo, County Clerk

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

9:50 AM

Evan McMillan, Assistant County Engineer

10. Riley County Sales Tax Projects

10:05 AM

Evan McMillan, Assistant County Engineer or John Ellermann, Public Works Director/County Engineer

11. Bid opening for Transfer Station tipping floor and chute repair/replacement

10:10 AM Evan McMillan, Assistant County Engineer

12. KDOT Funding- RFQ Bridge Project

10:20 AM Diane Creek, Health Department Director or Jacob Clarke, Clinic Supervisor

13. Maryville University MOU

10:30 AM Elizabeth Ward, Human Resources Director

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

10:50 AM Jacob Hansen, Interim County Counselor

15. Administrative Work Session
16. RHID Task Force Review

11:10 AM Brian Peete, RCPD Director

17. Assimilation of Animal Control Officers into the Riley County Police Department

Adjournment

Announcements

Riley County Offices will be closed Monday, May 26th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 26th.

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



**COUNTY CLERK &
ELECTIONS**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: May 22, 2025

SUBJECT: Action on Mobile Device Reimbursement Request Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Mobile Device Reimbursement Request Form(s).

Move to deny the Mobile Device Reimbursement Request Form(s).

Move to table the Mobile Device Reimbursement Request Form(s).

Enclosures:

- Mobile Device Reimbursement C Holler (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Caleb Holler
 Job Title: Utility Technician Department: Public Works
 Cell Phone Number: 252-339-2025
 Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

Employee Certification and Signature: I certify my position will require the use of my portable communication device that the county is reimbursing me for my expense. I will promptly report any changes in the level of those business use expenses to my Supervisor. I further certify that I have read, understood, and intend to comply with Riley County's Portable Mobile Device Policy.

Employee Signature: *Caleb Holler* Date: 5/19/25

Supervisory Certification and Signature: I certify the requested reimbursement is needed for this employee, to cover work-related expenditures due to cell phone use, or other, as described above.

Supervisor Signature: *[Signature]* Date: 4-16-2025

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: *[Signature]* Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023



**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, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-05 NJohnson EAF (DOCX)
- 2025-05 KBeckwith EAF (DOCX)
- 2025-05 EKunkleman EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Natascha Johnson**Status Change Date:** 05/27/2025**Status Change:** New Hire**Date of Hire:** 05/27/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** On Call Juv Intake**Position Type:** As Needed**Pay Range:** 1**Pay Type:** Hourly**Base Rate:** \$18.36**Annualized Pay:** \$7,711.20**Funds Codes:** KDOC [2000] / KDOC Juvenile Services [521]**Supervisor:** Sandy Wikoff-Harper**Department Head:** Megan Lewis

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-05 NJohnson EAF (15874 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kayla Beckwith**Status Change Date:** 05/15/2025**Status Change:** Separation**Date of Hire:** 06/02/2022**Seniority:** 2 Year(s), 11 Month(s)**Position:** EMS EMT**Position Type:** EMS/Ambulance PRN**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$18.65**Annualized Pay:** \$69,005.00**Funds Codes:** 1-General/20-EMS**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-05 KBeckwith EAF (15874 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Erin Kunkleman**Status Change Date:** 05/27/2025**Status Change:** New Hire**Date of Hire:** 05/27/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** On Call Juv Intake**Position Type:** As Needed**Pay Range:** 1**Pay Type:** Hourly**Base Rate:** \$18.36**Annualized Pay:** \$7,711.20**Funds Codes:** KDOC [2000] / KDOC Juvenile Services [521]**Supervisor:** Sandy Wikoff-Harper**Department Head:** Megan Lewis

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-05 EKunkleman EAF (15874 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 29, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Shilling Construction Asphalt Overlay Contract
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, Interim County Counselor

3. Administrative Work Session

9:20 AM

Alvin Perez, Operations and Fleet Manager

4. Bid opening for 7 passenger van

9:25 AM

Amanda Webb, Planning/Special Projects Director

5. Comprehensive Plan Update

9:45 AM

Megan Lewis, Community Corrections Director

6. Recovery Court Funding

10:05 AM

Major Mark French, RCPD

7. Facilities invoice approval

10:25 AM

Jacob Hansen, Interim County Counselor

8. Hargrave/Salzman Fence View

Attachment: 05-29-25 tentative agenda (15823 : Tentative Agenda)

Adjournment

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

Attachment: 05-29-25 tentative agenda (15823 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 02, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, Interim County Counselor

1. Administrative Work Session

9:30 AM

Press Conference

2. RCPD Update - Scott Hajek and Mark French (3-5 minutes)
3. Downtown Manhattan update - Gina Snyder (3-5 minutes)

9:45 AM

Cory Meyer, IT/GIS Update

4. Staff update

Adjournment

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

Attachment: 06-02-25 tentative agenda (15823 : Tentative Agenda)



**COUNTY CLERK &
ELECTIONS**
Presentation

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: May 22, 2025

SUBJECT: Peterson Ranch Discussion

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

On March 17th, 2025 the Riley County Clerk's Office received a petition to create the street benefit district for Peterson Ranch with the \$2,000 filing fee per policy.

On April 8th, 2025 the Counselor emailed bond counsel regarding the public hearing for Peterson Ranch. There are the steps Riley County has followed in the past to establish a benefit district per Riley County policy:

- County Commission Adopts Resolution establishing the district
- Resolution is published once in county newspaper and sent via certified mail to owners of the property in district
- Protest period is 20 days from date of publication
- Public Hearing

On April 28th, a public hearing was held with no publication and no certified resolutions going to property owners.

DISCUSSION

With the Commissioners approving the petition, the resolution needs to be published in the County newspaper and sent via certified mail to owners of the property in the district. Per state statute, street benefit districts are not required to have a public hearing.

However, per Riley County policy, all benefit districts require a public hearing after proper notice has been sent out. Ultimately, the error here is just having the public hearing too soon and without proper notice.

FISCAL IMPACT

Fiscal impact would be publication and mailing.

Enclosures:

- County Street Benefit Checklist (DOCX)
- POLICY ON INFRASTRUCTURE DEVELOPMENT BENEFIT DISTRICTS (PDF)

County Paving Benefit District Checklist

K.S.A 68-728, 68-729

In all cases, the original copy of prepared documents will be filed with the Office of the County Clerk, and a signed copy will be obtained for the County Counselor files

1. **Director of Public Works** determines district boundaries.
2. **Real Estate Specialist** prepares an ownership list.
3. **Appraiser III Land Specialist** prepares plat map(s).
4. **Director of Public Works** prepares project cost analysis and gives copy to **Budget and Finance Officer** and **County Counselor**.
5. **Budget & Planning Committee** considers temporary or permanent financing options, term of bond, and term of special assessments. **Budget & Finance Officer** will notify **Real Estate Specialist & Assistant County Counselor** when the terms are decided.
6. **County Counselor** prepares petition to create district with signature page labeled with owner's names & lot numbers in numerical order.
7. **County Counselor** will attach "Fact Sheet" to petition draft (with "Draft" watermark) for mailing to land owners.
8. **Director of Public Works** mails a notification letter of a property owners meeting along with the fact sheet and draft petition to all land owners in the district and sends a copy to the **County Counselor** and **Real Estate Specialist**. Petition(s) will be handed out at the property owners meeting.
9. **County Counselor** checks with Planning and Development about any pending replats in the district.
10. **Director of Public Works** conducts benefit district property owners meeting.
11. **Landowners** circulate and return petition.
12. **County Counselor** prepares the "Certificate of Public Works Director" form showing sufficient signatures verifying 51% of front footage.
13. **Director of Public Works** signs the "Certificate of Public Works Director" form showing sufficient signatures verifying 51% of front footage.
14. **Real Estate Specialist** re-checks ownership of properties.
15. **County Clerk** file-stamps petition for creating benefit district.
16. **County Clerk** gives copy of file-stamped petition to **County Counselor** and **Director of Public Works**.
17. **County Counselor** files "Resolution of Intent to Create the district" with the **County Clerk**. The hearing should be set for no sooner than 21 days after publishing resolution.
18. **County Counselor** mails owner's notification letters of proposed improvement with enclosed copy of resolution. Mail at least 20 days prior to hearing date. Allow enough time for letter to be reviewed by **County Clerk**.
19. **County Counselor** publishes resolution once in Manhattan Mercury.
20. **County Counselor** prepares the "Certificate of Mailing" form to be signed by **County Clerk**.

Last Updated 8-13-13

21. **County Counselor** obtains "Affidavit of Publication" from the Manhattan Mercury.
22. **County Counselor** prepares "Certificate of Protest/No Protest" form on petition to create district, to be signed by **County Clerk**.
23. **Board of County Commissioners** conduct hearing on petition to create district. Any protests filed will be heard at this time.
24. **Director of Public Works** completes form to establish fund for the district.
25. **County Counselor** prepares "Extract of Minutes" form to be signed by **County Clerk**.
26. **Director of Public Works** bids the project.
27. **Budget & Planning Committee** considers temporary or permanent financing options (see attachment).
28. **Director of Public Works** supervises completion of the project.
29. **Budget & Finance Officer** provides actual cost of project to **County Counselor**.
30. **Real Estate Specialist** provides updated ownership list to **County Counselor**.

POLICY ON INFRASTRUCTURE DEVELOPMENT:

Riley County may facilitate, when appropriate, the development of public infrastructures immediately outside of the corporate limits of any city in Riley County. Whenever the total costs of the public infrastructure can be tied to a fixed and known group of benefiting properties, special assessments may be levied and placed on the tax rolls for those properties.

Whenever the total costs of the public infrastructure cannot be tied to a fixed and known group of benefiting properties (i.e. raw land that is identified as developable, but not yet platted or subdivided) the county may finance the development of this infrastructure to encourage growth in the area in question. The County Commission may, at its discretion, choose to recover the costs of sewer and water infrastructure through connection fees and user charges.

POLICY ON BENEFIT DISTRICTS:

Introduction and Purpose:

Riley County promotes development that is well-planned, taxpayer efficient and provides a high quality of life for present and future citizens of the County. To assist in the proper development of the County, under state law the County may utilize benefit districts for financing or for providing operation and maintenance of improvements in developments.

Improvements in developments that may be eligible for assistance under a benefit district include, but are not limited to:

- Sewer systems;
- Water systems; and
- Roads or streets.

These improvements may be constructed in either an existing subdivision or in a new undeveloped subdivision.

Procedure:

To facilitate the benefit district process, the following procedure has been established. All required information must be presented and prepared at the expense of the person or persons desiring the benefit district.

Step 1: Provide for the preparation of preliminary plans and preliminary cost estimates for the improvements by a licensed engineer in the State of Kansas.

Step 2: Present preliminary plans and preliminary cost estimates to the Director of Planning & Development. If the requested improvements are within a new undeveloped subdivision, the following items shall also be submitted (otherwise skip to **STEP 3**):

A. A professional market analysis and/or feasibility study showing the demand for the type of housing proposed to be constructed, the number of housing units of each type proposed, estimated final cost of the house and lot, etc. and a detailed explanation of the developer's plan for marketing the product and why the developer believes the product will be marketable in the location selected and at the estimated price of the product;

B. A list of all partners, investors or any other person or entity with a financial interest in the proposed development. The developer must supply Riley County with sufficient identifying information so that Riley County may conduct reference checks.

C. A list of all development projects in which the developer and any partners have been involved in the past five (5) years and, for each separate development project, the name of a local government official familiar with each project and their contact information (including phone number and mailing address);

D. A financing plan for the project. Within thirty (30) days following the signing of the resolution forming the benefit district, the developer shall provide the County with an irrevocable letter of credit (LOC) from a State of Kansas chartered bank (preferably with a branch in Riley County) in an amount equal to 40% of the costs of the public infrastructure identified above. The LOC shall be in a form approved by the Board of County Commissioners. The LOC will be released when the developer has completed and sold 60% of the total number of approved homes in the development and further provided there are no delinquent special assessments for any of the properties in the district.

The Director of Planning & Development shall arrange for a meeting with appropriate Riley County staff to provide assistance to the person or persons requesting the benefit district with regard to the process and timetable for approval, the distribution of costs, any zoning/platting issues and the preparation of a valid petition in accordance with the applicable state statutes.

Step 3: Prepare the petition, obtain the required signatures and file the petition with the Riley County Clerk. The petition shall be accompanied by a non-refundable, \$2,000 fee to cover County expenses associated with processing the petition.

Step 4: The County Clerk shall determine whether or not the petition is valid in accordance with state statutes.

Step 5: The Budget & Planning Committee shall review the petition/supporting documentation and submit its recommendations to the Board of County Commissioners.

Step 6: The petition is scheduled for a public hearing with proper notice in accordance with state statutes.

Step 7: The Board of County Commissioners shall conduct a public hearing to consider the petition. In considering approval or denial of the petition, the Board of County Commissioners shall analyze the request using, but shall not be limited to, the factors listed below. It is the responsibility of the petitioner to provide sufficient information to the Board of County Commissioners to address these factors:

1. Population and population density of the area within the boundaries;
2. Land area, topography, natural boundaries and drainage basin;
3. Area of platted land relative to unplatted land and assessed value of platted land relative to assessed value of unplatted areas;
4. Extent of residential, business, commercial and industrial development;
5. Past expansion in terms of population and construction;
6. Likelihood of significant growth in the area, and in adjacent areas, during the next 10 years;

7. The present cost and adequacy of governmental services and controls in the area and the probable effect of the proposed action, and of alternative courses of action, on the cost and adequacy of local governmental services and regulation of the area and in adjacent areas;

8. The need for the public improvements in the proposed district and whether the issuance of bonds therefore would unduly require the speculative use of public funds; and

9. Effect of the proposed action, and of alternative actions, on adjacent areas and on the local governmental structure of the general area.

If the territory or any part thereof is within five miles of an existing city, the Board shall also take into consideration, but shall not be limited too, the following:

1. The size and population of such city;
2. The city's growth in population, business and industry during the past 10 years;
3. The extension of its boundaries during the past 10 years;
4. The probability of its growth toward the territory during the ensuing 10 years, taking into consideration natural barriers and other reasons which might influence growth toward the territory;
5. The willingness of the city to annex the territory and its ability to provide city services in case of annexation;
6. The general effect upon the entire community;

All of these and other considerations having to do with the overall orderly and economic development of the area and to prevent an unreasonable multiplicity of independent municipal and special district governments.

Step 8: The Board of County Commissioners shall decide whether or not to form the benefit district. If approved, the Board of County Commissioners shall sign a resolution forming the benefit district.

Step 9: The Board of County Commissioners shall conduct a public hearing to determine assessment method and apportionment:

A. State law governs the method of assessment and apportionment of cost available for benefit districts. (See K.S.A. 68-728, K.S.A. 12-606, K.S.A. 12-608, K.S.A. 2011 Supp. 12-6a04, K.S.A. 2011 Supp. 6a08, K.S.A. 12-6a09, K.S.A. 12-6a10, and K.S.A. 12-6a11)

1. Riley County's goal is that the apportionment of final costs in any benefit district be reasonably imposed. The typical methods of assessment and apportionment are "per lot" and "per owner." Individual plats, replats and subdivisions of benefit district property which are undertaken or finalized before the Board of County Commissioners determines the method of assessment and apportionment of final costs can create unequal shares of cost for the other benefit district property owners.

2. Riley County intends for the plat, replat or subdivision process to impose substantially equal burdens or share of cost upon the property within the benefit district. For a plat, replat or subdivision of benefit district property to affect the assessment method, the application shall be filed before the date of Public Works' notice letter scheduling the benefit district's property owners meeting and shall be completed before the benefit district assessment information is provided to the County Financial Advisor. Any plat, replat or subdivision which does not meet these requirements shall be ineffective and the district property shall be assessed as originally platted.

B. The Board of County Commissioners requires that any petition submitted include petitioner's recommendation as to the method of assessment and apportionment. At the public assessment hearing, the County Commission retains sole authority to make the final determination of the method of assessment, apportionment of costs and the efficacy of any plat, replat or subdivision.



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: May 22, 2025

SUBJECT: Riley County Sales Tax Projects

PRESENTER: Evan McMillan, Assistant County Engineer

BACKGROUND

Riley County Public Works recently requested RFQ's for 9 structure replacements to be funded through the one-fifth of one percent retailers' sales tax, established through Resolution 091522-43. Public Works and other members of the Road and Bridge Advisory Board have reviewed the RFQ's and have selected consultants for these structures. Pending approval by the Board of County Commissioners, Public Works would like to move forward with the following consultant selections and begin contract negotiations:

Schwab-Eaton:	B.0 - 17.9 G.3 - 9.0 Q.7 - 27.9	Lasita Road Green Randolph Road Airport Road
BG Consultants, Inc.:	G.0 - 12.6 G.4 - 18.5	Crooked Creek Road Kansas Avenue
Barlett & West:	M.1 - 21.8 K.3 - 19.5	Silver Creek Sunstead Lane
SMH Consultants:	N.0 - 2.3 P.8 - 31.0	Halls Ravine Road South 32nd Street

In addition to these projects funded under the new sales tax, Public Works also recommends moving forward with the Marlatt Avenue Corridor Reconstruction Project, to be funded through

the older one-half of one percent retailers' sales tax, established by Resolution 112912-54. Any costs for the project exceeding funds available through this sales tax will be funded through the current sales tax (one-fifth percent of one percent).

Please note that this resolution also includes the use of sales tax funds to cover any excess costs of the annual asphalt overlay program.

DISCUSSION

Review of the RFQ's for the 9 structure replacements consisted of grading the consultants on previous experience with Riley County, experience and qualifications for structure replacements, staff availability, project understanding, and anticipated completion time lines. All firms that submitted qualifications are capable of designing these bridge and culvert replacement projects.

The Marlatt Avenue Corridor Reconstruction Project, which is a joint project between Riley County and City of Manhattan, will be funded using the remaining fund balance of the old sales tax (one-half of one percent). Any engineering or construction costs exceeding the fund balance will be covered through the current sales tax (one-fifths percent of one percent).

The resolution being presented today also includes, under Section 3, authorization of the Director of Public Works to fund future road and bridge construction projects at his determination. This would allow Public Works to determine the source of funding for future projects, without passing a resolution for specific structures to be covered under a specific sales tax program. Commission approval of consultant selection will still be a prerequisite to entering into any contract for engineering or construction.

FISCAL IMPACT

The projects being considered in this round of sales tax projects will be funded through the two sales tax funds, passed in 2012 and 2022. Projections for the sales tax revenues provide sufficient funding to cover these projects. Applications for KDOT funding provided through the KLBIP (Bridge Improvement Program) and OSB (Off-System Bridge Program) will be submitted for qualifying projects.

RECOMMENDATION(S)

Recommend moving forward with contract negotiations as provided in the CAR, and approval of the attached Resolution indicating specific projects to be funded through sales tax funds.

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:

- Resolution - PW Use of Sales Tax Funds (5.1.25) (DOC)

RESOLUTION NO. 041825-**RESOLUTION ESTABLISHING THE UTILIZATION OF FUNDS FROM THE ONE-HALF OF ONE PERCENT COUNTYWIDE RETAILERS' SALES TAX AND THE ONE-FIFTH OF ONE PERCENT RETAILERS' SALES TAX**

WHEREAS, Riley County established through Resolution 112912-54 a one-half of one percent countywide retailers' sales tax for the purpose, which includes but is not limited to, paying the costs of developing, improving, and maintaining the system of roads, bridges and culverts located in the county; and

WHEREAS, Riley County established through Resolution 091522-43 a one-fifth of one percent retailers' sales tax for the purpose to finance costs of bridge and roadway construction and improvements, including maintenance and reconstruction, located within the County; and

WHEREAS, certain projects have been identified by County staff to expend those funds in accordance with those resolutions as identified herein.

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

Section 1. With respect to those funds collected through Resolution 112912-54, said fund shall be expended for the following projects:

Road Projects:

- Marlatt Avenue Corridor Reconstruction Project
- Asphalt Overlays as needed

Section 2. With respect to those funds collected through Resolution 091522-43, said fund shall be expended for the following projects:

Road Projects:

- Marlatt Avenue Corridor Reconstruction Project
- Asphalt Overlays as needed

Bridges:

- B.0 – 17.9 Lasita Road
- M.1 – 21.8 Silver Creek
- K.3 – 19.5 Sunstead Lane
- G.3 – 9.0 Green Randolph Road
- G.0 – 12.6 Crooked Creek Road
- G.4 – 18.5 Kansas Avenue

Culverts:

- N.0 – 2.3 Halls Ravine Road
- Q.7 – 27.9 Airport Road
- P.8 – 31.0 South 32nd Street
- DD.9 – 31.5 Tabor Valley Road

Section 3. Any other projects which are determined by the Director of Public Works to be consistent with the purposes of Resolution 112912-54 and Resolution 091522-43 (collectively referred to herein as “Resolutions”) are authorized to expend funds established by the Resolutions.

Section 4. This resolution shall be in effect upon its adoption.

ADOPTED this _____ day of May, 2025.

BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, County Clerk

(seal)



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: May 22, 2025

SUBJECT: KDOT Funding- RFQ Bridge Project

PRESENTER: Evan McMillan, Assistant County Engineer

BACKGROUND

The Kansas Department of Transportation's Kansas Local Bridge Improvement Program (KLBIP) and Off System Bridge Program (OSB) provide financial assistance for County transportation projects that address bridge-sized structures in need of replacement. These programs provide great benefit to County's in need of improved infrastructure, however these are very competitive programs due to the high demand throughout the State. These programs offer funding for up to 80% of construction costs.

Riley County Public Works would like to apply for this round of KLBIP and OSB funding the Green Randolph and Lasita Road Bridge replacements. Applications are due by the end of the day, May 23rd, 2025.

DISCUSSION

Riley County has been selected for this funding program in the past, with the previous successful projects being Rose Hill Bridge and South Otter Creek Bridge. If the County were to be selected for the funding, sales tax monies saved would be used to improve other structures within the County that are needing repair.

FISCAL IMPACT

A conservative estimate of construction costs for these projects is \$1,160,276.00, with potential KDOT funding of up to \$1,034,600.00 if both funding applications are successful.

RECOMMENDATION(S)

Recommend moving forward with the Bridge Program applications.

Recommend saving this opportunity for another structure in the future.

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:

- OSB 1332 Application FY2027 - Riley Co B.0-17.9 (PDF)
- KLBIP Application 2026 - Riley Co G.3-9.0 (PDF)

KANSAS DEPARTMENT OF TRANSPORTATION - BUREAU OF LOCAL PROJECTS

OFF-SYSTEM BRIDGE PROGRAM APPLICATION FFY 2027

Program Fiscal Year:	2027
Submittal Date:	05/22/2025

Due Date: 5/23/2025

1. General Applicant Information:

Name of Local Public Agency (LPA):	Riley County
County of Project Location:	Riley County
Primary Contact Name and Title: (should be an elected official or employee of LPA)	Evan McMillan, Assistant County Engineer
Contact Address:	6215 Tuttle Creek Boulevard, Manhattan, KS 66503
Phone Number:	785-537-6330
Email Address:	emcmillan@rileycountyks.gov

2. Project location and Description:

NBI (15 digit) Structure Number:	000810863003949
LPA Bridge ID:	B.0 - 17.9
Functional Classification:	Rural Local
Alternate Route Length (miles):	4.25
Estimated Average Daily Traffic (ADT):	10
Percent ADT Comprised of Heavy Trucks: (School buses, tractor trailers, trash trucks, etc.)	0%
Project Length (miles):	0.13
Will the replacement bridge use Low-Cost Bridge standards?	Yes
Are multiple Off-System Bridge Applications being submitted? If so, prioritize this application (Example: 1 of 3)	No

Answer yes or no to each of the following about the current bridge.

Nonredundant Steel Tension Members:	No	NBI Item 70 is At/Above Legal Loads:	No
Existing shoo-fly detour:	No	Cribbed:	No
On a dead end road: (only one way in and out)	No	Closed:	No

Project Location:

1.0 mile North, 6.0 miles West of City of Riley

Project Scope and Justification (explain why the bridge is a priority for the LPA):

This project will replace the existing 29' span steel beam bridge built in the 1930's, which has a curb-to-curb width of 14.0' and timber deck. The existing structure has poor road alignment and minor road undercutting south of the structure, which will need to be addressed in project design. The structure is in poor condition and structurally deficient with a sufficiency rating of 25.6. Beams 4, 5, and 6 of the superstructure have lateral deflections of approximately 3". This portion of Lasita Road provides agricultural access to the surrounding landowners, as well as military access South of the bridge into Fort Riley. The new structure is currently expected to be a 45' steel beam bridge, or similar sized concrete structure, but could vary depending on the improved alignment selected for the project. The new structure will be designed in accordance with the Low-volume roads design manual, and will have a width of 28'-30'.

OFF-SYSTEM BRIDGE PROGRAM APPLICATION FFY 2027**3. Project Cost****Project Cost Estimate**

	<i>Participating</i>	<i>Non-Participating</i>	<i>Total</i>
Construction Eng. (Inspection)	\$ 48,000.00		\$ 48,000.00
Construction Total	\$ 439,000.00	\$ -	\$ 439,000.00
Bridge	\$ 390,000.00		\$ 390,000.00
Grading	\$ 49,000.00		\$ 49,000.00
Preliminary Costs (Non-Participating)		\$ 61,000.00	\$ 61,000.00
Preliminary Engineering		\$ 50,000.00	\$ 50,000.00
Right of Way		\$ 8,500.00	\$ 8,500.00
Utility Relocation		\$ 2,500.00	\$ 2,500.00
Inflation Amount at 4.5% / yr-2 yrs	\$ 44,816.00	\$ 5,614.00	\$ 50,430.00
Total Estimated Project Cost	\$ 531,816.00	\$ 66,614.00	\$ 598,430.00

Program Maximum Award:	\$ 2,000,000.00
Local Share Percentage:	0%
KDOT Share Percentage:	100%

Local Match (0%)	\$ -
Local Match over the Max	\$ -
Non-Participating costs	\$ 66,614.00
Total Local Share	\$ 66,614.00
Total Requested from KDOT	\$ 531,816.00

4. Coordination**Coordination Information:**

Describe any known KDOT or other projects that may need coordination:

Attachment Checklist:

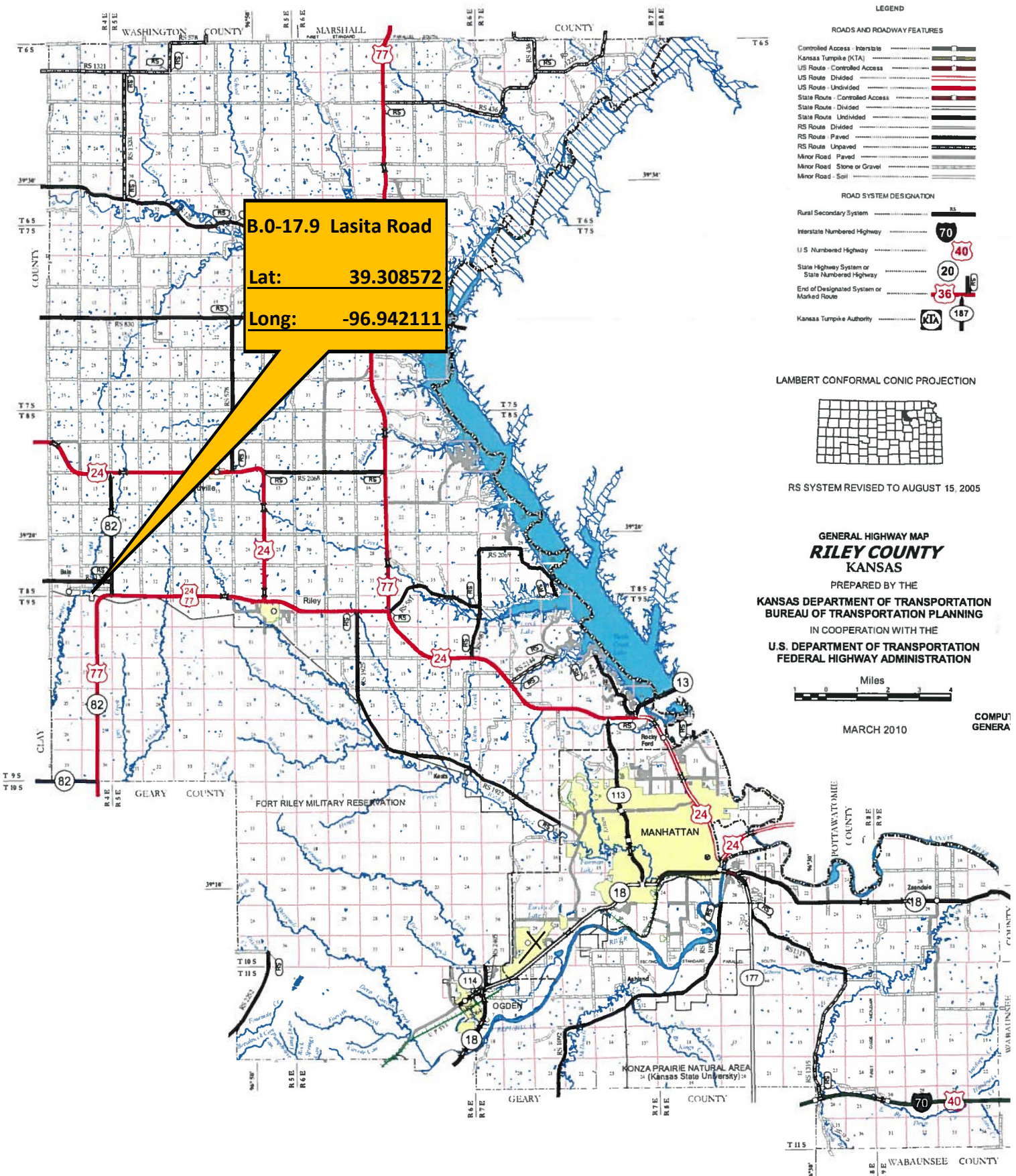
- a. Project Map

Completed applications should be emailed to KDOT.LPePlans@ks.gov

Combine this application and any attachments into one pdf file prior to submittal

To confirm receipt, if you do not receive an email response, please follow up with a call to the Bureau of Local Projects at (785) 296-3861.

Project Location



KANSAS DEPARTMENT OF TRANSPORTATION - BUREAU OF LOCAL PROJECTS

KANSAS LOCAL BRIDGE IMPROVEMENT PROGRAM APPLICATION 2026

Submittal Date:	05/22/2025
-----------------	------------

Deadline Date: 5/23/2025

1. General Applicant Information:

Name of Local Public Agency (LPA):	Riley County
County of Project Location:	Riley County
Primary Contact Name and Title: (should be an elected official or employee of LPA)	Evan McMillan - Assistant County Engineer
Contact Address:	6215 Tuttle Creek Boulevard, Manhattan, KS 66503
Phone Number:	785-537-6330
Email Address:	emcmillan@rileycountyks.gov

2(a). Project location and Description:

NBI (15 digit) Structure Number:	000000000810160
LPA Bridge ID:	G.3-9.0
Functional Classification:	Rural Major Collector
Alternate Route Length (miles):	2.62
Estimated Average Daily Traffic (ADT):	353
Percent ADT Comprised of Heavy Trucks: (School buses, tractor trailers, trash trucks, etc.)	10%
Project Length (miles):	0.12
Will the replacement bridge use Low-Cost Bridge standards?	No
Is the replacement structure non-bridge length?	No
Are multiple KLBIP Applications being submitted? If so, prioritize this application (Example: 1 of 3)	No
Does the LPA request the use of a Force Account?	No

Answer yes or no to each of the following about the current bridge.

Nonredundant Steel Tension Members:	No	NBI Item 70 is At/Above Legal Loads:	Yes
Shoo-fly detour:	No	Cribbed:	No
On a dead end road: (only one way in and out)	No	Closed:	No

Project Location:

5.0 miles north of Leonardville, 4.25 miles west of Randolph

Project Scope and Justification (explain why the bridge is a priority for the LPA):

This project will replace an existing 23' RC Slab bridge built in 1925, which has a 2023 sufficiency rating of 42.1. The structure is located on Rural Secondary - 831, and the updated load rating is currently in progress that may result in a reduction in posting due to the poor condition of both deck and superstructure. The bridge is structurally deficient and is in poor condition. It has approximately 20" of overburden with slight sag, with advanced deterioration on sides and bottom with exposed rebar and additional spalling on North side of structure. A new bridge will provide direct benefit to the surrounding agricultural community and serves as a school bus route, mail delivery route, and access road to the local church. The current proposed bridge replacement is a 50' steel structure or RC Slab, with a 30' roadway width (curb-to-curb), standard bridge rail with standard transition and approach railing, and concrete approach slabs and asphalt surfacing tie-in.

Attachment: KLBIP Application 2026 - Riley Co G.3-9.0 (15863 : KDOT Funding RFQ Bridge Project)

2(b). Additional Bridge(s) to be permanently closed (to receive additional funding of \$50,000 minimum):

Is LPA applying to remove or close an additional Bridge:	
Bridge 1	
NBI (15 digit) Structure Number:	
LPA Bridge ID:	
Bridge Location:	
Roadway width (ft):	
Bridge Length (ft):	
Bridge 2	
NBI (15 digit) Structure Number:	
LPA Bridge ID:	
Bridge Location:	
Roadway width (ft):	
Bridge Length (ft):	

3. Project Cost**Project Cost Estimate**

	Participating	Non-Participating	Total
CE (Inspection)	\$ 28,500.00		\$ 28,500.00
Construction Total	\$ 547,000.00	\$ -	\$ 547,000.00
Bridge	\$ 485,000.00		\$ 485,000.00
Grading	\$ 62,000.00		\$ 62,000.00
Preliminary Costs (Non-Participating)		\$ 71,500.00	\$ 71,500.00
Preliminary Engineering		\$ 65,000.00	\$ 65,000.00
Right of Way		\$ 4,500.00	\$ 4,500.00
Utility Relocation		\$ 2,000.00	\$ 2,000.00
Inflation Amount at 4.5% / yr-2yrs	\$ 52,960.00	\$ 6,580.00	\$ 59,540.00
Total Estimated Project Cost	\$ 628,460.00	\$ 78,080.00	\$ 706,540.00

Program Maximum Award:	TBD*	Funding for closing add'l bridge(s)	\$0
Local Share Percentage^:	20%	KDOT Share Percentage:	80%

^Determine percentage from County Population Density tab

Local Match (20%)	\$ 125,692.00
Non-Participating costs	\$ 78,080.00
Match reduction for closures	\$ -
Total Local Share*	\$ 203,772.00
Total Requested from KDOT*	\$ 502,768.00

* Maximum KDOT funding to be determined on a project by project basis after all applications received

4. Coordination**Coordination Information:**

Describe any known KDOT or other projects that may need coordination:

N/A

Attachment Checklist:

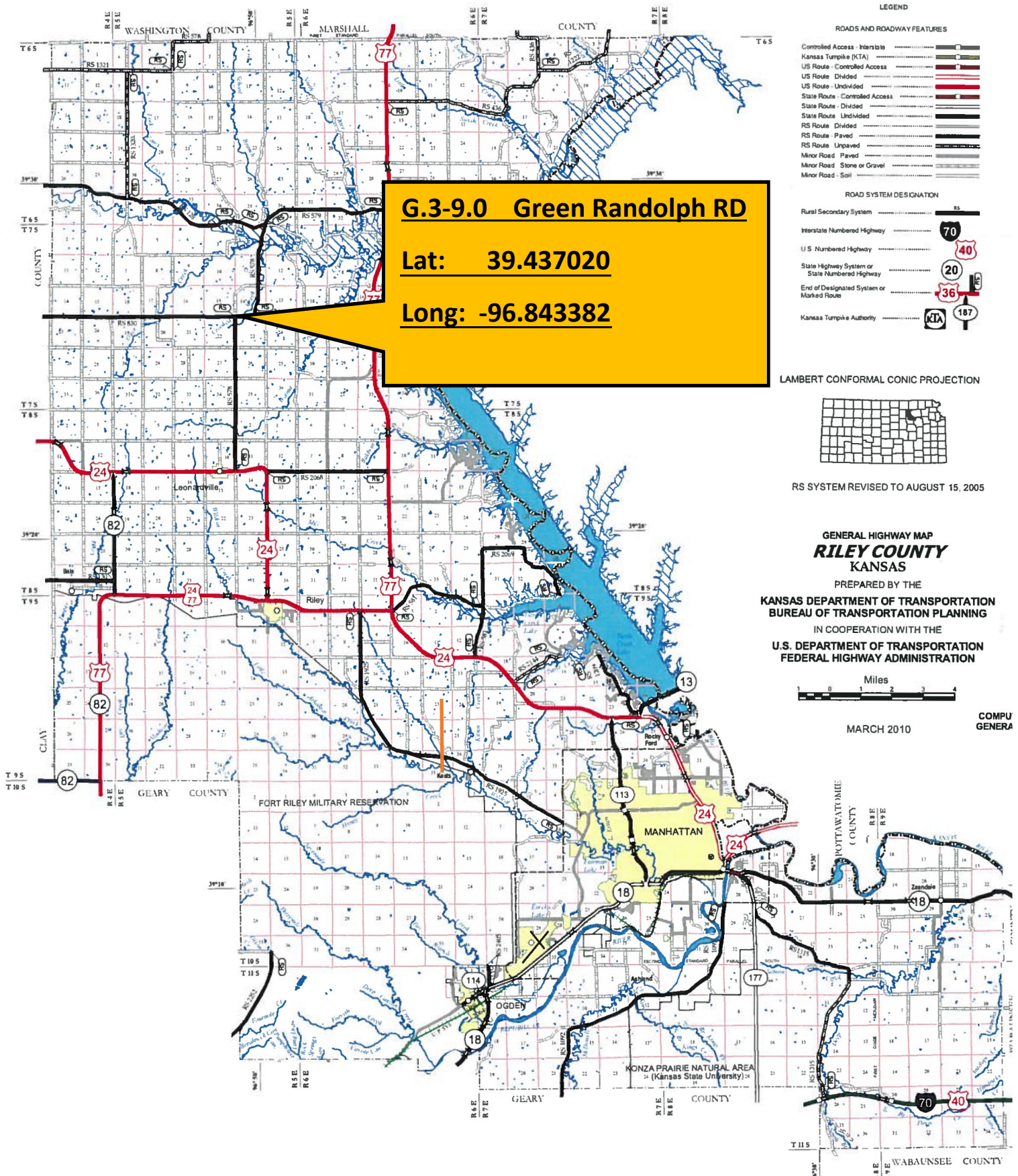
- a. Project Map

Completed applications should be emailed to KDOT.LPePlans@ks.gov

Combine this application and any attachments into one pdf file prior to submittal

To confirm receipt, if you do not receive an email response, please follow up with a call to the Bureau of Local Projects at (785) 296-3861.

Project Location

G.3-9.0 Green Randolph RD**Lat: 39.437020****Long: -96.843382**



HEALTH DEPARTMENT
Agreement

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

COMMISSION AGENDA REPORT

FROM: Diane Creek

MEETING: May 22, 2025

SUBJECT: Maryville University MOU

PRESENTER: Diane Creek, Health Director or Jacob Clarke, Health Clinic Supervisor

BACKGROUND

Historically Riley County Health Department has offered high quality clinical learning experiences for students from various colleges. Colleges from the Mid-West enter into a Memorandum of Understanding (MOU) with Riley County Health Department so the health department can provide an internship experience for their students. The MOU lists each party's responsibilities. Riley County Health Department has not had an MOU with Maryville University in St. Louis, Missouri in the past.

DISCUSSION

Maryville University would like to place a nurse practitioner student with the Health Department this summer. Since we don't have a current MOU with Maryville University we have to execute this MOU to be able to take this student. This MOU has been vetted by Riley County Deputy Counselor Jacob Hansen.

FISCAL IMPACT

There is no cost to Riley County.

RECOMMENDATION(S)

I recommend approving and signing this MOU so that Riley County Health Department can provide a quality internship experience for students from Maryville University in St. Louis, Missouri.

POSSIBLE MOTION(S)

Move to approve the MOU so that Riley County Health Department can provide an internship experience for students from Maryville University in St. Louis, Missouri.

Move to deny

Move to modify

Move to table

The Board agreed by consensus to

Enclosures:

- Maryville MOU__08.2023 (PDF)

**MEMORANDUM OF UNDERSTANDING
For
CLINICAL PRECEPTORSHIP**

THIS AGREEMENT, made and entered into on this _____ day of _____, 20____, by and between **MARYVILLE UNIVERSITY**, a non-profit corporation, hereafter referred to as “**Maryville**” and “_____,” hereafter referred to as “**Clinical Center**,”

WITNESSETH:

WHEREAS, Maryville has a Nursing Program on its campus and is desirous of obtaining education experiences for students (at Nursing clinics or hospitals) enrolled in the Nursing Graduate Program and is desirous of cooperating with the Clinical Preceptorship in establishing a Clinical Educational Program (“Educational Program”) for the benefit of Maryville students as well as for the benefit of the Clinical Center, and,

WHEREAS, the Clinical Center is desirous of establishing a Clinical Preceptorship Program and of obtaining the educational and practical benefits to be derived from the carrying out of such a program and desires to cooperate with Maryville in this respect,

NOW, THEREFORE, in consideration of the mutual benefits to be derived by Maryville and the Clinical Center, the parties do hereby agree as follows:

MARYVILLE UNIVERSITY OF ST. LOUIS NURSING GRADUATE PROGRAM agrees that it will:

1. Designate a fully qualified faculty member who will be charged with the responsibility of coordinating all activities between Maryville and the Clinical Center and shall render all necessary assistance to the Clinical Center with respect to any problems arising in the area of the Preceptorship Program.
2. Designate students to participate in the Preceptorship Program at the Clinical Center for the period of time agreed upon by the Clinical Center and Maryville.
3. Provide faculty oversight for the purposes of the Preceptorship Program who will be oriented to the health-related activities of the Clinical Center.
4. Provide the Clinical Center staff participating in the Preceptorship Program with an orientation regarding evaluation procedures and forms utilized in rating student performance.
5. Provide the Clinical Center staff, if determined by Maryville as having a legitimate educational interest in such information, with previous academic experiences of students for the purpose of planning and implementing the educational experiences for the students in the Preceptorship Program.
6. Be responsible, through its faculty, for:
 - A. Selection of student nursing experiences in cooperation with designated agency personnel.

- B. Guidance, supervision, and evaluation of the learning experience.
- C. Ensuring that students in the Preceptorship Program adhere to the Clinical Center's specifications regarding attire.

7. Obtain and maintain the following categories of records on all students assigned to the Clinical Center:
 - completed physical examinations
 - immunity to Measles/Rubeola, Mumps, Rubella, and Tetanus/Diphtheria/Pertussis (Tdap), Polio, Varicella or Positive Varicella Titer and Hepatitis B (a Hepatitis B declination statement is acceptable in lieu of immunization)
 - TB-Tuberculin PPD test (documented 2-step initially, then annual)
 - annual flu vaccine
 - CPR
 - criminal background checks and urine drug screening records
 - verification of health insurance to cover injuries that students may incur while engaged in the Preceptorship Program at the Clinical Center
 - Signed release of information forms to allow Criminal Record Background Check, Urine Drug Screen, health and other pertinent data to be provided to the Clinical Preceptorship Program and to the Clinical Center facilities where the student completes clinical experiences.
8. Assure that all students have liability insurance in the amount of two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) annual aggregate.. Said coverage is to remain in full force and effect at all times, both present and future, relevant to the Agreement. Maryville shall furnish the Clinical Center with a certification with respect to said insurance, which certificate shall contain a statement of the extent and nature of the liability coverage. Such insurance will not be cancelled or materially altered unless the Clinical Center is notified in writing thirty days prior to such action. A decrease in the limits outlined above, unless approved by the Clinical Center, will require termination of this Agreement.
9. In consultation with the appropriate Clinical Center staff, withdraw students from the Clinical Center when it is determined that the students' performance or health is detrimental to the Clinical Center's health care responsibilities.

CLINICAL CENTER agrees that it will:

1. Make facilities available for the Preceptorship Program that provide for the learning experiences of students, as determined by the facility in collaboration with the Clinical Center staff.
2. Appoint qualified Clinical Center staff to supervise assigned students for the Preceptorship Program. The Clinical Center shall designate a qualified staff member who will be available for meetings with the faculty concerning the planning, implementation and evaluation of the student Preceptorship Program as shall be necessary.
3. Ensure that the assigned students will participate in providing, under the direction of the participating Clinical Center staff, for, patient care and other services rendered at the Clinical Center as part of the students' experiences.

4. Conduct a complete orientation for students addressing the policies and procedures of the Clinical Center and the facilities of the Clinical Center, and will provide students with the necessary instructional material to be utilized during the Preceptorship Program.
5. Maintain the confidentiality of personally identifiable student information as required by the Family Educational Rights and Privacy Act ("FERPA"). As such, the Clinical Center agrees that it will not publicly disclose, other than to those individuals with a legitimate educational interest, personally identifiable student information. If the Clinical Center has a question as to whether disclosure is permissible in a particular instance under FERPA, the Clinical Center should contact Maryville for guidance
6. Provide access to emergency health services to students during the hours of their clinical assignment. The student assumes responsibility for any expenses incurred.
7. Notify Maryville's faculty immediately if a student's performance or health is unsatisfactory or detrimental to the Clinical Center's health care responsibilities.
8. Complete evaluations of students' performance at such times as called for by Maryville University.
9. Provide assigned students with the opportunity to discuss their evaluations with the Clinical Center staff or designee.

MARYVILLE UNIVERSITY OF ST. LOUIS NURSING PROGRAM with CLINICAL CENTER together agrees:

1. To mutually determine the number of students to be assigned to the Clinical Center as part of the Preceptorship Program.
2. Not to discriminate against any student in its assignments to the Preceptorship Program based on race, color, gender, age, marital status, sexual orientation, religion, national origin, disability, Vietnam or disabled veteran status or any other characteristics protected by law.
3. To evaluate the experience offered, formulate plans and suggest changes for the succeeding year.
4. That Maryville and the Clinical Center are independent entities, and neither shall have, nor exercise, any control over the means, manner or method by which the other performs its obligations under this Agreement. Nothing in this Agreement is intended or shall be construed to create an agency relationship, employment relationship or joint venture between the parties. Furthermore, neither party intends for this Agreement to alter in any way their respective rights or their legal obligations to one another, the students assigned to the Clinical Center or to any third party.
5. That the terms of this Agreement shall begin on the date first above specified and shall continue until such time as either party hereto terminates or modifies this Agreement by mutual written consent. Either party may terminate this Agreement for any reason by providing the nonterminating party with written notice at least ninety days prior to the desired termination date, or at any time mutually agreed upon by the parties. Notwithstanding the notice requirement, either party may

terminate this Agreement or remove a student from the Clinical Center at any time if the terminating or removing party determines that the Clinical Preceptor Program is jeopardizing student safety or patient care.

6. School will be responsible for instruction and administration of the students' academic education program. School will have the final responsibility for grading students.

IN WITNESS WHEREOF, the Parties hereto and the Director of the Nursing Program at Maryville and the authorized party at the Clinical Center have caused this Agreement to be executed on the day and year first above written.

MARYVILLE UNIVERSITY OF ST. LOUIS
650 Maryville University Drive
St. Louis, MO 63141

Dr. Michelle Jenkins

Michelle Jenkins PT, PhD
Dean
Walker College of Health Professions

Mykale Elbe DNP, FNP-BC

Mykale Elbe, DNP, APRN, FNP-BC
Assistant Dean for Nursing
Walker College of Health Professions

SITE NAME:

Address:

City, State, Zip Code:

Site Representative Signature

Print - Site Representative Name/Title

Site Representative Email

Date_____

Date_____

Attachment: Maryville MOU_08.2023 (15867 : Maryville University MOU)



OUTSIDE AGENCY
Personnel

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

COMMISSION AGENDA REPORT

FROM: Brian R. Peete, RCPD Director

MEETING: May 22, 2025

SUBJECT: Assimilation of Animal Control Officers into the Riley County Police Department

PRESENTER: Brian R. Peete, RCPD Director

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:

- Memorandum RE Animal Control Officers (May 2025) (PDF)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: Riley Co.
Commission

Action: _____

Copy to: Law Board

Comments:

To: The Riley County Commission
From: Brian R. Peete, Director
Ref: Assimilation of Animal Control Officers into the Riley County Police Department
Date: May 19, 2025

SUMMARY STATEMENT:

The purpose of this memorandum is to update the Riley County Commission on the progress of the Riley County Police Department's (RCPD) research and planning regarding the possible transfer of Animal Control Officer (ACO) services and responsibilities from the City of Manhattan (the "City") to the Riley County Police Department (RCPD).

HISTORY

On January 31, 2023, the City held a discussion regarding animal shelter and animal control services and sought input from the City Commission. The City cited several ongoing challenges which were affecting its ability to fulfill its animal services mission consistently and in a fair manner. Some challenges discussed were lack of jurisdiction for animal control officers, legal authority regarding situations involving private property or calls for service outside of Manhattan City limits, staff burnout, logistics, and workload with surrounding jurisdictions. The City presented three options to the City Commission as possible steps: 1) Dedicate significant additional departmental, legal, and administrative resources to address the challenges, 2) Request the Riley County Police Department (RCPD) assume ACO enforcement responsibilities, 3) Explore outsourcing animal shelter services to a third-party group.

On January 27, 2023, I toured the T. Russell Reitz Animal Shelter (Shelter) with then Interim Director of Parks and Recreation Wyatt Thompson, and Brandon Sokol, Interim Shelter Director, and discussed the challenges of the shelter and its staff. On March 8, 2023, RCPD and City staff met to discuss the potential ACO move to discussion specific concerns and possibilities as to what such a move would entail. On March 22, 2023, RCPD provided the Law Board with a memorandum report highlighting concerns the department had in assuming ACO responsibilities and that additional time and planning was necessary. On September 19, 2023, the City Commission voted to outsource Animal Shelter operations to Prairie Paws which assumed shelter responsibilities on December 24, 2024.

Attachment: Memorandum RE Animal Control Officers (May 2025) (15872 : Animal Control Officers)

RCPD has since had several discussions with City Staff throughout 2024, and as of January 15, 2025, has been better positioned for the inclusion of ACOs and animal control responsibilities within the City and throughout the County, even assuming such services could be transferred as soon as the third quarter of 2025, however some additional planning discussions were, and remain, necessary which must include, but are not limited to, funding or contracting services, and MOUs with the County, City, and Prairie Paws. Most require direction from entities beyond my span of control.

ACO STAFFING AND STAFFING DETERMINATION FORMULAS:

Currently, there are three full time ACO positions within the City. Based on research of and/or discussions (in 2023) with the National Animal Care Association (NACA), the Kansas Animal Care Association, and the Humane Society, RCPD adopted a staffing formula based on a recommended baseline of Kennel Staffing needs¹ as well as field staffing² (via a “calls for service” model³). NACA information noted that the spectrum in each Animal Control department varies according to management style and director philosophy, as well as policy and community expectations. It also wrote “Where cities or agencies only count the calls for service within a community to determine optimum staffing, officer safety, citizen safety and major types of service delivery are not factored into overall staffing needs. In Animal Control work, enforcement responsibilities, population density and diversity, along with coverage area need also be a consideration for future planning.” The Kansas ACA connected RCPD (also in 2023) with the Administration Support Supervisor of the McPherson Police Department (KS) who provided a possible staffing formula of:

$$\frac{\text{Annual ACO-related calls for service}}{\text{Annual number that ACOs responded to the calls}} = N$$

$$N/7 \text{ (days of week)} = X \text{ (for an average estimate of calls for service per day)}$$

Multiply X times the Number of Square Miles of the increase in jurisdiction⁴

Using the above formula, $20,747/1,412^5 = 14.69$, $14.69/7 = 2.09^6$. This equates to 2.09 ACOs for the City of Manhattan only. In factoring there is more unpopulated land per square mile in the county vs. in the City rather than using the multiplication of square miles to determine additional staffing, RCPD’s recommendation then was to add at least two additional ACOs to cover calls for service outside of Manhattan. This equated to 4.09 ACOs. RCPD also did review a NACA field relief staffing formula based on assumptions that included anticipated shift hours, ACO availability for staffing, and a relief formula which resulted in a recommended relief formula of 3.2 ACOS for a final total of 7.29 ACOs.

¹ <https://www.nacanet.org/determining-kennel-staffing-needs/>

² <https://www.nacanet.org/determining-field-staffing-needs/>

³ Also known as Workload-based Assessment within law enforcement. NOTE: the COPS Office recommends agencies to consider metrics in the light of professional expertise to places numbers in appropriate practical context (A Performance-Based Approach to Police Staffing and Allocation, Wilson & Weiss, US DOJ and Michigan State University Publication, 2014).

⁴ Riley county spans and area of 622 square miles with a population of approximately 72,208, however a majority of Riley County may not have the concentrated population of other counties listed in this memorandum. RCPD will instead prioritize on length of time to safely and adequately respond to emergency call and not use this as a factor.

⁵ Assuming a minimum of 1,412 which is reported to be the RCPD “Dispatched” calls.

⁶ Based on data from Attachment 1.

Since early 2024, the Manhattan Fire Department (MFD) has supervised the City's ACO function and found that three (3) ACOs have been sufficient to meet current animal control responsibilities and calls for service (in the City).

Based on all the above information, RCPD believes it may be able to provide ACO services for the entire county with three (3) ACOs in 2026, however RCPD does will not have data to support if three (3) ACOs will be enough going forward. There is a favorable chance that a minimum of (4) ACOs may be needed in the immediate future as calls or service within the county may increase. Therefore, allocated numbers will need to be reevaluated in both 2026 and 2027, which may need to be increased based on total trending animal-related calls for service throughout the county.

RCPD's CURRENT RECOMMENDED BUDGET FOR THE ACO PROGRAM

Acct	Budget Category	Manhattan	RCPD	Change
1	Salaries	\$ 194,000	\$ 189,986	\$ (4,014)
37	KPERS	\$ 60,000	\$ 19,493	\$ 8,598
38	Social Security/Medicare		\$ 14,535	
39	Health Insurance		\$ 22,296	
40	Workers Compensation		\$ 12,084	
41	Unemployment Compensation		\$ 190	
	Total Personnel	\$ 254,000	\$ 258,584	\$ 4,584
5	Insurance	\$ -	\$ 5,250	\$ 5,250
7	Training	\$ 500	\$ 500	\$ -
13	Vehicle Maintenace	\$ -	\$ 7,500	\$ 7,500
20	Contractual Services	\$ 10,500	\$ 15,750	\$ 5,250
22	Memberships	\$ 650	\$ 650	\$ -
23	Uniforms	\$ 1,000	\$ 3,150	\$ 2,150
26	Fuel	\$ -	\$ 11,000	\$ 11,000
28	Office Supplies	\$ 500	\$ 500	\$ -
29	Replishment Supplies	\$ 2,300	\$ 2,300	\$ -
33	Equipment	\$ 3,000	\$ 10,200	\$ 7,200
34	Vehicles & Equipment	\$ -	\$ 26,250	\$ 26,250
	Total Non Personnel	\$ 18,450	\$ 83,050	\$ 64,600
	Animal Control Program	\$ 272,450	\$ 341,634	\$ 69,184

Attachment: Memorandum RE Animal Control Officers (May 2025) (15872 : Animal Control Officers)

ANTICIPATED SALARY COSTS

RCPD has consulted with The Arnold Group (TAG) to ensure the City's current salary and benefits scale is within recommended range, and recommends a budget of at least \$189,986 or three (3) ACOs. Should it be determined four ACOs are necessary to cover ACO services for the entire county, this line item could increase to approximately \$253,314.66.

MISC./UNKNOWN FACTORS/THINGS LEFT TO DO

Several of the unknown factors listed in the March 2023 memorandum are no longer items of concern, however additional diligence (internally and with external stakeholders) is needed to minimize potential negative unanticipated/unintended fiscal or operational-related consequences. These include:

- Additional parking spaces at RCPD. When not in their vehicles, the only possible administrative spaces for the ACOs are to eliminate quartermaster/equipment storage space and adding furniture, equipment, etc. next to the Department's computer servers, or absorbing the public interview room in the lobby at estimated costs of approximately \$120,000 (via Bruce/McMillan Architects).
- RCPD is working with its provider to determine what, if any, increase will there be to insurance costs.
- Rework/new Municipal and County laws/MOUs.
- Assess whether to continue current City in-house policy of temporary holding animals while attempting to locate pet owners. Without temporary boarding, ACOs may be forced to immediately turn found animals over to the Shelter which will charge pet owners for housing costs, etc. To add temporary kennels, the only available space would be within the Morton building behind the Department at an estimated cost of approximately \$200,000 (via Bruce/McMillan Architects).
- Increase in the medical line item. This line item allows for the department to pay or medical procedures or sick or injured animals found by ACOs. Without an increased budget, ACOs and the department would have to decide which animals get treatment and which may have to be euthanized. This presents a possible liability/reimbursement issue for found pets with owners.
- Which entity is going to be responsible to negotiate with Prairie Paws to cover costs to maintain the facility (The City, The County, or RCPD). In the future, if RCPD is required/expected to negotiate and cover costs, that is an additional \$350,00. Furthermore, if there are unintended costs not previously factored or anticipated, RCPD will be forced to pay for those costs from its current budget which pulls revenue from existing employees, and that are dedicated or law enforcement purposes, not Animal Control.

DISCUSSION AND RECOMMENDED NEXT STEPS

RCPD has been preparing to assimilate the Animal Control Program from The City. In doing this, it is vital that all parties understand current costs and potential future costs, and all involved parties enter into clear contracts and agreements that address responsibilities, to include what would happen if Prairie Paws refuses to renew its current contract and another party is needed to maintain the shelter. RCPD insists the 2026 budget allocates additional monies to cover potential and unintended costs related to the ACOs. The Law Board can choose to set a higher budget, then reduce the budget at a later time. It cannot increase an already published budget. RCPD also recommends the City, County, and Law Board set agreement terms so RCPD can continue planning for and assuming ACO responsibilities. This can be done through the Law Board, County, and City attorneys, and/or during joint Commission meetings.