



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 05, 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. Randolph Fireworks display application
4. Sign Mental Health Month 2023 Proclamation
5. Sign Riley County Personnel Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jun 1, 2023
8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session
10. Pending County Projects County Counselor

9:20 AM

Evan McMillan, Assistant County Engineer

11. Bid opening for Flat Rock Road culvert replacement

9:30 AM

Press Conference

12. RCPD Update - Sgt Pat Tiede (3-5 minutes)
13. Downtown Manhattan Update - Gina Snyder (3-5 minutes)
14. Mental Health Month 2023 Proclamation - Kathryn Focke (3-5 minutes)

15. June 10th Garden Tour - Gregg Eyestone (2-3 minutes)

9:50 AM

Evan McMillan, Assistant County Engineer

16. Bid opening for Union Road culvert replacement

10:00 AM

Russel Stukey, Emergency Management Director

17. Staff time report for the month of May 2023
18. Out of state travel request for Director Russel Stukey to attend Central States Haz-Mat conference in Independence Missouri

10:15 AM

Amanda Webb, Planning/Special Projects Director

19. Rural Housing Incentive District presentation

11:00 AM

Rich Vargo, County Clerk

20. Elections Systems & Software (ES&S) Equipment Upgrade

11:20 AM

Rich Vargo, County Clerk

21. Request to Launch Survey for Expanded Customer Service Hours

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.



**EMERGENCY
MANAGEMENT/FIRE**
Fireworks Display Permit

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: June 5, 2023

SUBJECT: Randolph Fireworks display application

PRESENTER: Russel Stukey Emergency Services Director

BACKGROUND

Per the Riley County resolution dated 31 July 1978, applications for a "Fireworks Display permit" should be submitted to the county 30 days prior to the display. Approval of the display must be completed at least 10 days prior to the display by the Board of County Commissioners. The application must include information about the display operator, time and date of the display and the need for fire and or police. The application must include proof of \$1,000,000 liability insurance.

DISCUSSION

The application appears to be complete and this has been an annual event for years.

FISCAL IMPACT

No fiscal impact.

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

Staff recommends approval of this annual event.

POSSIBLE MOTION

Move to approve the Fireworks Display Permit for Randolph 1st of July.

Enclosures:

- Randolph Fireworks Display Permit 2023 (PDF)

**PUBLIC FIREWORKS DISPLAY PERMIT
RILEY COUNTY, KANSAS**

DATE OF APPLICATION: 5-24-23

DATE OF DISPLAY: July 1

LOCATION OF DISPLAY: 300 N 15th Randolph
(ATTACH MAP SHOWING FIRING LOCATION AND EXCLUSION AREA)

NAME OF APPLICANT: Zimmer Bruce L. Randolph Lion
(LAST) (FIRST) (MI)

THE NAME OF THE PERSON, FIRM OR CORPORATION DISCHARGING THE
FIREWORKS:

Randolph Lions club Bruce Zimmer shooter
(ATTACH COPY OF FIREWORKS DISPLAY OPERATOR LICENSE(S))

NAME OF GROUP VIEWING DISPLAY: Public

KIND OF FIREWORKS TO BE DISPLAYED: class B.

ESTIMATED SIZE OF AUDIENCE: 3,000

NEED FOR POLICE: yes

NEED FOR FIRE: yes

NEED FOR EMS: yes

INSURANCE CARRIER FOR THE DISPLAY: _____
(ATTACH COPY OF PROOF OF INSURANCE. MINIMUM \$1,000,000.00 POLICY)

REVIEWED BY: Russell Smith Fire Chief
Riley County Fire District #1 Representative

APPROVED THIS _____ DAY OF _____ BY THE BOARD OF
COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS.

CHAIR

MEMBER

MEMBER

ATTEST:



CERTIFICATE OF LIABILITY INSURANCE

3.a

DATE (MM/DD/YYYY)

02/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: John Adams PHONE (A/C, No, Ext): 1-800-316-6706 FAX (A/C, No): 847-934-6186 E-MAIL: lionsclubs@dspins.com ADDRESS: 1101 S. Main St., Suite 100, Schaumburg, IL 60193
INSURED	INSURER(S) AFFORDING COVERAGE INSURER A: ACE American Insurance Company NAIC # 22667 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PRO-JECT ☐ LOC			HDO G47352241	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			ISA H10761220	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS OTHER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Randolph Independence Day Celebration Fireworks Display July 4, 2023

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

*** Randolph KS Pride Organization, City of Randolph, KS ***

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER	CANCELLATION
Bruce Zimmer 14520 Gardiner Rd Randolph Kansas 66554	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:

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Instructions for filling out Public Fireworks Display Permit Application:

Riley County Regulations require that a permit be obtained before shooting commercial grade (class B) fireworks. As per the Riley County Fireworks Resolution, dated July 31, 1978, this application is required to be submitted 30 days prior to the date of the display. It is further required that Board of County Commissioners approve the permit during a regular meeting, open to the public.

Date of Application – This date should be 30 days prior to the date of the display.

Date of Display – please put the date of when the display will take place.

Location of Display – Please be specific as to the location of the firing area and the required radius of the exclusion area. Attach an aerial photograph showing the location of the firing point(s), how to access the firing point(s), and the exclusion area with the appropriate radius.

Name of the Applicant – this should be a representative of the group that is putting the display on.

Name of the Person, Firm, or Corporation discharging the fireworks – this will be an individual or company that is licensed by the Kansas State Fire Marshal's office to shoot commercial grade fireworks in the State of Kansas. Please attach a copy of the license of the shooter. At the site of the display, the actual license will need to be in the possession of the shooter.

Name of the group viewing the display – general public, private party, community festival, etc...

Kind of fireworks to be displayed – aerial, ground, size, etc...

Estimated size of audience – This will be an estimate of how many people may be in attendance for the fireworks display

Need for Police, Fire, or EMS – This is for the fireworks display only. Anticipated need for police, fire or other governmental services. No permit shall be issued if the location, nature of the fireworks or other relevant factor is such as to create an undue hazard or risk of harm or damage to persons or property. An inspection of the setup may be requested by Riley County Fire District #1.

Insurance carrier for the display- No permit shall be approved unless the applicant furnishes a certificate of public liability insurance for the display in a minimum amount of \$1,000,000.00, written by an insurance carrier licensed to do business in Kansas, conditioned as being non-cancelable except by ten (10) days advance written notice to the County Clerk of Riley County, Kansas. In the event of cancellation of the insurance prior to the display the permit shall automatically be revoked and void. Attach proof of this insurance to the permit.



OUTSIDE AGENCY
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Robbin Cole, Pawnee Mental Health Services Director

MEETING: June 5, 2023

SUBJECT: Sign Mental Health Month 2023 Proclamation

PRESENTER: Robbin Cole, Pawnee Mental Health Services Director

Move to sign the Mental Health Month 2023 Proclamation for May 2023 for Pawnee Mental Health Services.

Enclosures:

- Mental Health Month 2023 Proclamation PMHS (PDF)



MENTAL HEALTH MONTH 2023 PROCLAMATION “Look Around, Look Within”

WHEREAS, the area that someone lives in plays a significant role in their overall health and well-being; and

WHEREAS, surroundings can impact if, how, and when a person’s needs are met, which in turn affects mental health; and

WHEREAS, having safe, stable, and healthy home conditions set the foundation for achieving and maintaining good mental health; and

WHEREAS, with early and effective interventions, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, health care provider, organization, and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

THEREFORE, Riley County, do hereby proclaim **May 2023** as **MENTAL HEALTH MONTH** and calls upon the businesses, schools, government agencies, healthcare providers, organizations and citizens of Riley County to recommit our community to increasing awareness and understanding of mental health, its relationship to a strong, vibrant community, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Commissioner

Commissioner

Commissioner



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: June 5, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-06 PW SCortez EAF (DOCX)
- 2023-05 EMS TFieser EAF (DOCX)
- 2023-05 Museum HJacobs PAF (DOCX)
- 2023-05 Treasurer MUnruh EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166734

Full Legal Name: Steven Cortez**Status Change Date:** 6/01/2023**Status Change:** New Hire**Date of Hire:** 6/6/2023**Seniority:** 0 Month(s)**Position:** Seasonal Laborers**Position Type:** Part-Time**Pay Range:** SSNL**Pay Type:** Hourly**Base Rate:** \$14.00**Annualized Pay:** \$14,000**Funds Codes:** 1-County General, 22-Appraiser**Supervisor:** David Willis**Department Head:** John Ellermann

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-06 PW SCortez EAF (13478 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Timothy Fieser**Status Change Date:** 5/22/2023**Status Change:** Separated**Date of Hire:** 7/17/2019**Seniority:** 3 years, 10 Month(s)**Position:** EMS/Ambulance Paramedic**Position Type:** Full-Time**Pay Range:** 20**Pay Type:** Hourly**Base Rate:** \$20.68**Annualized Pay:** \$43,014.40**Funds Codes:** 1-County General**Supervisor:** Dustin Cassel**Department Head:** David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-05 EMS TFieser EAF (13478 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166734

Full Legal Name: Haileigh Jacobs**Status Change Date:** 06/02/2023**Status Change:** Separated**Date of Hire:** 06/07/2022**Seniority:** 11 Month(s)**Position:** Museum**Position Type:** As needed**Pay Range:** 17**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000**Funds Codes:** 1 – County General**Supervisor:** Katharine Hensler**Department Head:** Katharine Hensler

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-05 Museum HJacobs PAF (13478 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Matthew Unruh**Status Change Date:** 5/19/2023**Status Change:** Separated**Date of Hire:** 10/17/2022**Seniority:** 6 Month(s)**Position:** Customer Service Rep I**Position Type:** Full-Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$17.86**Annualized Pay:** \$37,148.80**Funds Codes:** 1-County General**Supervisor:** Donna Borgerding**Department Head:** Shilo Heger

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-05 Treasurer MUnruh EAF (13478 : Personnel Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 08, 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. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

David Adams, EMS/Ambulance Director

3. Building update

9:30 AM

Katharine Hensler, Museum Director

4. Request to refill

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

10:30 AM

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

7. Monthly Cash Flow Reports

Attachment: 06-08-23 tentative agenda (12843 : Tentative Agenda)

10:50 AM **Darell Edie, Budget and Finance Officer**

8. 2024 Budget Work Session

11:10 AM **Brian Peete, RCPD Director**

9. Feasibility Study

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: 06-08-23 tentative agenda (12843 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 12, 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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Darell Edie, Budget and Finance Officer

2. 2024 Budget Work Session

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

3. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

5. Staff update

Adjournment

Attachment: 06-12-23 tentative agenda (12843 : Tentative Agenda)

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, June 13, 2023 (KF).

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
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: June 5, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 06.05.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ December, 2022 and through May 31, 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. (11-13-22) 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-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) **Attend and**

participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue. (5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23)

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: *Schedule staff discussion of contract development. (5-21-23)*

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) **Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23)**

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) **Work on project.(6-1-23)**

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. (12-2-2) 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) ***Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23)***

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) ***Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23)***

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left 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: *Work on annual authorization for controlled beer sales during rodeo at county fair.* (5-31-23)

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) **Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23)**

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)

Riley County 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) **Schedule discussion with Department Head on real property issue. (5-22-23)**

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) ***Assist Dept. Head with road renumbering issue. (5-30-23)***

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) ***Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue.(5-24-23)***

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:

Attachment: FINAL Commission List 06.05.2023 (13477 : Clancy's Commission List)

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) *Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23)*

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)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey EM/RCFD #1

MEETING: June 5, 2023

SUBJECT: Staff time report for the month of May 2023

PRESENTER: Russel Stukey

See attached

Enclosures:

- 5, 2023 May staff time (DOCX)



Monthly staff time report to BOCC, for the month of May 2023

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Dealing with a billing dispute with AT&T regarding disconnect of fiber optic connection
-

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Working with Cory in IT on county phone system paging and panic button options
- Reviewing proposed floor plans for Public Safety Headquarters and submitting comments
- Employee training committee meetings
- Providing information to Architect for new Public Safety HQ building
- Participate in Emergency Services Director (ESD) monthly meeting
- Presented 2024 budget to the commission on the 8th
- Referred a call for assistance to a stranded boater to dispatch
- Staffed EOC on the 7th for potential severe weather
- Staffed EOC on the 9th for severe weather event
- A flood advisory was issued for a portion of the county in the Riley/Leonardville/Randolph area on the 14th
- Had discussion with A&H farms about an event they are planning that could be larger than their typical event
- Attend first KSU football parking meeting of the year on the 17th
- Numerous meetings with Public Safety HQ planning group, CM@R, and Architects
-

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

Assistant Director Laurie Harrison activity EM/911

EM Planner Baldwin Fisher

Fire

- Working with Travelers Insurance staff to prepare for Salzman lawsuit
- Attended county fire trainings
- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls



- Working with Clancy on fire station bidding process
- Working on Local Safety and Security Equipment grant (LSSE)
- Assisted with gathering and preparing surplus equipment for auction
- Participated with Commissioner McKinley on KMAN Infocus program discussing both controlled burns and severe weather
- Had a citizen donate a meal for the volunteer firefighters from our southern stations on the 4th
- Treated the volunteer firefighters from our northern stations to a meal on the 11th. Both meals were through TCB Street Eats food truck. They also donated a portion of the second meal.
- Met with a dirt contractor to get a quote for fire station dirt work
- Working with Planning and Zoning staff on several different projects
- Worked with HR concerning personnel issue
- Completed LDH hose testing of approximately 15,000 feet on the 22nd
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review

Items awaiting HR review:

- a. RCFD#1 policy/SOG review

Admin. Asst. M. Horstmeier

We had four new Volunteer Firefighters start this month. I assisted them in getting all of their gear and completing their hiring process.

I created a draft newsletter specifically for our Volunteer Firefighters. The first draft was finished, ready for review and will soon be released as the first issue. This is a monthly newsletter that will be used to celebrate birthdays, anniversaries, new recruits, accomplishments, and other events worthy of commemorating. The newsletter will also be used for announcements like training opportunities, updates from the County or BOCC, and interesting or noteworthy incidents. The first iteration of the newsletter will be sent out (hopefully) on the first of June- pending edits.

The Prescribed Burn Report was submitted to the Kansas Forest Service for their records. The same report was also logged into our system for our records. All "Out of Control" fires were added to our report for future reference if needed.

An updated version of the current burn permits was sent to dispatch to update their records for the burn map.

I met with HR and created a new Paylocity Workflow for our Volunteer Firefighter position. This new workflow is tailored to our department, and the process we use for getting our candidates



through the hiring process. The original workflow was generic and was confusing for myself and the Deputy Chiefs to use. It was hard for us to see where candidates were in the process without writing detailed notes with each step the candidates went through. With the new workflow, we are able to see the exact step in the process each candidate is on currently. It will be easier to log onto Paylocity and see where exactly the candidates are in the process without confusion.

I went to the North County Volunteer Appreciation Dinner on May 11th and met some of the North County firefighters. The department had TCB Street Eats cater the event to show appreciation for the hard work and dedication that our Volunteers have displayed the last month. It was nice to put faces to names and voices on the phone!

A list of our newest firefighters that have joined from January to May this year was sent to Jim Waters at the Farm Bureau, so the FRA list is up to date.

Completed the IS-242.C course on Effective Communication of the FEMA Professional Series.

Completed the IS-240.C course on Leadership and Influence of the FEMA Professional Series.

Deputy Chief Doug Russell

- Responding to multiple incidents
- Dealing with personnel issues.
- Completed LDH testing with FireCatt
- Firefighter appreciation dinners
- Working on and prioritizing truck repairs from grass season
- Working on auction items
- Working on Monthly Truck and Equipment checks
- Working on New station plans
- Contacting dirt contractors for stations pads.
- Working on plans for June County training nights

Deputy Chief John Martens

Submitted by:

Russel Stuke, Emergency Services Director



**EMERGENCY
MANAGEMENT/FIRE**
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Director EM/FIRE

MEETING: June 5, 2023

SUBJECT: Out of state travel request for Director Russel Stukey to attend Central States Haz-Mat conference in Independence Missouri

PRESENTER: Russel Stukey Director EM/FIRE

FISCAL IMPACT

The cost to the county will be approximately \$239 after reimbursement from KDEM.

POSSIBLE MOTION(S)

Move to approve out of state travel for Director Russel Stukey to attend the Central States Haz-Mat conference in Independence Missouri with the cost to come from Emergency Management travel and training budget lines.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 06-01-23 EM Out of State Travel Request (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Russel Stukey DEPARTMENT: Emergency Management

POSITION TITLE: Director DATE REQUESTED June 7th - 9th

FUND: Emergency Management

Travel From: MHK Date: June 6th

Travel To: Independence Missouri Date: June 6th

Purpose of Travel: Central States Hazmat Preparedness Conference this has historically been put on by FEMA region 7 which includes Kansas, Nebraska, Iowa and Missouri. In the past they have referred to this conference as the Local Emergency Planning Committees (LEPC) conference. KDEM has offered a "scholarship" to attend. I have applied for and received the scholarship which will reimburse for registration and lodging estimated at \$660.

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

☒ Administratively determined to be to the advantage of Riley County

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	County vehicle fuel	\$50
Lodging	\$145 per day 3 days	\$435
Meals	3 days @ \$63 per day	\$189
Registration/Fees	1	\$225
Other	Reimbursement from KDEM scholarship	-\$660

Total Estimated Travel Costs: \$239

Requested by: Russel Stukey Date: June 1

Approved by:

Department Head: Russel Stukey Date: June 1

Chair: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant



PLANNING & DEVELOPMENT
Presentation

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: June 5, 2023

SUBJECT: Rural Housing Incentive District presentation

PRESENTER: Stephanie Peterson, City of Manhattan Community Development Director

Please see attached PowerPoint presentation.

Enclosures:

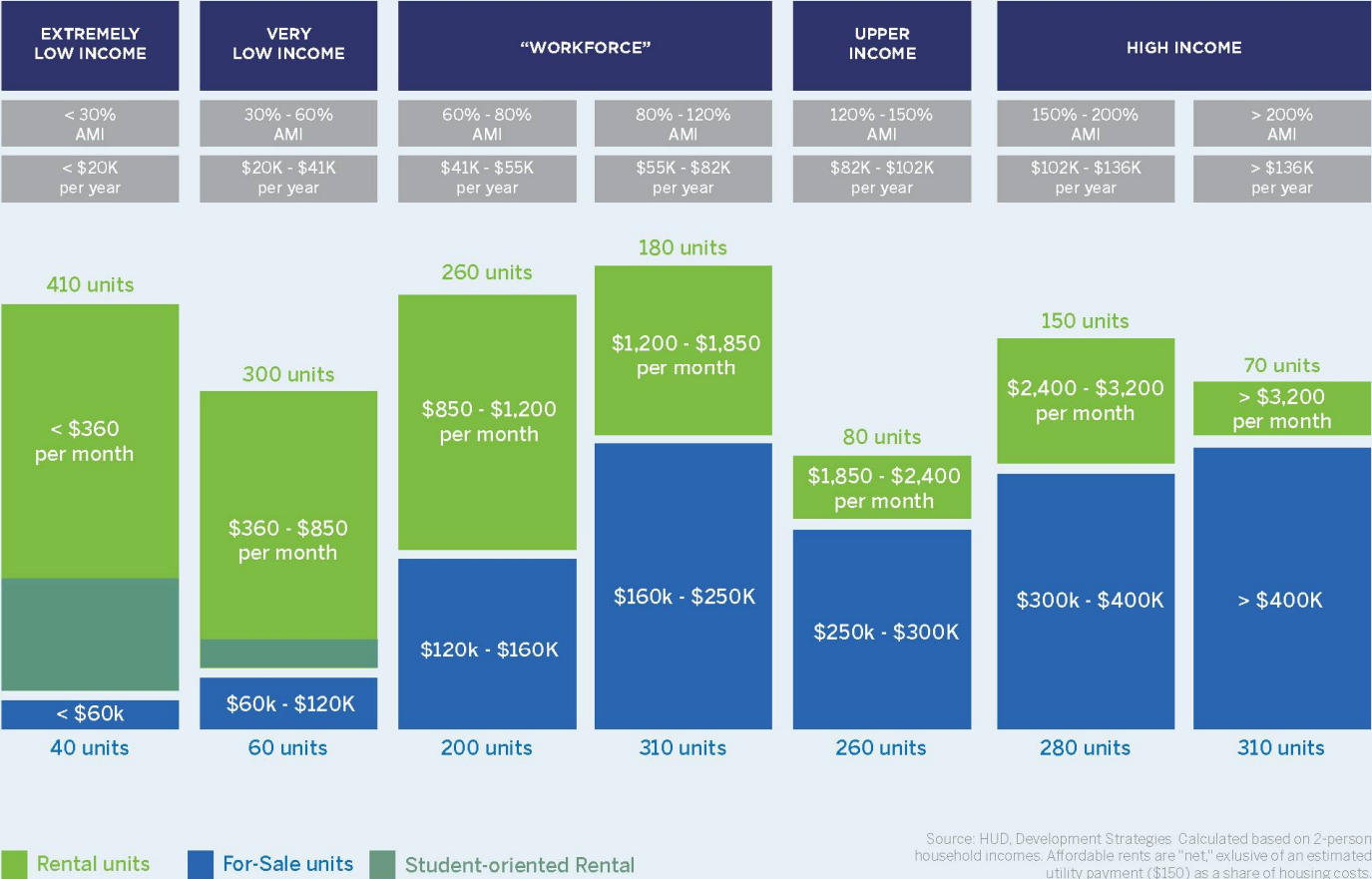
- pres_RLCO_RHID_060523 (PPTX)

Riley County Commission Housing Incentives – RHID



Community Development Department

20-Year Demand Summary (2,000 to 3,600 units of net new demand)



Rural Housing Incentive District (RHID) program

What is a RHID?

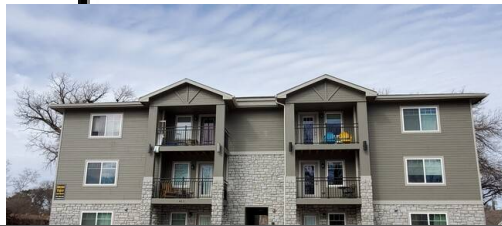
- Works similarly to a TIF, but for residential development
- For cities under 60,000 in population
- Captures incremental gain in property tax for up to 25 years
- Finances eligible public improvements and infrastructure:
 - Land acquisition
 - Site preparation
 - Sanitary/storm sewers
 - Drainage conduits
 - Channels and levees
 - Street grading & paving
 - Street lighting fixtures
 - Connections and facilities
 - Gas, water, heating, and electrical services in ROW
 - Sidewalks
 - Water mains and extensions

RHID program

Benefits of RHIDs:

- Incentivizes building homes at lower price point
- Opportunity to keeps costs lower for future occupants
- Renovation second floor in Downtown
- State encourages pairing with MIH

RHIDs across Kansas



Hays

- 36 apartments
- New hospital employees

Salina

- 150 townhomes
- Economic development
- RHID + MIH money

Olsburg

- 15 townhomes



McPherson

- 32 multi-family units
- Workforce housing demand



Emporia

- 10 second story units
- Main street renovation

Dodge City

- 300 units
- Single- & multi-family
- Free-standing & duplex
- Senior, market, & low-income
- Owner-occupied and rental

RHID Criteria

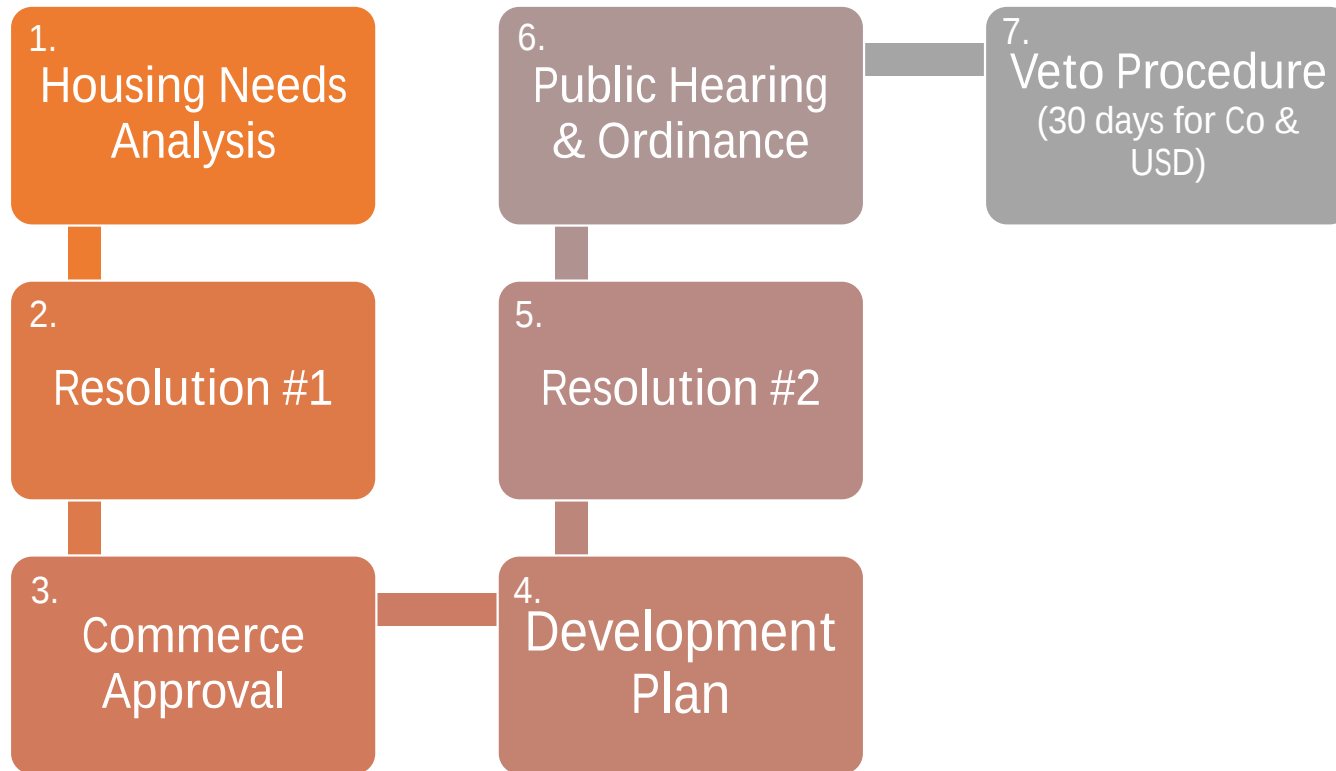
Considerations

- Minimum size for projects (# of units created)
- New product being introduced to the market (rowhouses, small lot single-family, cottage homes, etc.)
- Walkability
- Proximity to parks and community services
- Mix of housing densities

Implementation

- Development agreement to build units per development plan, within workforce housing price range, and keep in the range over a specified time period

RHID process



Scenario 1: Vacant lot



Pre-development

Appraised value: \$25,000

Initial assessed value: \$2,875

Total tax collected: \$454

Total mills: 157.894

City tax collected: \$150

Total mills: 52.143

Co. tax collected: \$121

Total mills: 42.227

USD tax collected: \$178

Total mills: 62.024

Developer investment

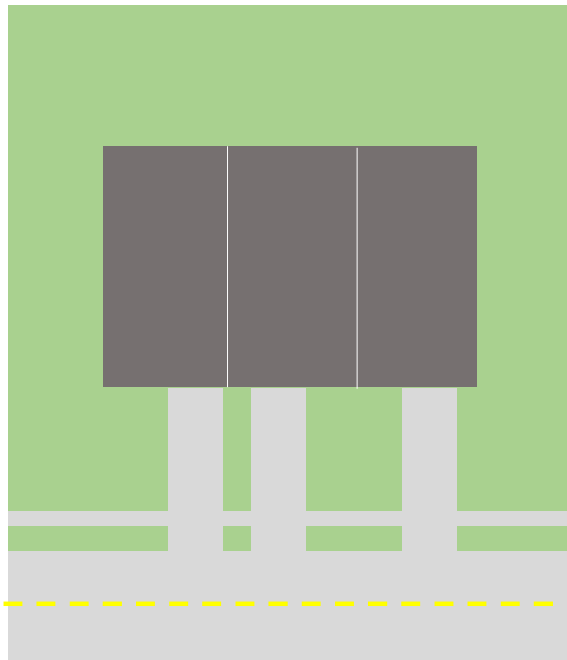
Purchase price: \$30,000

Public infrastructure: \$0

Building construction: \$0

Total developer cost: \$30,000

Scenario 2: Market rate development (no incentives)



Developer investment

Purchase price: \$30,000

Public infrastructure: \$100,000

Building construction: \$700,000

Total developer cost: \$830,000

Post-development

Average rent: **\$1,900**

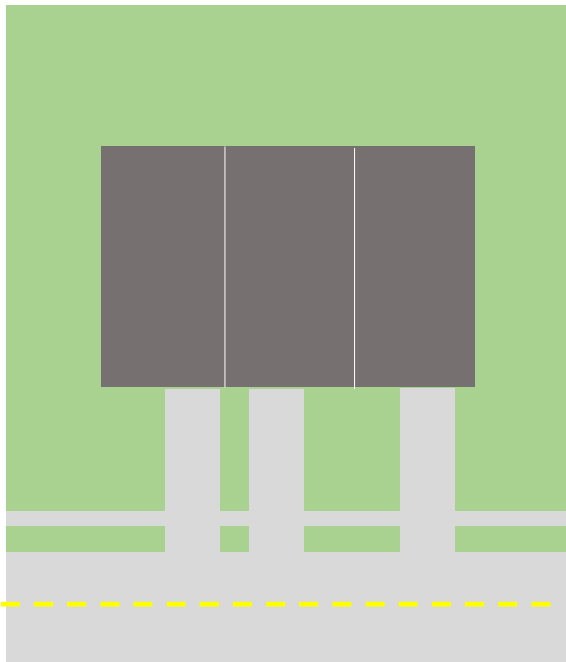
Workforce housing target rent: \$850-\$1,850

Number of workforce housing units created: 0

No Incentives- Comparison

Post-development	Vacant Site	RHID	Difference
Appraised value:	\$25,000	\$850,000	\$825,000
Taxable value:	\$2,875	\$97,750	\$94,875
Total tax (157.894 mills):	\$454	\$15,434	\$14,980
City tax (52.143 mills):	\$150	\$5,097	\$4,947
Co. tax (42.227 mills):	\$121	\$4,128	\$4,007
USD tax (62.024 mills):	\$178	\$6,063	\$5,885

Scenario 3: Lot developed with RHID



Developer investment

Purchase price: **\$30,000** (reimbursed with RHID)

Public infrastructure: **\$100,000** (reimbursed with RHID)

Building construction: \$700,000

Total developer cost: \$700,000

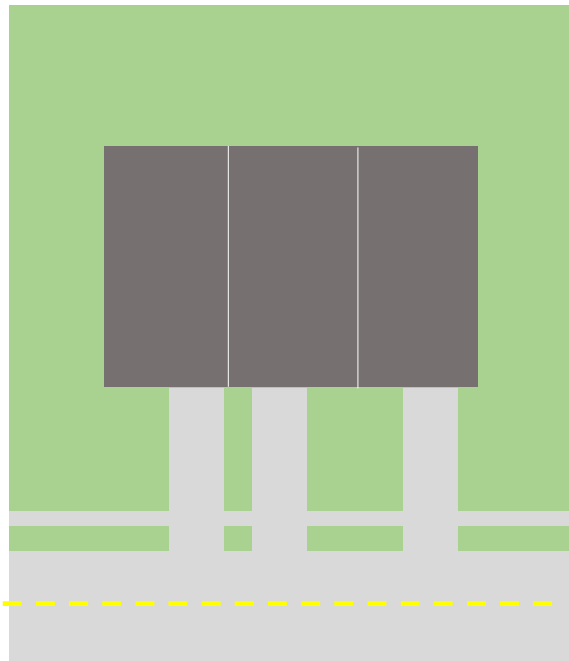
Post-development

Average rent: **\$1,602**

Workforce housing target rent: \$850-\$1,850

Number of workforce housing units created: 3

Scenario 4: Lot is developed with RHID and MIH incentives



Developer investment

Purchase price: **\$30,000** (reimbursed with RHID)

Public infrastructure: **\$100,000** (reimbursed with RHID)

Building construction: \$400,000 (**\$300,000** MIH award)

Total Developer Cost: \$400,000

Post-development

Average rent: **\$916**

Workforce housing target rents: \$850-\$1,850

Number of workforce housing units created: 3

How RHID works - Comparison

Developer Costs and Rental Rates

Development costs	Scenario 2: Market Rate	Scenario 3: RHID	Scenario 4: RHID & MIH
Purchase Price	\$30,000	\$0 (\$30k RHID)	\$0 (\$30k RHID)
Public Infrastructure	\$100,000	\$0 (\$100K RHID)	\$0 (\$100K RHID)
Building Construction	\$700,000	\$700,000	\$400,000 (\$300k MIH)
Total Developer Cost	\$830,000	\$700,000	\$400,000
Rent Charged	\$1,900	\$1,602	\$916

How RHID works - Comparison

Property Tax Impacts

Post-development	Vacant Site	Scenario 3: RHID	Difference	10-year RHID
Appraised value:	\$25,000	\$850,000	\$825,000	
Taxable value:	\$2,875	\$97,750	\$94,875	
Total tax (157.894 mills):	\$454	\$15,434	\$14,980	\$149,800
City tax (52.143 mills):	\$150	\$5,097	\$4,947	\$49,470
Co. tax (42.227 mills):	\$121	\$4,128	\$4,007	\$40,070
USD tax (62.024 mills):	\$178	\$6,063	\$5,885	\$58,850

Challenges

- Geographical considerations (proximity to existing infrastructure)
- Desired structure type
- Creation of competition
- Burden to other taxpayers (during RHID term)
- Fairness issue – City/County selecting which projects to incentivize

Rowhouses



huntmidwest.com

Attachment: pres_RLCO_RHID_060523 (13455 : City RHID presentation)

Cottage Homes



Reminder: “Who”



Miller Family

60% AMI

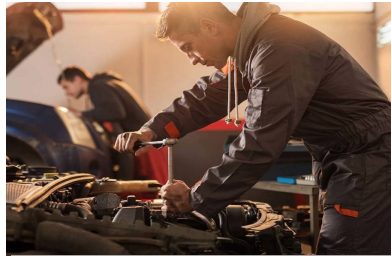
Occupation/s: Firefighter
& part-time day-care
worker

Income: \$48,800

Makeup: 2 adults & 2 kids

Max. Rent: \$1,120

Max Purchase: \$134k



Peterson Family

80% AMI

Occupation/s: Auto
mechanic & home care
aid

Income: \$59,800

Makeup: 2 adults & 2 kids

Max. Rent: \$1,495

Max Purchase: \$209k



Barnes Family

100% AMI

Occupation/s: Carpenter
& retail salesperson

Income: \$71,500

Makeup: 2 adults & 2 kids

Max. Rent: \$1,790

Max Purchase: \$264k



Price Family

120% AMI

Occupation/s: Payroll
clerk & assembly line
worker

Income: \$72,100

Makeup: 2 adults & 1 kid

Max. Rent: \$1,800

Max Purchase: \$267k

Our co-workers, service providers, neighbors, family members, and others



COUNTY CLERK & ELECTIONS
Project

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo
MEETING: June 5, 2023
SUBJECT: Elections Systems & Software (ES&S) Equipment Upgrade
PRESENTER: Rich Vargo

BACKGROUND

In 2019 Riley County purchased our current voting equipment, 200 ES&S Express Vote Tabulators in the amount of \$1,018,760. The Express Vote Tabulators mark the ballot and tabulate the ballot all within the current piece of equipment which are VVSG 1.0 compliant. In 2019 it was a new product for ES&S and they believed it would receive system enhancements to broaden its capabilities to include multiple election races on one screen plus election standards compliances required by the U.S. Election Assistance Commission and State Governments.

Late in 2022 in discussions with ES&S staff we were told the company would no longer be upgrading the Express Vote Tabulators to meet the new U.S. Election Assistance Commission VVSG 2.0, which requires Dual Factor Authentication of the equipment. The VVSG 1.0 is not able to comply with the Dual Factor Authentication.

DISCUSSION

Our current 200 Express Vote Tabulators can be converted to Express Vote Ballot Marking Devices, which means they will only mark the ballot as voted and another piece of equipment, DS300 Poll Place Scanner and Tabulator would tabulate each ballot. While the 200 Express Vote Tabulators would be converted ballot marking devices they would remain VVSG 1.0 compliant. The current voting tabulators are still a valid Federal and State Compliant piece of voting equipment. In the future when election equipment is upgraded it would have to meet the VVSG 2.0 version or the most relevant version at the time the transition is made. ES&S has told us our Express Vote Tabulators once converted to Express Vote Ballot Marking Devices should last a total life span of 10 years, to 2029. ES&S's next new upgrade in equipment is scheduled for

2026-2027.

Given the significant and unexpected transition Susan Boller and myself made a trip to ES&S Headquarters in Omaha, Nebraska, USA. We met with the ES&S team to discuss our concerns and negotiate a solution in Riley County's best interest. It was a very productive meeting and ES&S was very accommodating to our suggestions. ES&S agreed to convert all 200 of our Express Vote Tabulators, which will take a team of 3-4 ES&S employees approximately 4 days. The charge for the conversion of this size is typically \$32,000 and you can see in the contract they have agreed to do it for \$8,000.

As discussed above the Express Votes once converted to Ballot Marking Devices will no longer tabulate. To tabulate the ballots at each polling place we will need to have an DS300 Poll Place Scanner and Tabulator which will be capable of upgrading to VVSG 2.0 compliant. Riley County currently has 30 polling places for our largest elections. ES&S recommends one DS300 per 2,500 registered voters. We are proposing to purchase 40 DS300's as some of our larger polling places will have two DS300's due to volume and to alleviate lines for individuals to cast their ballot and backups. The DS300's cost \$5,995/each.

Our goal is to have all of the equipment converted, purchased and staff trained prior to the 2023 November General Elections as there will not be enough time in 2024 to do it with three elections scheduled.

FISCAL IMPACT

The total fiscal impact with the conversion of the 200 Express Vote Tabulators to Express Vote Ballot Marking Devices, the purchase of 40 DS300 Poll Place Scanner and Tabulator plus related software and maintenance and hardware for one year is \$300,475. I am requesting the Board approve a CIP Activation for the project and pay for it from CIP funding as I do not have funds in the 2023 Election Budget for the purchase of the upgraded system.

RECOMMENDATION(S)

I recommend the Board approve the Elections Systems & Software (ES&S) Purchase Proposal as submitted for the 40 DS300 Poll Place Scanner and Tabulators, conversion of the 200 Express Vote Tabulators to Ballot Marking Devices and related software and one year of maintenance in the amount of \$300,475 from the Capital Improvement Fund.

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:

- ES&S Software (PDF)



Maintaining voter confidence. Enhancing the voter experience.

Riley County, Kansas
Purchase Proposal Quote
Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Unit Price	Extended Price
Tabulation Hardware			
DS300 Poll Place Scanner and Tabulator:			
40	DS300 (Includes Internal Backup Battery, Paper Roll and One (1) Standard 4GB Memory Device)	\$5,995.00	\$239,800.00
40	DS300 Ballot Box with Power Supply and AC Cord	\$880.00	\$35,200.00
40	Tote Bin	\$395.00	\$15,800.00
Election Services			
1	Implementation Services	\$1,975.00	\$1,975.00
X	Tabulation Equipment Operations Training		
X	DS300 Installation		\$5,000.00
X	ExpressVote EVS 6300 Upgrade		\$8,000.00
X	1 Year Hardware and Software Warranty		Included
X	Shipping and Handling		\$4,500.00
X	Customer Discount		(\$20,000.00)
Total Purchase Solution			\$290,275.00
Payment Terms			
Amount due within thirty (30) calendar days of contract execution:			\$145,137.50
Amount due within thirty (30) calendar days of delivery of Hardware and/or Software:			\$145,137.50
Annual Post-Warranty License and Maintenance and Support Fees			
(Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)			
Annual Post-Warranty Hardware Maintenance and Support Fees:			
40	HMA DS300 - Extended Warranty with Biennial Maintenance	\$160.00	\$6,400.00
Annual Post-Warranty Firmware License and Maintenance and Support Fees:			
40	Firmware License - DS300	\$95.00	\$3,800.00
Total Annual Post-Warranty License and Maintenance and Support Fees			\$10,200.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for thirty (30) days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.
5. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.

Attachment: ES&S Software (13469 : Elections Systems & Software (ES&S) Equipment Upgrade)



DS300[®]

Poll Place Scanner & Tabulator

Advanced Digital Scanning Technology

Faster Processing Speeds

As compared to its predecessor, the DS300 offers:

- 75% faster startup
- 300% faster election loading
- 240% faster poll opening
- Up to 33% faster ballot scanning

Innovative Ballot Imprinting

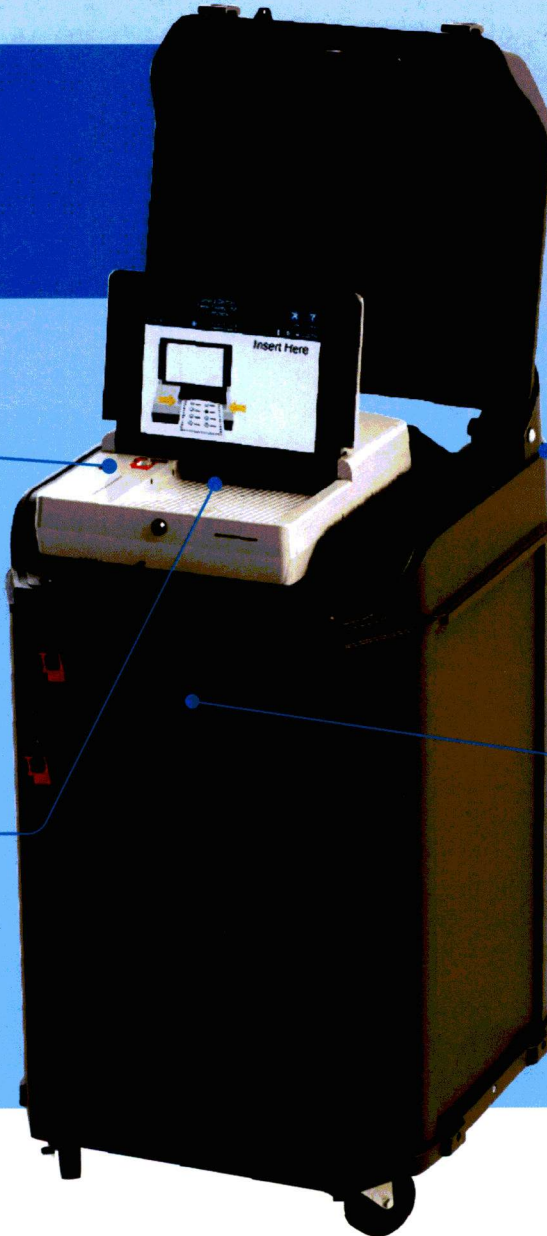
The DS300 includes an integrated inkjet imprinter that can print a unique number on each ballot scanned for use in post-election risk-limiting audits (RLAs).

Improved Stability During Transport

The new DS300 ballot box was designed to increase stability during transport and includes a handle for more control.

Enhanced Security

All locks on the DS300 are pick-resistant and recessed for more effective placement of tamper-evident seals.



The Future of Polling Place Ballot Tabulation

ES&S' newest purpose-built scanner and tabulator, the DS300, seamlessly supports all poll place and vote center ballot scanning and tabulation from early voting through Election Day. The DS300 can also serve as a tabulator for absentee voting and during recounts and audits.

SCAN HERE
to contact an ES&S representative today to see if the DS300 is right for your elections!
essvote.com/request-ds300-info
or email info@essvote.com



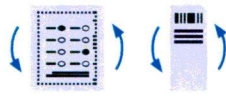
DS300® — Poll Place Scanner & Tabulator

ACCURATE



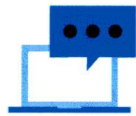
The DS300 combines ES&S patented IMR® and PTRAC® technologies to accurately discriminate between valid and extraneous marks, perforations, smudges and folds, reducing the number of ballots requiring time-consuming manual adjudication.

EASY SCANNING



All ES&S tabulators scan traditional and simplified ballots in any orientation – no need to make sure ballots are face up and top edge first before scanning.

COMPATIBLE



Works in conjunction with:

- ExpressVote® Universal Voting System
- ExpressVote® XL Full-Face Universal Voting System
- DS450® High-Throughput Scanner & Tabulator
- DS950® High-Speed Scanner & Tabulator
- Electionware® Election Management Software

RELIABLE



Having both battery backup and thermal paper means you never have to worry about power outages or printer ink. The DS300 includes redundant data storage.

SECURE



- Like all ES&S tabulation equipment, the DS300 includes physical security features such as locking panels and security seals to secure sensitive components and election files, and a key-locked case for transport and shipping.
- The DS300 operating system controls, limits and detects unauthorized access to all critical data. The system also includes safeguards, such as data encryption and digital signatures, that help protect sensitive data and verify authenticity, including certification of all firmware.
- The DS300 includes Secure Boot, which prevents invalid, corrupted or malicious software from running on the tabulator.

WHAT YOU **DON'T** GET WITH COMMERCIAL-OFF-THE-SHELF (COTS) TABULATORS:

- **Purpose-built equipment.** Election experts designed ES&S tabulators specifically for elections.
- **No scanning interruptions.** ES&S tabulators scan and tabulate previously folded and damaged ballots.
- **Longer product life.** ES&S products are engineered with industrial-grade components, ensuring a 5-7 year production and service parts supply. Our parts manufacturers are dedicated to maintaining form, fit and functional equivalents when an inevitable change comes. This allows ES&S to support our products typically 10+ years.

Frequently Asked Questions about the VVSG 2.0

This FAQ has been developed by the U.S. Election Assistance Commission (EAC) registered manufacturers whose names are listed below. This document is designed to be a quick reference tool regarding the implementation of the VVSG 2.0.

What is the VVSG?

The Voluntary Voting System Guidelines (VVSG) are technical standards approved by the EAC that all voting systems certified by the federal government must meet. They cover testing specifications for accuracy, security, functionality, privacy, usability and accessibility. While VVSG adoption is voluntary for States, most States (38 states plus DC) use some aspect of the VVSG for their own certification process, and all 50 States plus DC use the VVSG as the basis for their voting system approval process. Compliance is therefore not voluntary for voting system providers.

What VVSG version am I currently using?

There are currently three versions of the VVSG:

- 1) VVSG 1.0
- 2) VVSG 1.1*
- 3) VVSG 2.0

All EAC-approved fielded systems across the nation are currently certified to the VVSG 1.0. Please check with your election provider or your State Election Authority to confirm the VVSG version your jurisdiction is using.

**VVSG 1.1 was a slight modification of the VVSG 1.0. Full adoption of VVSG 1.1 was significantly delayed by a prolonged lack of quorum of EAC Commissioners (California is the only state with VVSG 1.1 deployed systems, although these systems are not EAC certified). For this reason, VVSG stakeholders – including manufacturers – have focused on VVSG 2.0, which was approved in February 2021*

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Is my VVSG 1.0 system capable of being upgraded to the VVSG 2.0?

Many fielded VVSG 1.0 systems will maintain full certification to the VVSG 1.0 for the life of the system. This is because specific hardware requirements in the VVSG 2.0 version may not be practical or cost-effective for upgrades to existing VVSG 1.0 systems. (For example, a new screen resolution or screen size requirement.)

To protect your technology investments, the EAC plans to allow manufacturers to upgrade components of currently fielded EAC systems to the VVSG 2.0 version while allowing the overall base system to maintain a VVSG 1.0 designation where feasible.

When will the EAC begin testing VVSG 2.0 systems?

The next step in the implementation of the VVSG 2.0 is for the existing independent voting system test laboratories (VSTLs) to complete the EAC federal lab accreditation process that will allow them to test systems to the VVSG 2.0. Once the VSTLs are accredited to test to the VVSG 2.0, manufacturers may begin to submit systems for testing to either the VVSG 2.0 or the VVSG 1.0.

When will manufacturers have complete VVSG 2.0 systems ready for testing and certification?

While you will need to work directly with your election system provider to determine the optimal timelines for your jurisdiction and your systems, it is likely that full VVSG 2.0 systems will be submitted for testing soon after the 2024 general elections.

Once submitted, the entire testing process will take several months to complete at the federal level. Upon completion of the federal test process, manufacturers will then begin the process of obtaining state approvals.

Will I need to purchase an entirely new system in order to have a complete VVSG 2.0 system?

Yes, at some point this is a reasonable expectation. Because the VVSG 2.0 was such a

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have components upgraded to the VVSG 2.0, though your complete system maintains a VVSG 1.0 certification. The EAC is drafting a voting system lifecycle policy which is intended to support these decisions.

Our jurisdiction plans to purchase a new system in the next few years. Should we wait for the VVSG 2.0 systems?

If your voting system requires replacement in the next few years, check with the election system manufacturers active in your State as you plot out your preferred timeline. Most manufacturers have been actively incorporating VVSG 2.0 requirements into existing VVSG 1.0 systems for several years. You may find that systems available for purchase today (and for the next few years) will meet your requirements and have a clear path to VVSG 2.0, even if the full system currently maintains a VVSG 1.0 certification.

If a system replacement is in your four-year outlook, you should speak to election system providers, review the products available, and discuss the products' current features available versus the features that may be forthcoming in new releases. With that knowledge, you can develop requests for proposals (RFPs) according to your needs.

I want more information. Who should I contact?

Please feel free to contact your election systems provider (listed below) or the EAC.

As the process begins to evolve and more information becomes available, it is the election industry's collective goal to continue to work with the EAC to regularly provide information to inform future decisions regarding state and local election technology.

For more information about the VVSG 2.0, visit www.eac.gov.

[Click here](#) to download a pdf of this information.



VOTING

866-654-VOTE (8683)



317-257-4900



ES&S
media@essvote.com
402-938-1300



Smartmatic
communications@smartmatic.com



Hart InterCivic
media@hartic.com
512-252-6400



Unisyn Voting Solutions
mktg@unisynvoting.com

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COUNTY CLERK & ELECTIONS
Proposal

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

COMMISSION AGENDA REPORT

FROM: Riley County Workgroup - Evan McMillan, Shanika Rose, Douglas Russell, Steve Schurle, Rich Vargo, Elizabeth Ward, and Amanda Webb

MEETING: June 5, 2023

SUBJECT: Request to Launch Survey for Expanded Customer Service Hours

PRESENTER: Rich Vargo on behalf of the Riley County Workgroup

BACKGROUND

At Riley County we believe in the value and importance of people, and we are proud to provide excellent service to the community. As a next step in our effort to serve the citizens of Riley County, we are considering expanded hours of operation while still prioritizing responsible stewardship of taxpayer dollars.

DISCUSSION

A workgroup of Riley County staff researched the best options and is proposing an expanded schedule of 4, 10-hour days for all departments. Customers would benefit from additional hours Monday through Thursday, and county offices would be closed on Fridays. This proposal still maintains a 40-hour workweek.

After careful research and testing, it is clear a mix of hours and availability would have a negative impact on customers and departments, causing confusion and potential delays in service. A standard Monday-Thursday schedule will eliminate those negative impacts.

Because of the many variables and possibilities for this change, no new schedule should be implemented without thought and input. To gather that input, the workgroup would like to release two surveys: one for staff and the other for the public.

FISCAL IMPACT

The expanded hours would not cost the taxpayer any additional funding as there would be no reduction in service hours, no additional staff or compensation, and no additional annual leave being paid.

Since buildings and facilities would be open four days instead of five, the proposed schedule would save energy and costs for both the county and employees. Doors will be closed, lights will be off, and printers and computers would be in sleep mode - translating into savings. Workers would also make fewer trips to job sites and staff would spend less time and fuel commuting.

The surveys will be hosted online, using existing software at no additional charge. Posters and paper copies of the surveys will be printed in-house. Business cards with a QR code link could also be ordered from a local printer at minimal cost, not expected to exceed \$60.

RECOMMENDATION(S)

We recommend the Riley County Board of County Commissioners approve administration of two surveys to gather staff and public input for expanded hours of operation at Riley County.

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:

- Expanded Hours Proposal for Riley County (PDF)
- 4-10 FAQ for employees (PDF)
- Expanded Hours Customer Survey Posters (PDF)
- Expanded Hours Customer Survey Business Cards (PDF)
- Work Hours Survey for Employees (PDF)
- Expanded Hours Customer Survey - paper copy (PDF)

Expanded Hours of Operation: Benefits to Customers and Staff

Riley County Employees,

At Riley County we believe in the value and importance of people, and we are proud to provide excellent service to the community. As a next step in our effort to serve the citizens of Riley County, we are considering expanded hours of operation while still prioritizing responsible stewardship of taxpayer dollars.

A workgroup of Riley County staff researched the best options and is proposing an expanded schedule of 4, 10-hour days for all departments. Customers would benefit from additional hours Monday through Thursday, and county offices would be closed on Fridays. This proposal still maintains a 40-hour workweek.

After careful research and testing, it is clear a mix of hours and availability would have a negative impact on customers and departments, causing confusion and potential delays in service. A standard Monday-Thursday schedule will eliminate those negative impacts.

Benefits to Customers

Expanded hours would allow people to renew their license, register a deed, or pay taxes before or after their workday.

With today's 8-5 schedule, County staff often see frustrated people, including soldiers, working and single parents, and many others trying to access services both before and after business hours. In addition, staff observe the busiest times for polling are 7-8 a.m. and 5-6 p.m.

Cost Benefits

Since buildings and facilities would be open four days instead of five, the proposed schedule would also save energy and costs for both the county and employees. Doors will be closed, lights will be off, and printers and computers will be in sleep mode – translating into savings. Workers would also make fewer trips to job sites and staff would spend less time and fuel commuting.

Several Riley County departments are already operating on a 4/10 workweek. Some employees in the Appraiser's Office, Public Works, Household Hazardous Waste/Noxious Weeds, IT, and the Health Department have found the schedule both efficient and rewarding.

It is important to remember the expanded hours do not cost the taxpayer anything as there is no reduction in service hours, no additional staff or compensation, and no additional annual leave being paid.

“What we really find beneficial is the savings in drivetime to the job site – we can get a lot more done in four days than we did in five because we waste less time driving back and forth. 52 more days off a year is pretty hard to argue with, but it does make for a very long day and that's

Expanded Hours of Operation: Benefits to Customers and Staff

something to consider. Personally, I love it and would never go back,” said Michael Boller, HHW/Noxious Weed Director.

Employee Benefits

An extra day away from work each week reduces employee stress and burnout while boosting happiness and well-being (Boogard 2022). The proposed schedule offers employees flexibility on Fridays to take care of personal responsibilities; as a result, employees are more focused on work tasks, and more efficient during their scheduled work time. Staff can also take care of errands and appointments without the need to take leave. These statistics are true nationally, but more time off was also the number one request from Riley County employees in the Employee Engagement survey, June 2022.

“Working a 4/10 schedule has given me the ability to spend more time with my family and actually enjoy the weekends. I now have the freedom to use the extra day to take care of appointments, chores around the house, or be with my kids if they are out of school. In the beginning it took a little bit of getting used to but the positive definitely outweighs the negative,” said Steve Schurle, Commercial Real Estate Analyst.

Challenges

Our workgroup understands there are concerns including worker fatigue, difficulty accommodating dependent care needs, classes, and extra-curricular activities, as well as a variety of other issues. While the proposed workweek would mean employees get more days off each year, the longer working days could be challenging and might not be ideal for everyone. Department Heads would work with staff to address concerns about hours, possibly switching an employee’s schedule to 36 or 32 hours instead of 40, changing lunch hours, or making other adjustments when feasible.

History

Work hours have changed before, both for the US and for Riley County.

When the US government started tracking working hours in 1890, the average full-time employee clocked 100 hours per week. In 1926, Henry Ford became one of the first employers to adopt a five-day workweek in response to growing pressure from the Labor Movement and to promote prosperity in America. In 1938 President Franklin D. Roosevelt signed the Fair Labor Standards Act into law, establishing the 44-hour workweek hoping to help lift the US out of the Great Depression. Two years later, the 40-hour workweek became the modern standard (Reiderer 2022).

In Riley County, our standard workweek has also evolved over time. Less than 20 years ago, Riley County was open to the public only 37.5 hours/week. When the change was made to 40

Expanded Hours of Operation: Benefits to Customers and Staff

hours/week, employees and citizens had concerns. We believe Riley County would be able to adjust to the new extended hours schedule as we have done in the past to adapt to the needs of our constituents.

Gathering Input

Because of the many variables and possibilities for this change, no new schedule should be implemented without thought and input. To gather that input, the workgroup would like to release two surveys: one for staff and the other for the public.

Please complete the [employee survey](#) and encourage visitors to complete the [public survey](#) by June 30. In addition, you can find information in the attached FAQ document.

Next Steps

The Riley County Board of County Commissioners will make the final decision after careful consideration and input from both employees and the public.

We recognize the citizens and employees of Riley County are ever evolving. We have a chance to meet your needs by changing the operating schedule. Our goal is to continue to provide the best-in-class customer service and working environment our community expects from Riley County.

Thank you for taking time to share your thoughts on this important proposal.

Sincerely,

Riley County Workgroup

(Evan McMillan, Shanika Rose, Douglas Russell, Steve Schurle, Rich Vargo, Elizabeth Ward, Amanda Webb)

SOURCES

Boogard, K. (2022) *The Pluses and Minuses of a 4/10 Work Schedule*,
<https://www.hourly.io/post/4-10-work-schedule>

Reiderer, R. (2022) *A brief history of the five-day workweek*,
<https://www.morningbrew.com/sidekick/stories/history-five-day-work-week>

4/10 PROPOSAL FAQ

Will all departments have the same schedule?

Yes, to provide the best customer service experience, all departments will have the same open hours. This prevents confusion and inconsistency and allows departments to continue collaborating to serve the public. We want to avoid saying "you'll have to visit that department, but they're closed right now."

What are the proposed hours of operation?

7:00 a.m. to 6:00 p.m. Monday through Thursday.

Can employees still have overtime?

Yes, overtime will still function the same way it always has. For special events or simply because more work needs to be completed, supervisors can approve overtime during hours we are closed to the public, including Fridays and weekends.

Will there be alternate work hours for those who have kids or are caretakers?

Yes, if approved by the Board, the Committee recommends allowing for 4/8's or 4/9's based upon department head approval. These employees would be eligible for full-time benefits but pay would be reflective of hours worked.

Will leave accrual rates change?

No, accrual rates of leave will stay the same. However, being closed on Fridays will allow staff an additional 52 days off per year.

How will holidays that fall on Fridays or Saturdays work? Will the holidays be 8 hours or 10 hours?

As with any holiday that falls on a Saturday currently, the holiday will be observed on the prior day. Any holiday that falls on a Friday or Saturday will be observed on Thursday and county offices will be closed. For those employees working 4-10s, they will receive 10 holiday hours. For those working 4-9s, they will receive 9 hours, and for those working 4-8s, they will receive 8 hours.

Can my department head allow me some flexibility? For example, if I can't be here at 7, but still want a 40 hr week can I work through lunch or stay late?

Yes, but at the discretion of the Department Head. For example, 30 minute lunch as opposed to 1 hour lunch.

For those working 4-8's or 4-9's, will there be flexibility to work remotely or on Fridays to make up the extra hours?

Yes, remote work could be possible but will be determined at the discretion of the Department Head.



CUSTOMER SURVEY



Complete online
or ask for a
paper copy at
the desk



Riley County is considering a change in our hours of operation to better serve you. Offices would be open longer Monday through Thursday, and closed on Fridays – still offering 40 hours a week.

Expanded hours would allow people to renew their license, register a deed, pay taxes, or complete other county tasks before or after their workday.

The expanded hours would not cost the taxpayers any additional funding as there would be no reduction in service hours, no additional staff or compensation, and no additional annual leave being paid.

Thank you for taking time to share your thoughts on this important proposal.

CUSTOMER SURVEY

Would extended hours Monday – Thursday be helpful for Riley County customers?

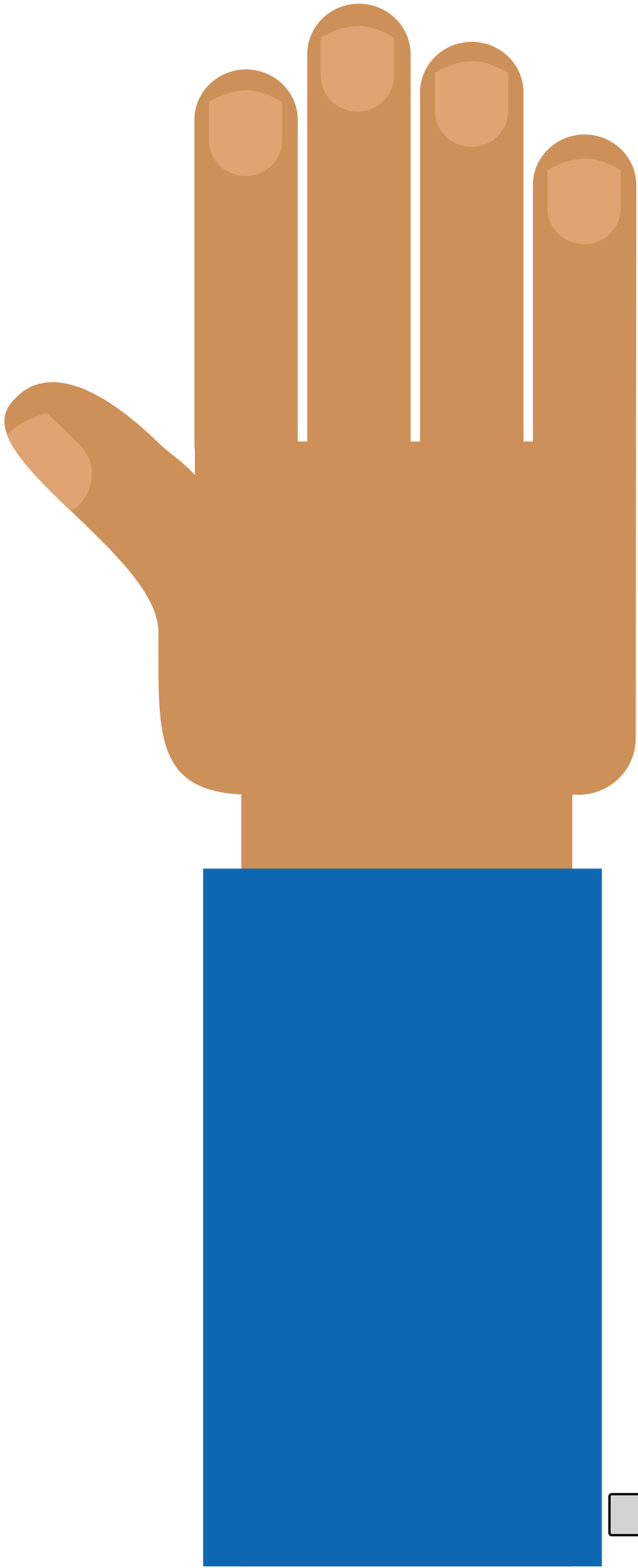
Open longer Monday through Thursday, and closed on Fridays.



FILL OUT
ONLINE

OR ASK FOR A PAPER
COPY AT THE DESK

Thanks for taking the time to share
your thoughts.



CUSTOMER SURVEY

21.d

Would extended hours be helpful for customers?

Longer hours Mon-Thurs, closed Fridays, still open 40 hours/week

Attach

Packet Pg. 75

FILL OUT ONLINE

21.d



Thanks for
taking the
time to
share your
thoughts.

Attach

— OR ASK FOR

Packet Pg. 76

Work hours Employee Survey

1. Please define your employment *

- ☐ Part-time
- ☐ Full-time

2. Is a 10-hour, 4-day workweek an employee benefit you would enjoy? *

- ☐ No
- ☐ Yes

3. Would a 10-hour, 4-day workweek improve your job satisfaction? *

- ☐ No
- ☐ Yes

4. Are there any reasons you would not be able to complete the duties of your job in a 10-hour/4-day week? *

- ☐ No
- ☐ Yes

5. Do you think longer hours of operation Monday-Thursday would benefit Riley County customers/clients? *

- ☐ No
- ☐ Yes

6. Do you support the proposal for Riley County to adopt a 4/10 workweek? *

- ☐ No
- ☐ Yes

7. Please share any additional comments: *

CUSTOMER SURVEY

At Riley County we believe in the value and importance of people, and we are proud to serve the community. To provide the best customer service when it's most convenient for you, we are considering a change to our hours of operation. Riley County offices would be open for longer hours Monday through Thursday, and closed Fridays – still 40 hours per week.

Thank you for taking time to share your thoughts on this important proposal.

1. Would expanded hours make it easier for you to complete your business at Riley County? (Treasurer, DMV, Clerk, Health Department, etc.)

☐ No ☐ Yes

2. When would be the best time for you to visit Riley County offices?
PLEASE PICK ONE

- ☐ Mornings before 8:00 a.m.
☐ During the day: 8:00 a.m. - 5:00 p.m.
☐ Evenings after 5:00 p.m.