



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 06, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. mobile command post to wamego
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jun 2, 2022
8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:20 AM

Julie Gibbs, Health Department Director

10. Out of state request to attend NACCHO Conference

9:30 AM

Press Conference

11. RCPD update - Captain Josh Kyle (3-5 minutes)
12. Irrigation Program and Garden Tour - Gregg Eyestone (3-5 minutes)

9:45 AM

Jan Scheideman, Child Care Supervisor

13. Raising Riley (RR) Position Reclassification Request for RR Literacy Facilitator

10:00 AM Russel Stukey, Emergency Management Director

14. Monthly Staff Time report

10:15 AM Amanda Webb, Planning/Special Projects Director

15. Planning & Development - Staff Update

10:30 AM Amanda Webb, Planning/Special Projects Director

16. 2023 Planning and Development Budget Request

10:50 AM Amy Manges, Register of Deeds

17. 2023 Register of Deeds & Tech Fund Budget Requests

11:00 AM Kurt Moldrup, Interim RCPD Director and Sgt. Weiszbrod, HERT Team Leader

18. COPS Grant through DOJ for RCPD

11:20 AM Shilo Heger, Treasurer

19. 2023 Treasurer, Motor Vehicle & Tech Fund Budget Requests

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
Outside Agency Request

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

COMMISSION AGENDA REPORT

FROM: Laurie Harrison, Emergency Management Coordinator
MEETING: June 6, 2022
SUBJECT: mobile command post to wamego
PRESENTER: Laurie Harrison, Emergency Management Coordinator

BACKGROUND

The city of Wamego Police Department has asked for the use of our mobile command post vehicle for the July 4th celebration and fireworks display. The mobile command post will be scheduled to be in Wamego July 1-July 5, 2022. They anticipate using the mobile command post for communications and unified command post during the event.

DISCUSSION

Riley County Emergency Management received the mobile command post through Homeland Security grant funds. This would be a very effective way to utilize it's regional communications capability in a planned event. There is an understanding that in the event we need the vehicle returned for our own incident, it will be an expedient coordinated release.

FISCAL IMPACT

There would be no direct cost to the county for staff to take the mobile command post to Wamego. Laurie will be available for any equipment issues that may come up. There may be minimal fuel costs, however, the city of Wamego has filled the fuel tanks in previous deployments.

RECOMMENDATION(S)

It is recommended to deploy the mobile command post to the event.

POSSIBLE MOTION(S)

Move to approve deploying the mobile command post to Wamego for the July 4th celebration and fireworks display.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: June 6, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-06 PW J Anderson(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Alvin Perez	Fill Request Date: 06/06/2022
☒ Change	Dept Head: John Ellermann	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☒ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Anderson	Jason		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Traffic Control Supervisor	Public Works/Operations	001-040
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Position Title Department Fund

06/06/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

O	3	\$25.16	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: John Ellermann Date: 6-1-2022

Personnel: Erin Auer 6/2/2022

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 09, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

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

Shelly Williams, Community Corrections Director

3. FY22 extra Governor's Allocation

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Out of State Travel Request
7. Staff update

10:30 AM

Breva Spencer, Maternal and Child Health Supervisor

8. Program update

Attachment: 06-09-22 tentative agenda (11665 : Tentative Agenda)

- 11:00 AM** **Budget and Planning Committee - Darell Edie, Budget and Finance Officer**
9. Monthly Cash Flow Reports
- 11:20 AM** **Vickie James, Food and Farm Council Coordinator**
10. Discussion and approval of the Master Food Plan
- 1:15 PM** **Gina Snyder, Downtown Manhattan Director**
11. 2023 Downtown Manhattan Inc. Appropriation Request
- 1:30 PM** **Gary Fike, County Extension Director**
12. 2023 Riley County Extension & Fair Appropriation Requests
- 2:00 PM** **Scott Carmichael, Riley County Conservation District Director**
13. 2023 Riley County Conservation District Appropriation Request
- 2:10 PM** **John Ellermann, Public Works Director/County Engineer**
14. 2023 Public Works/Parks, 1/2 Sales Tax, Auction, County Building, and Solid Waste Budget Requests
- 2:30 PM** **Robbin Cole, Pawnee Mental Health Services Director**
15. 2023 Pawnee Mental Health Services Appropriation Request
- 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 13, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

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

John Ellermann, Public Works Director/County Engineer

2. Project update

9:30 AM

Press Conference

9:45 AM

Shelly Williams, Community Corrections Director

3. Budgets

10:10 AM

Elizabeth Ward, Human Resource Manager and Josh Gering, Assistant EMS/Ambulance Director

4. EMS Staffing

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

6. Staff update

Attachment: 06-13-22 tentative agenda (11665 : Tentative Agenda)

- 11:15 AM Anna Burson, Appraiser**
7. 2023 Appraiser's Office Budget Request
- 11:30 AM Barry Wilkerson, County Attorney**
8. 2023 Riley County Attorney Budget Request
- 12:00 PM County Officials Luncheon**
- 1:00 PM Judge Bannister**
9. 2023 District Court Budget Request
- 1:15 PM Emily Wagner, Manhattan Emergency Shelter**
10. 2023 Manhattan Emergency Shelter Appropriation Request
- 1:25 PM Erica Christie, Three Rivers, Inc.**
11. 2023 Three Rivers Inc. Appropriation Request
- 1:35 PM Kevin Larson, Riley County Council on Aging**
12. 2023 Riley County Council on Aging Appropriation Request
- 1:45 PM Dennis Cook, Aggieville Business Association**
13. 2023 Aggieville Business Association Appropriation Request
- 2:00 PM Julie Gibbs, Health Department Director**
14. 2023 Health Department Budget Request

Adjournment**Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, June 14, 2022 (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 6, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 06.06.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning May 19, 2022 and through June 1, 2022

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments 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.

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting: Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting. (4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22;5-16-22;5-17-22;5-18-22) *Attend BOCC public meetings. (5-16-22;5-19-22) Discuss with outside counsel potential assistance on project. (5-20-22) Attend BOCC public meetings. (5-23-22; 5-26-22)*

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)

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. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County’s initial brief. Motion granted and new deadline to file County’s initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County’s appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare

county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File county brief electronically with District Court. (4-29-22) *Contact opposing counsel on pending appeal.* (5-31-22)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) *Send proposed inmate medical care contract to vendor.* (5-28-22)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor’s Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept “Ed Randels” award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

“Dark Store”: Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of “Dark Store,” to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Dark Store”; recording scheduled for September 17, 2021. Reschedule “Dark Store” podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of “Dark Store.” (Week of 9-29-21) Work with KAC recording podcast on “Dark Store”. (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on “Dark Store” at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County’s Petition for Reconsideration in Home Depot appeal. (11-18-21)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county’s legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official’s luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following

individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

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)

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) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22) *Assist with project.* (5-20-22)

Budget and Planning Committee: Attend meeting 9-28-21. Attend meeting 1-18-22.

Department Head Committee: Attend meeting regarding possible "Code of Conduct" required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of "Code of Conduct." Participate in 1 ½ hour DHC meeting. (4-20-22) *Participate in 50-minute DHC meeting.* (5-4-22) *Attend DH Committee meeting.* (6-1-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022.(February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022 follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022 follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22)

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) *Attend meeting.* (5-24-22)

DEPARTMENTAL LIST

Administrative Matters: *Review 2022 and 2023 departmental budget information provided by Budget and Finance Officer. (5-25-22;5-26-22) Request to IT to provide additional computer camera for Deputy's continued participation in zoom or team apps. (5-27-22)*

Riley County Appraiser's Office: *Voicemail to Department head requesting call back on signed appointing resolution.. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have initial meeting with Department Head.. (5-31-22)*

Riley County Attorney: Assist with contract issue. (4-26-22;4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22;5-5-22) Assist with contract issue (5-6-22; 5-9-22) *Assist with contract issue. (5-23-22) Discussion with counsel for vendor. (5-23-22) Assist with contract issue. (5-24-22; 5-31-22)*

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) *Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22)*

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22)

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22)

Riley County Extension: *Discuss matter with Extension Director. (5-26-22)*

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor "walk-in cooler/freezer at RCHD's Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21) *Discuss with staff potential use of museum as part of background in tv series production. (5-27-22)*

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of "long-COVID" disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22)(4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) *Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22)*

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D’s scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter. (5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter.(5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22;6-1-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22) Discuss by zoom with PIO and HR Manager social media issue. (5-25-22) Conversation from HR regarding the foregoing social media issue. (5-26-22) Discuss with PIO Riley County rules of conduct for those attending County public meetings. (5-26-22; 5-27-22)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park wastewater project under consent order--prepare contractual provisions attachment for consulting firm’s review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District . (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge.(5-26-22) Discussion by Department Head of KDOT use of “speed trailers.” (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022 as date for my update to her on U.P. “ability to pay” forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing “ability to pay” information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter.(6-1-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22) Assist with project. (5-29-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21)

Attachment: FINAL Commission List 06.06.2022 (12175 : Clancy's Commission List)

PROFESSIONAL ASSOCIATION MATTERS:

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022 mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22)

Kansas Association of Counties: KAC Annual Meeting (**October 19, 2021**): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: June 6, 2022

SUBJECT: Out of state request to attend NACCHO Conference

PRESENTER: Julie Gibbs

FISCAL IMPACT

This is already budgeted for under PHEP funds.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- letter (PDF)
- outofstate (PDF)

Dear Commissioners,

I would like your approval to attend the 2022 NACCHO 360 Conference, taking place July 19 to July 22, 2022. The NACCHO 360 conference encourages cross-pollination by bridging traditional public health practices and disciplines, with health informatics, information technology, and surveillance. NACCHO 360 boasts an interactive sharing and learning setting for local health department staff, partners, funders, and individuals interested in local public health, to examine strategies, share ideas, and plan actions for sustaining or reinventing their organizations, including how to build their organizational culture for the future.

Attendees will learn practical tools, strategies, and concepts that demonstrate the latest effective methods to confront the ongoing public health challenges facing our local health departments today. This year's conference includes more than 100 sharing sessions, live plenaries, town halls, and workshops featuring discussions involving the principles of Public Health 3.0; networking opportunities; and an exhibit hall featuring exhibitors showcasing services and products tailored for public health professionals and their agencies.

Attending this event, will help me to bring timely and relevant scientific information back to my day-to-day work. The conference theme, "Looking to the Future: Reshaping the Public Health System" will explore how the local public health workforce and its stakeholders can move forward during an ongoing crisis to employ traditional and innovative approaches to restructure a system built to protect the health of communities nationwide. As an attendee, I learn directly from experts in the field and expand my professional network. I will also have on-demand access to the sessions throughout 2022.

Thank you!

Julie Gibbs

Attachment: letter (12173 : Out of State Travel Request)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Julie Gibbs DEPARTMENT: Health Department

POSITION TITLE: Director DATE REQUESTED 6-6-2022

FUND: PHEP Funds - RCHD

Travel From: MHK Date: 7-18-2022

Travel To: ATL Date: 7-22-2022

Purpose of Travel: RCHD Director to attend the National Association of County and City Health Officials annual conference (NACCHO 360) in Atlanta Georgia in July 2022.

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	Fly MHK - ATL (\$715), Hotel Stay (\$724), Uber to and from hotel (\$68)	\$778
Lodging	Atlanta Hyatt Regency (4 nights)	\$724
Meals	2 Lunches at \$18, 4 Breakfasts at \$15, 4 Dinners at \$30	\$216
Registration/Fees	N/A	\$625
Other		

Total Estimated Travel Costs: \$2,343

Requested by: [Signature] Date: 6-1-22

Approved by:

Department Head: [Signature] Date: 6-1-22

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

Attachment: outofstate (12173 : Out of State Travel Request)



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Jan Scheideman - Raising Riley Supervisor

MEETING: June 6, 2022

SUBJECT: Raising Riley (RR) Position Reclassification Request for RR Literacy Facilitator

PRESENTER: Jan Scheideman - Raising Riley Supervisor

BACKGROUND

The RR Literacy Facilitator position has evolved over time and the job description and classification have not been updated to align with the changes. The position duties and responsibilities have significantly changed over the course of many years. The current job description dates back to the origination of the RR Literacy program when the position was funded by a temporary grant bonus and filled by a Kansas State University student on a part-time basis. In the past two years this position has expanded to include numerous other duties that align with the duties performed by the RR Facilitators. In consultation with the Health Department Director and Human Resources Manager the position description has been updated and revised to include a minimum of a bachelor's degree as well as requirements to achieve and maintain certification in several observation and assessment tools. As the position reads now, a minimum of a Associates degree or Child Development Associate certificate is required and a bachelor's degree preferred. The position is currently non-exempt. The position will now align closely with the current RR Facilitator position. The position description has been updated to include all the duties and responsibilities the RR Literacy Facilitator is responsible for currently, such as facilitating interactive child literacy activities, Zoo-phonics and other Literacy focused curricula and tools, one-on-one support visits with at-risk children, conducting Common Measures assessments and observations, and developing and conducting educational presentations, data collection, responsible for projects assigned for performance management and quality improvement within the RR program.

See attached job description.

DISCUSSION

The position has been compared to similar positions within our internal pay structure and after consulting with the Human Resource Manager, the position is comparable to the Raising Riley Facilitator positions at a Grade M, non-exempt.

FISCAL IMPACT

Currently the Health Department - Raising Riley budget can absorb this increase if the position reclassification is approved. The increase will be budgeted and requested through the Kansas Children's Cabinet and Trust Fund Early Childhood block grant FY2023, which begins July 1, 2022.

RECOMMENDATION(S)

Recommendation is to approve the reclassification of the Raising Riley Literacy Facilitator position.

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:

- Raising Riley Early Childhood Literacy Facilitator position description-UPGRADE (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title: Raising Riley Early Childhood Literacy Facilitator

Department: Health Department

Division: Raising Riley

Reports To: Raising Riley Supervisor

Pay Grade: M

Status: Full-time

FLSA Status: Non-Exempt

POSITION SUMMARY: The Early Childhood Literacy Facilitator develops school readiness skills for at-risk children in childcare settings in Riley County. This person guides and mentors providers and parents in appropriate practices, positive support and child development, provides direct support to at-risk children and develops and facilitates interactive child literacy activities in child care provider facilities. The Facilitator works effectively as a team member, communicating and contributing information on a continuous basis.

ESSENTIAL FUNCTIONS:

- Facilitate quality childcare by working with Raising Riley enrolled providers in Manhattan and Riley County.
- Conduct Common Measure Assessments on assigned caseload to include: Classroom Assessment Scoring System for Preschool (CLASS-Pre-K), myIndividual Growth and Development Scales (myIGDI), Ages and Stages – 3 (ASQ-3) and Ages and Stages Social Emotional (ASQ-SE), and other tools as assigned
- Facilitate parent completion and program documentation.
- Complete one-on-one education support visits with identified at-risk scholarship children to enhance literacy and numeracy skills.
- Facilitate interactive child literacy activities through monthly activities.
- Facilitate the use of Zoo-phonics and other Literacy focused curricula and tools.
- Develop and conduct educational presentations and activities regarding early childhood literacy through family engagement events, provider professional development and community presentations.
- Provide required data and reports; submit written reports for grants in a timely manner
- Maintain good and regular communication with assigned children and their caregivers

SECONDARY FUNCTIONS:

- Attend training for reliability and certification as required
- Document parent interactions and child progress timely and appropriately
- Document provider contacts and consultations accurately and appropriately
- Create and distribute monthly Literacy based newsletter
- Participate in community outreach events to support Riley County Health Department and Raising Riley
- Work independently and exercise initiative with program development.
- Maintain open, friendly, and cooperative relationships with providers and children to encourage their involvement in the program.
- Utilize computer assisted technology.
- Demonstrate flexibility and patience.
- Demonstrate enthusiasm, creativity, and present ideas clearly and concisely.
- Establish and maintain an image of the health department and related programs that is professional, collaborative, proactive, and responsive.
- Knowledge of regulations for safe and healthy out of home care of children.

Updated May 2022

- Other duties as assigned

POSITION REQUIREMENTS:

Education: Bachelor's Degree in early childhood, family studies, elementary education, or related area, with work or practicum experience in child development and education is required. Master's Degree in Early Childhood preferred

Must be discreet, detail oriented and nonjudgmental. Requires excellent communication skills, ability to be animated and engaging with children, and view literacy as a key component of early learning.

License(s)/Certification(s): Valid Driver's license required.
Use of personal vehicle is required. Reliable transportation required.

Must attain and maintain certification in assessment tools

Skills: Engagement, relationship building, and collaboration with families and caregivers. Observation, Screening and Data Collection. Demonstrate excellent written communication skills – detailed, succinct, organized written work. Demonstrate ability to work with the public. Must understand and demonstrate basic computer skills. Bilingual English/Spanish is helpful.

Supervisory Controls: The employee plans and conducts the successive steps and manages problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices

Supervisory Responsibility: None

Guidelines: Procedures for doing the work are established and a number of specific guidelines are available.

Complexity: The work requires self-motivated advanced planning and intelligent, rapid emergency decisions. The work also requires many daily decisions concerning such things as planning of the work or refining the methods and techniques to be used to fulfill work requirements. Meeting and dealing with individuals of varying interests and levels of responsibility

Scope and Effect of Work: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately structured setting (e.g., the contacts are established on a routine basis); the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact

Purpose of Contacts: The purpose is to plan, coordinate, advise and educate on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have cooperative attitudes

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

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and color identification.

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

The noise level in the work environment is usually normal.
Use of personal vehicle required.
Must be fluent in English.

The Health Department is a tobacco-free organization.

Approved: _____ Date: _____
(Supervisor)

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

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



EMERGENCY MANAGEMENT
Staff Update

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

STAFF REPORT

FROM: Russel Stukey
MEETING: June 6, 2022
SUBJECT: Monthly Staff Time report
PRESENTER: Russel

Will present EM and Fire report for the month of May 2022.

Enclosures:

- 5, 2022 May staff time (DOCX)



Monthly staff time report to BOCC,

During April 2022 department staff have been involved in the following items:

911

- 911 Working group monthly meeting
- Nex-Gen 911 integration meetings with KSU PD, KSU Tel-com, KS 911 coordinating council and contractors proceeding
- Constantly working on radio system management, signing agreements with neighboring agencies to share talk groups, updating older radios with new software so that they can operate on the new system, analyzing opportunities to lower the annual operating costs of the 911 system
- Working with vendors to get quotes to move Cambium Microwave equipment that is no longer being used from old radio system and to use it to replace a current AT&T fiber that is costing us \$1,200 per month.

Emergency Management

- Monitored severe weather moving through the area
- Working with Public Works to figure out best way to maintain access roads to radio towers. Waiting on legal counsel to review lease agreements with landowners
- Working with David Adams and committee members on proposed Riley County Public Safety Headquarters
- Attended ESD meeting at MFD
- Participating in a winter weather shelter planning group
- Working with EM staff, RCPD and department heads to plan for series Active Violence trainings for county staff to prepare for exercises this fall. These exercises will be tailored to each complex (courthouse, health, PW). With a potential lesson(s) learned session as part of county training day
- Working with Director Meyers in IT regarding our “in house” notification systems and panic buttons, he has researched several options and has the pricing on the software options. He is waiting on pricing and availability on the hardware.
- Attended KEMA board meeting
- Chaired NE KS Homeland Security Council meeting
- Working on Mobile command post update documents to send to select contractors
-

EM Coordinator Laurie Harrison activity EM/911:

- Conducted monthly siren test, Everbridge test, IPAWS test
- Participated in 911 working group
- Pay EM and 911 invoices
- Assist with developing 2023 EM budget
- Attended NE regional KEMA meeting



- Attended KEMA conference planning meeting
- Attended NE Regional Homeland Security Council meeting
- Attended Exercise planning meeting
- Attended radio loading meeting
- Attended active violence drill planning meeting
- Attended civil support team exercise planning meeting
- Prepare project worksheets for Fy23 Regional Homeland Security Project
- Purchase items for Fy20 Regional Homeland Security Project
- Continue to review & update Emergency Operations Plan
- Conducted Everbridge training with new users
- Reviewing and updating data in Everbridge
- Review and update Everbridge policy
- Review and propose updated EM staff job descriptions
- Provided check-in/accountability for city of MHK employee training day
- Contact all sub-jurisdictions for participation in hazard mitigation plan
- Activated Emergency Operations Center for severe weather

EM Planner Baldwin Fisher:

- Working with Ascension Via Christi for their summer “utility disruption” exercise
- Began coordination with RCPD for Active Violence training for Riley Co employees
- Began formulating Family Reunification Plan
- Organize storeroom
- Continue to review & update Emergency Operations Plan
- Review Register of Deeds COOP Plan
- Continue building revised Emergency Action Guide

Fire

- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Working with HR to update policy manual
- Working with HR on several personnel issues
- We will continue to keep looking for good used apparatus, a pumper/tanker is high on our list of needs.
- Revamping departmental Standard Operating Guidelines
- Working with EMS Director Adams and staff to help facilitate north county EMS enhancements the 12 hour EMS unit is scheduled to go into Service Monday June 6th.
- Volunteer numbers and availability are my biggest concern, it seems like when we put out a call more and more often, we only get one person from a station in a truck. The intense fire season has taken a toll on our volunteers. A volunteer, unlike a paid employee, has the freedom to turn



the radio/pager off at any time and decide not to respond that day/night. This can be due to numerous reasons such as too much time away from their work/business/farm. Too many things at home that have been neglected due to time spent on fires, lost personal time with family/spouse and/or flat-out exhaustion. We are working with PIO Uccello and getting ready to make a recruitment push via social media and other appropriate medias. We are open to ideas to bolster our volunteer ranks. Some that have been suggested are larger/additional stipends, recruitment incentives to encourage more department members to actively recruit their friends and family to sign up as volunteers. This is a situation that I feel it is imperative to take decisive action on sooner than later. We will be working with PIO Uccello and HR Manager Ward to come up with some recommendations to the commission in the very near future.

- I attended the May 9th planning board meeting
- Participated in area Fire Chiefs coordination meeting
- In conjunction with MFD we are hosting an ISO class the end of June
- **Volunteer Recruitment and retention: We plan to participate in community events such as Randolph 4th of July and Leonardville Hullabaloo. We will have information pamphlets, activities for the kids, fire station open house and a dunk tank. We are looking for local celebrities/elected officials to sign up to take turns sitting on the dunk tank to help attract people to our location. I will be sending out an email with times and dates that you will be able to sign up to take a turn on the tank!**
- **Met with a developer that may be interested in donating some land for a fire station that would serve the Harbor Hills and associated areas.**
- **We plan to start a county wide Master Fire Plan process. Our first focus will be public properties such as USACE ground and urban interface areas around the city of MHK. We will then look to integrate private property education strategies into the planning process.**

Deputy Chief Doug Russell

- Responding to multiple calls
- Responded to multiple MVA's on Seth Childs and TCB Hwy 13 intersections.
- Multiple truck repairs due to extreme use and conditions
- Building Specs and acquiring items for HB115 build out
- Working with County shops on multiple truck repairs and services
- Working with Kansas forest service for truck parts and possible truck Replacements
- Installed new Tires on front of HB112
- Started pump replacement on B104
- Planning and acquiring items for B116 Refurbishment.
- Coordinated standby generator services and maintenance at fire stations.
- Working with Bridge department to get repairs to station foundations and drainage issues.
- Worked with EMS to get Station 106 ready for EMS occupancy.



Deputy Chief John Martens

- Responding to emergency calls
- Training staff
- Processing new firefighter applications in coordination with HR and onboarding process
- Performing Fire inspections, safety & code recommendations to Planning and Development for future county occupancies and businesses
- Working on remaining updates to Standard Operating Guidelines (SOG's) as call volume allows
- Working with Riley County PIO on webpage improvements to boost recruitment and fire education efforts
- Team planning several recruitment events in coordination with community festivals for summer months
- Staffing Scorecard-below

Month End	April	May
New Applications	6	8
Hiring In Process	5	9
Rejected Candidates	3	1
Interviews Conducted	1	6
Hired Candidates	3	1
Probationary Members	17	14
Fully Trained Members	104	102
Active Staff	119	116
Resignations	1	4
Retirements	0	0

Month End	May
New Applications	8
Hiring In Process	9
Rejected Candidates	1
Interviews Conducted	6
Hired Candidates	1
Probationary Members	14
Fully Trained Members	102
Active Staff	116
Resignations	4
Retirements	0

Russel Stuke, Emergency Services Director



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: June 6, 2022

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- May PD Update (PDF)
- 6- June Staff Update (PDF)



PLANNING & DEVELOPMENT

Date: June 6, 2022

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development May Staff Report

Please see the attached project spreadsheet for more details.

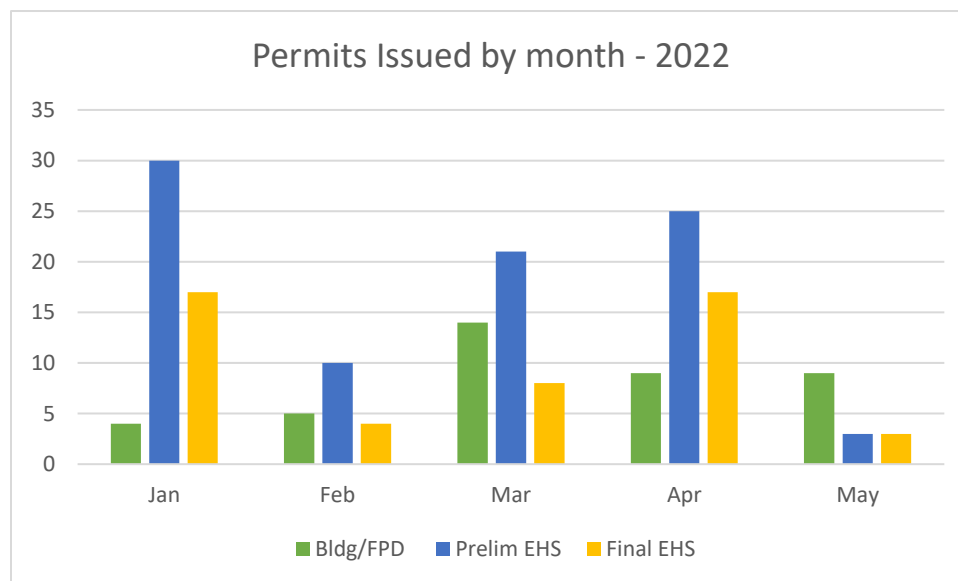
May Highlights:

- Perry Piper, Environmental Health Specialist, and Darrin Hobbs, Planning Compliance Specialist, attended an Earth Day event and gave ground water demonstrations to school children.
- Kansas Department of Health and Environment approved Riley County's 2022 annual review of the Solid Waste Management Plan.
- Staff gave Comprehensive Plan update presentations to the Riley County Planning Board on May 9 and to the Manhattan Urban Area Planning Board on May 16.
- Worked with Vivienne to issue a press release on the new Short Term Rental regulations.
- The Board of County Commissioners approved another alternative wastewater system, the AES Presby, for use in Riley County.
- Planning & Development staff continues to work with GovBuilt to get the new permit software up and running.
- The Fire/Public Works/Planning & Development coordination meeting was held on May 24.
- In addition to a comprehensive plan update presentation, the Riley County Planning Board also:
 - Held a public hearing to review the request of Dave and Danielle Tegtmeier and LAWE LLC to amend the preliminary and final development plans associated with an existing Agri-Business PUD and replat of Lot 1 of Tegtmeier Addition, Unit 2 into two lots.
 - Heard from staff regarding the required Comprehensive Plan annual review.
- The Manhattan Urban Area Planning Board also reviewed a request from Darell Wood for a Residential Use Designator – Extraneous Farmstead and concurrent plat for a 3.3-acre tract.
- The Board of County Commissioners approved a contract for temporary Environmental Health assistance with Lisa Davies. She started with us on May 23 and will work up to 16 hours a week in the field.
- The Board of County Commissioners held a public hearing for the renaming and readdressing of a private road off E. Marlatt to be named Dodge Lane. Staff has finalized the process.

Attachment: May PD Update (12172 : Staff Update)

- There were four pre-application meetings held in May:
 - A request for a Residential Use Designator – Extraneous Farmstead
 - A request for a plat and rezone
 - A request for a plat with a Residential Use Designator – Extraneous Farmstead
 - A request for a dual Residential Use Designator – Country Estate and Isolated Homesite
- I participated in or attended the following:
 - Regional Leaders Retreat
 - Statewide Housing Development Resources Webinar
 - Master Food Plan Leadership Team
 - DCIP meeting with Flint Hills Regional Council
 - Joint City/County meeting
 - Kansas Housing Assistance Fund Webinar

May 2022 permits issued:	
Building/floodplain development permit:	9
Environmental Health Permits (Preliminary Approval)	3
Environmental Health Permits (Final/Use)	3



Upcoming of note in June:

- The new Master Food Plan will be before the Board of County Commissioners for adoption on June 9, 2022.
- The Board of County Commissioners will hold a hearing on June 2, 2022, for the purpose of reviewing a request by Dave and Danielle Tegtmeier and LAWE LLC to amend the preliminary and final development plans associated with an existing Agri-Business PUD and replat of Lot 1 of Tegtmeier Addition, Unit 2 into two lots.
- The Riley County Planning Board will:
 - Review a variance request from No Stone Unturned to reduce a building setback.
 - Complete their part of the Comprehensive Plan annual review.
- Staff will provide a presentation of Planning & Development's 2023 proposed budget.

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Land Development Regulations	Amanda Webb, Bob Isaac & Darrin Hobbs	BOCC adopted; effective 1/1/2022. Held workshop with RCPB on 2/14/2022 and MUAPB on 2/21/2022. Discussion with BOCC on 3/3/2022. Pllanning board hearings were held in April. BOCC approved 5/5/2022.	Adopted	1/1/2022		5/5/2022
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16.	BOCC presentation to be scheduled.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022.	Follow up with neighboring property owner.	11/1/2014		12/31/2022
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee met to discuss funding. Emergency Management has agreed to funding the advertising and filing fee as long as only two or three are done per year. Planning & Development has agreed to funding the postage. Committee decided to move forward with renaming a private road off Marlatt Avenue to Dodge Lane. Pre-notification letters were mailed 2/18/22. Second notification letters were mailed 3/21/22. Notice of public hearing letters mailed 5/2/22. BOCC approved 5/16/22.	File with Register of Deeds and notify property owners, post office etc.	8/1/2015		6/1/2022
Private Road Naming - Jarrod Willich	Amanda Webb & Lisa Daily	Property owner applied for a permit to build a house and will be creating a private road situation with the road entrance on another tract of land.	Schedule BOCC hearing and publish NOPH.			
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		6/30/2022
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022.	Follow up with neighboring property owner.	TBD		12/31/2022
KDHE Solid Waste Grant	Amanda Webb	Awarded grant for battery recycling education program. Held meeting September 20th. Sticker design complete. 1000 stickers have been received. Committee met 2/24/2022. Ordered more stickers. Flyers have been completed.	Distribute flyers and stickers.	8/1/2021		7/1/2022
Current Planning						
No Stone Unturned Foundation - PUD Amendment	Bob Isaac	Applicant requested to table the item.	Conduct public hearing.	2/18/2022		7/7/2022
Wood - RUD EF	Bob Isaac	MUAPB & BOCC hearings conducted.	File plat and APE.	2/17/2022		7/1/2022
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB hearing.	Conduct BOCC public hearing.	3/28/2022		6/2/2022
Fleming/Weiser - Plat & Rezone	Bob Isaac	Application received.	Process application. MUAPB	3/22/2022		7/7/2022
No Stone Unturned Foundation - Variance	Bob Isaac	Application received. NOPH hearing has been published.	Conduct BZA hearing.	4/14/2022		6/13/2022
Permits						
22-0042-ADGR Jones	Darrin Hobbs	Conducted site inspection.	Permit issued.	3/3/2022		5/23/2022
21-0146-MRWW Worrel	Perry Piper & Craig Cox	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Staff to review compliance options.	7/8/2021		8/23/2022
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner.	Follow up with property owner.	8/23/2021		6/30/2022
21-0228-MRWW Parker	Perry Piper	Application received and processed. Site visit has been completed.	Applicant to complete repair.	10/5/2021		6/30/2022
22-0013-XSTR Niehaus	Darrin Hobbs	Application received and processed.	Waiting on DWR and flood plain permit and elevation certificate.	1/25/2022		6/30/2022
22-0026-XAGB Kitterman	Darrin Hobbs	Application received and processed. Property owner hasn't cleared construction site area.	Conduct follow up inspection.	2/16/2022		6/30/2022
20-0275-NBLD Williams	Darrin Hobbs	Due to situation with lagoon, certificate of occupancy can not be issued. Permit to build was issued for a 4 bedroom home.	Wait for lagoon issues to be resolved. Conducting site visit on 6/1/2022 to see if home is occupied.	11/19/2021		6/30/2022
20-0285-OWWD Williams	Perry Piper	Preliminary construction approval for a M-35 for a 4 bedroom home was approved. An inspection of the home it was discovered the house is being built for 6 bedrooms. Letter was mailed to property owner to reduce the number of bedrooms or build a M-40 lagoon.	Consult with legal to revoke preliminary construction approval.	11/19/2021		6/30/2022
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance.	8/18/2016		9/1/2022
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd.	Darrin Hobbs	Property owner is aware that the building needs to be torn down.	Follow up with property owner. Mailed a notification letter 4/8/2022. Property owner responded and will remove or fix it.	4/27/2021		6/30/2022
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of.	Conduct follow up inspection. Working with park manager on other violations.	12/9/2021		7/31/2022
Zoning Violations						
22-0001 Servicemember AG Vo Ed Center - Building a greenhouse without a permit	Darrin Hobbs	Inspection conducted and notification letter sent.	Permit issued.	1/12/2022		4/1/2022
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021.	Replat property and comply with zoning regulations.	12/17/2010	4/17/2012	6/10/2022

Attachment: 6- June Staff Update (12172 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Schedule a site visit.	4/15/2013	5/1/2014	6/10/2022
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	7/15/2022
Kilner - Unsafe structure	Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance.	8/18/2016		9/1/2022
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map.	Working on forwarding to legal.	9/27/2021		6/30/2022
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021.	Per legals recommendations, starting process again with a new violation number.	12/8/2020		12/31/2022
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel.	Follow up with property owner.	7/14/2021		6/30/2022
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Per legals recommendations, starting process again with a new violation number.	12/8/2020		5/15/2022
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Per legals recommendations, starting process again with a new violation number.	12/21/2020		12/31/2022
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Per legals recommendations, starting process again with a new violation number.	12/22/2020		12/31/2022
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Waiting for sanitary code issues to be resolved.	11/20/2020		6/28/2022
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		7/15/2022
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		7/31/2022
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Perry inspected DIY repair.	Staff to evaluate compliance options.	4/7/2020		6/28/2022
21-0022 Moriarty/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Counsel to send letter.	4/14/2021		7/19/2022
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal to send compliance letter. Staff to review compliance options.	6/23/2021		8/23/2022
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to schedule meeting with staff.	Staff to review compliance options.	7/9/2021		8/10/2022

Attachment: 6- June Staff Update (12172 : Staff Update)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: June 6, 2022

SUBJECT: 2023 Planning and Development Budget Request

PRESENTER: Amanda Webb

Enclosures:

- Budget Memo Webb (DOCX)
- Planning_Development 2023 budget (XLSX)



PLANNING & DEVELOPMENT

Date: June 1, 2022

To: Darell Edie, Budget & Finance Officer
Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development Department 2023 Budget request

I. Budget increases:

Contractual Services

2110 – Advertising & Legal Publications:

The proposed numbers reflect an increase of \$500 for this line item to account for additional petitions (it's always unknown how many petitions we will get in a year and how long the associated resolutions will be, as both items impact the cost of advertising and publication) and NG911 publication if necessary.

Commodities

3100 – Chemical:

I am proposing a \$300 increase to this line item as costs have gone up for water testing supplies and this is a well-used service.

3304 – Programing Services:

There will be a \$1,407 increase to this line item due to the 5% annual technology fee increase that is part of GovBuilt's (our new permit software program) approved contract.

II. Economic Development Funds Request:

We are kicking off the Comprehensive Plan update this year to take the place of Vision 2025, our current Comprehensive Plan. Staff is doing some of the background work this year, but it would be best to have consultant assistance in 2023 and 2024 for the bulk of the project. While I do not know the exact cost for these services, I estimate \$100,000 should provide the county the needed services. I am requesting these funds from the Economic Development fund. If funds are approved, I will issue a Request for Qualifications in the fall of 2022 to start in 2023.

III. Department Strategic plan:

Due to increasing workload, Planning and Development will need to add an additional full time Environmental Health Specialist preferably within the next year (added to the 2023 budget).

I also anticipate within the next couple years, increasing our current part time Clerical Assistant's hours to full time to help support all administrative staff and increased workload.

Riley County, Kansas
2023 Budget
Planning & Development Department
001-024

PERSONNEL	2021	2022
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>
Director	1.00	1.00
Planner	1.00	1.00
Administrative Assistant	1.00	1.00
Planning Compliance Specialist	1.00	1.00
Environmental Health Specialist	1.00	1.00
As-Needed Clerical	0.00	1.00
TOTAL NUMBER OF EMPLOYEES	5.00	6.00
EXPENDITURES		
PERSONNEL SERVICES		
1001 Salaries (Full Time)	\$ 335,591	\$ 316,761
1001-057 Salaries (Full Time)-HD	60,234	63,171
1003 Seasonal/Temporary/Part Time	1,686	13,736
1005 Overtime	1,013	819
1504 FICA	25,524	25,345
1504-057 FICA-HD	4,315	4,833
1506 Health Insurance	34,047	69,391
1506-057 Health Insurance-HD	16,603	13,803
1508 KPERS Retirement	30,799	29,853
1508-057 KPERS Retirement-HD	5,618	5,938
1510 State Unemployment Tax	336	331
1510-057 State Unemployment Tax-HD	57	63
TOTAL PERSONNEL SERVICES	\$ 515,823	\$ 544,044
CONTRACTUAL SERVICES		
2010 Postage/Freight/Shipping	\$ 1,144	\$ 1,200
2030 Cellular Phone Services	3,185	3,120
2080 Printing/Duplication Services	17	100
2110 Advertising & Legal Publications	5,795	4,000
2122 Vehicle/Fleet Insurance	644	425
2200 Office Equipment Rental	3,833	3,600
2330 Transportation Services	-	50
2400 Repair/Maintain County Vehicles	29	500
2410 Repair/Maintain Office Equipment	-	300
2430 Computer Software Maintenance/Support	313	-
2510 Mileage/Tolls/Parking/Rental	298	1,800
2520 Lodging	208	2,000
2530 Airfare	-	1,200
2540 Meals	77	500
2550 Dues & Memberships	1,241	1,500

2560 Training & Registrations	2,860	2,600
2570 Subscriptions	328	350
2605 Administration/Clerical Fees	150	500
2615 Recording Fees	127	350
2640 Legal Services	-	500

TOTAL CONTRACTUAL SERVICES	\$ 20,249	\$ 24,595
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COMMODITIES

3010 Office Supplies	\$ 1,773	\$ 2,000
3020 Books & Publications	-	100
3030 Computer Supplies	47	200
3040 Clothing	-	50
3080 Fuel & Lubricants	-	100
3100 Chemical	1,808	1,300
3135 Furniture < \$100	-	300
3140 Parts and Tools < \$100	20	50
3150 Parts and Tools > \$100	-	300
3304 Programming Services	21,099	25,000
3990 Other Supplies/Materials	146	300

TOTAL COMMODITIES	\$ 24,894	\$ 29,700
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CAPITAL OUTLAY

4010 Office Equipment	\$ -	\$ 500
4020 Other Equipment	-	500
4030 Telecommunications Equipment	-	-
4040 Furniture > \$100	2,069	1,500
4050 Technology Hardware	220	-
4060 Computer Software	1,200	1,000

TOTAL CAPITAL OUTLAY	\$ 3,489	\$ 3,500
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TOTAL OPERATING EXPENDITURES	\$ 560,965	\$ 598,339
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TOTAL EXPENDITURES LESS PERSONNEL	\$ 48,631	\$ 57,795
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TOTAL EXPENDITURES	\$ 564,454	\$ 601,839
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2023 BUDGET	
	1.00
	1.00
	1.00
	1.00
	1.00
	1.00
	6.00
\$ 426,179	
	14,430
	887
	33,774
	93,314
	42,280
	442
\$ 611,306	
\$ 1,200	
	3,120
	100
	4,500
	425
	3,600
	50
	500
	300
	1,800
	2,000
	1,200
	500
	1,500

	2,600
	350
	500
	350
	500
\$	25,095
\$	2,000
	100
	200
	50
	100
	1,600
	300
	50
	300
	26,407
	300
\$	31,407
\$	500
	500
	1,500
	1,000
\$	3,500
\$	667,808
\$	60,002
\$	671,308



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: June 6, 2022

SUBJECT: 2023 Register of Deeds & Tech Fund Budget Requests

PRESENTER: Amy Manges

Enclosures:

- 2023 Budget Presentation Memo-Manges (DOC)
- REG OF DEEDS 2023 (XLS)
- ROD TECH 2023 (XLS)



**REGISTER OF
DEEDS OFFICE**

Amy M. Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6340
Fax: 785-537-6343
E-mail: amanges@rileycountyks.gov

TO: Board of County Commissioners

FROM: Amy Manges

DATE: June 6, 2022

SUBJECT: 2023 Budget Request

The Register of Deeds 2023 budget reflects a \$715 increase in the 3 C's over the 2022 budget. The line items that reflect increases are due to anticipated increase in costs to us and continued training of new employees. Line items 2990 and 604 totaling \$35,000 are monies collected thru recording fees and not items funded by the county leaving an actual request of \$24,125 after salaries.

Attachment: 2023 Budget Presentation Memo-Manges (12177 : Amy Manges - Register of Deeds)

001-006
Riley County Register of Deeds

PERSONNEL	2019	2020	2021	2022	2023
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Register of Deeds	1	1	1	1	1
Deeds Supervisor & Deputy Register of Deeds	1	1	1	1	1
Records Assistant II	2	2	2	2	1
Records Assistant I	1	1	1	1	2
TOTAL NUMBER OF EMPLOYEES	5	5	5	5	5
PERSONNEL SERVICES					
1001 Salaries (Regular Full-Time)	\$ 314,113	\$ 342,184	\$ 256,353	\$ 294,729	\$ 339,62
1003 Seasonal/Temp/PT			6,712	-	
1005 Salaries (Overtime)	149	22	357	541	94
1504 FICA	22,313	24,361	18,969	22,589	21,11
1506 Health Insurance	39,633	41,159	25,343	64,517	74,41
1508 KPERS	31,080	32,886	23,959	27,755	33,71
1510 State Unemployment Tax	176	270	245	296	34
TOTAL PERSONNEL SERVICES	\$ 407,464	\$ 440,882	\$ 331,938	\$ 410,427	\$ 470,15
CONTRACTUAL SERVICES					
2010 Postage / Freight / Shipping	\$ 1,419	\$ 688	\$ 702	\$ 750	\$ 85
2030 Pagers & Cellular Phone Services	960	960	520	960	96
2110 Advertising & Legal Publications	-	-	-	100	10
2124 Other Insurance	-	-	-	-	
2200 Office Equipment Rental	2,577	498	2,480	2,700	2,20
2240 Storage Rental	2,044	1,699	-	1,800	1,90
2245 Other Rental Services	501	-	-	-	
2260 Security Services	73	-	130	-	6
2275 Records Preservation	602	267	78	800	50
2280 Permits			-	-	
2285 Bond Payment			203	-	
2400 Repair & Maintain County Vehicles			-	-	
2410 Repair & Maintain Office Equipment	-	-	-	300	45
2450 Repair & Maintain & Support Computer Hardware	423	725	-	600	70
2510 Mileage / Tolls / Parking / Rental	-	-	-	1,200	1,40
2520 Lodging	-	24	-	1,200	1,50
2540 Meals	37	-	-	600	80
2550 Dues & Memberships	700	200	375	1,000	85
2560 Training & Registrations	655	-	-	2,500	3,00
2570 Subscriptions	233	407	253	500	40
2850 Waste Disposal	235	21	10	200	20
2990 Other Contract Services	27,317	-	-	30,000	30,00
TOTAL CONTRACTUAL SERVICES	\$ 37,776	\$ 5,489	\$ 4,750	\$ 45,210	\$ 45,87

Attachment: REG OF DEEDS 2023 (12177 : Amy Manges - Register of Deeds)

	2019	2020	2021	2022	2023
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	\$ 2,879	\$ 4,556	\$ 3,177	\$ 4,800	\$ 4,500
3015 Records Management / Preservation	-	-	-	400	50
3020 Books & Publications	-	56	15	100	10
3030 Computer Supplies	35	-	191	100	25
3032 Supplies-Printer	226	218	217	400	30
3060 Medical Supplies	-	-	-	50	10
3135 Furniture < \$100	-	-	1,784	100	10
TOTAL COMMODITIES	\$ 3,140	\$ 4,830	\$ 5,384	\$ 5,950	\$ 5,850
CAPITAL OUTLAY					
604 Heritage Trust to General cash	\$ -	\$ 9,134	\$ 20,159	\$ 5,000	\$ 5,000
4010 Office Equipment	-	-	-	1,000	1,000
4040 Furniture > \$100	633	-	10,928	900	1,000
4058 Tech Hardware-Security	-	26	-	-	-
4060 Computer Software	-	-	-	-	-
4061 Computer Software - Desktop	-	-	-	150	20
4070 Surveillance Equipment	-	-	-	200	20
4990 Other Capital Outlay	-	438	-	-	-
TOTAL CAPITAL OUTLAY	\$ 633	\$ 9,598	\$ 31,087	\$ 7,250	\$ 7,400
TOTAL OPERATING EXPENDITURES	\$ 448,380	\$ 451,201	\$ 342,072	\$ 461,587	\$ 521,877
TOTAL EXPENDITURES LESS PERSONNEL	\$ 41,549	\$ 19,917	\$ 41,221	\$ 58,410	\$ 59,127
TOTAL EXPENDITURES	\$ 449,013	\$ 460,799	\$ 373,159	\$ 468,837	\$ 529,227

Attachment: REG OF DEEDS 2023 (12177 : Amy Manges - Register of Deeds)

06/02/20224:53 PM

Fund # 106
Riley County Register of Deeds Technology

	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2021 Actual</u>	<u>2022</u> <u>BUDGET</u>
BEGINNING CASH BALANCE					
Fund Balance	\$ 117,190	\$ 112,757	\$ 45,568	\$ 62,695	\$ 121,319
TOTAL BEGINNING CASH BALANCE	\$ 117,190	\$ 112,757	\$ 45,568	\$ 62,695	\$ 121,319
REVENUE					
402 Investment Interest	\$ 2,715	\$ 939	\$ 1,000	\$ 1,000	\$ 140
602 Misc. Collection	56,658	87,104	45,000	45,000	45,000
TOTAL REVENUE	\$ 59,373	\$ 88,043	\$ 46,000	\$ 46,000	\$ 45,140
TOTAL RESOURCES AVAILABLE	\$ 176,563	\$ 200,800	\$ 91,568	\$ 108,695	\$ 166,459
EXPENDITURES					
CONTRACTUAL SERVICES					
2010 Postage/Freight/Shipping	\$ 1,348	\$ 74	\$ -	\$ -	\$ -
2240 Storage Rental				\$ (1,699)	
2275 Records Preservation	\$ 11,837	\$ 10,937	\$ 33,879	\$ 19,797	\$ 82,021
2430 Rep,Maint,Support Software	18,593	19,523	40,500	14,739	46,500
2440 Equipment Installation	675	945	-	-	2,500
2450 Hardware Maint/Support	750	750	3,450	(1,786)	4,000
2990 Other Contract Services	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 33,203	\$ 32,229	\$ 77,829	\$ 31,051	\$ 135,021
COMMODITIES					
3015 Records Preservation	\$ 13,626	\$ 1,684	\$ 13,739	\$ 12,719	\$ 31,438
3990 Other Supplies & Materials	-	-	-	-	-
TOTAL COMMODITIES	\$ 13,626	\$ 1,684	\$ 13,739	\$ 12,719	\$ 31,438
CAPITAL OUTLAY					
4050 Tecnology Hardware				(3,930)	
4051 Tech Hardware-Notebook				(1,200)	
4052 Tech Hardware-Desktop	\$ 1,500	\$ -	\$ -	\$ (1,889)	\$ -
4055 Tech Hardware - Imaging	10,690	-	-	(278)	-
4060 Computer Software	4,787	-	-	(7,600)	-
4990 Other Capital	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 16,977	\$ -	\$ -	\$ (14,897)	\$ -
TOTAL EXPENDITURES	\$ 63,806	\$ 33,913	\$ 91,568	\$ 28,873	\$ 166,459
TOTAL ENDING FUND BALANCE	\$ 112,757	\$ 166,887	\$ -	\$ 79,822	\$ -

Attachment: ROD TECH 2023 (12177 : Amy Manges - Register of Deeds)



OUTSIDE AGENCY
Grant

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: June 6, 2022

SUBJECT: COPS Grant through DOJ for RCPD

PRESENTER: Kurt Moldrup, Interim RCPD Director and Sgt. Weiszbrod, HERT Team Leader

Move to approve the COPS Grant Application for the Riley County Police Department.

Enclosures:

- 2022 COPS Grant (PDF)
- RCPD grant application (PDF)



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

18.a

Interim Director Kurt Moldrup
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

June 3, 2022

RE: FY2022 COPS Technology and Equipment Invitational Solicitation

Dear Board of Riley County Commissioners,

In 2021 the Riley County Police Department was contacted by Senator Moran's Office about a possible funding opportunity. We were asked to provide the top needs of the Department which could not be funded through normal budgetary means. RCPD provided Moran's office a list of needed items. Senator Moran's Office ultimately advised us that the purchasing of a truck for the RCPD's Hazardous Evidence Recovery Team (HERT) had been approved and that the funds would be administered as a grant through the COPS Office.

The RCPD HERT is a team of law enforcement officers who can identify, collect, and process hazardous evidence within a hazardous environment. Such teams are very unusual for law enforcement. The HERT is an especially valuable asset for this region as it becomes a hub for agro/bio research. It is more than likely that as labs begin to operate in this region people will report finding suspicious materials. Only a team such as the HERT will be able to collect hazardous evidence from a scene as part of a criminal investigation. The HERT has been requesting a dedicated vehicle to respond with for quite some time. The RCPD had not been able to find a funding source until this opportunity presented itself.

This grant is for the sum of \$440,000. However, not all of these funds will be given to the RCPD. About ten percent will be retained by the COPS Office. Even so, it is expected that the total cost of the HERT truck be covered by the grant. Although the origins of these funds are unusual, this process of treating the funding as grant is not. Annually the RCPD receives funds directly from the federal government in the form of JAG Grants. The funds have to be applied for and processed as a grant, to include routing through Riley County, even though the selected funds are set aside specifically for the RCPD and thus non-competitive. The RCPD must have this application turned in by June 21, 2022 to continue the paperwork process. Thank you for your consideration.

Sincerely,

Kurt Moldrup
Interim Director

Attachment: 2022 COPS Grant (12181 : COPS Grant through DOJ)



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991

Application for Federal Assistance SF-424			
* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application		* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision	
* 3. Date Received: Completed by Grants.gov upon submission.		* If Revision, select appropriate letter(s): * Other (Specify): 	
4. Applicant Identifier: 		5a. Federal Entity Identifier: 	
5b. Federal Award Identifier: 		State Use Only:	
6. Date Received by State:		7. State Application Identifier:	
8. APPLICANT INFORMATION:			
* a. Legal Name: Riley County			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 48-6023850		* c. UEI: F8JKV3XJWCE3	
d. Address:			
* Street1: 110 Courthouse Plaza Street2: * City: Manhattan County/Parish: * State: KS: Kansas Province: * Country: USA: UNITED STATES * Zip / Postal Code: 66502-0109			
e. Organizational Unit:			
Department Name: Riley County Police Department		Division Name: 	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:		* First Name: Jennifer	
Middle Name:		* Last Name: Reifschneider	
Suffix:		Title: Finance Manager	
Organizational Affiliation: Riley County Police Department Grant Administrator			
* Telephone Number: 785-473-2307		Fax Number: 785-565-6559	
* Email: jreifschneider@rileycountypolice.org			

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Community Oriented Policing Services

11. Catalog of Federal Domestic Assistance Number:

16.710

CFDA Title:

Public Safety Partnership and Community Policing Grants

* 12. Funding Opportunity Number:

O-COPS-2022-171227

* Title:

FY 2022 COPS Technology and Equipment Program Invitational Solicitation

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

RILEY COUNTY POLICE (KS) MOBILE INCIDENT RESPONSE VEHICLE

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Attachment: RCPD grant application (12181 : COPS Grant through DOJ)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant KS-001

* b. Program/Project KS-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2022

* b. End Date: 03/01/2024

18. Estimated Funding (\$):

* a. Federal	440,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	440,000.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Greg

Middle Name:

* Last Name: McKinley

Suffix:

* Title: Chair of Riley County Commission

* Telephone Number: 785-537-6357

Fax Number:

* Email: gmckinley@rileycountyks.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission.

* Date Signed: Completed by Grants.gov upon submission.

Attachment: RCPD grant application (12181 : COPS Grant through DOJ)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bid/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
--	--	--

4. Name and Address of Reporting Entity:
☒ Prime ☐ SubAwardee
 * Name
 * Street 1 Street 2
 * City State Zip
 Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: US Department of Justice	7. * Federal Program Name/Description: Public Safety Partnership and Community Policing Grants CFDA Number, if applicable: 16.710
---	--

8. Federal Action Number, if known: 	9. Award Amount, if known: \$
--	--

10. a. Name and Address of Lobbying Registrant:
 Prefix * First Name Middle Name
 * Last Name Suffix
 * Street 1 Street 2
 * City State Zip

b. Individual Performing Services (including address if different from No. 10a)
 Prefix * First Name Middle Name
 * Last Name Suffix
 * Street 1 Street 2
 * City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature: Completed on submission to Grants.gov	* Name: Prefix * First Name Greg Middle Name * Last Name McKinley Suffix
Title: Chair of Riley County Commission	Telephone No.: 785-537-6357 Date: Completed on submission to Grants.gov

Attachment: RCPD grant application (12181 : COPS Grant through DOJ)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: June 6, 2022

SUBJECT: 2023 Treasurer, Motor Vehicle & Tech Fund Budget Requests

PRESENTER: Shilo Heger

Enclosures:

- Treasurer Presentation budget (XLSX)
- MOTOR VEHICLE 2023 (XLS)
- TREASURER TECH 2023 (XLS)

**Riley County, Kansas
2023 Budget
Treasurer Department
001-007**

PERSONNEL	2021	2022	2023
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Treasurer	1.00	1.00	1.00
Tax Supervisor	1.00	1.00	1.00
Building Receptionist	0.00	1.00	1.00
Clerk Analyst II-MV/Tax	1.00	1.00	1.00
Clerk Analyst I-AP	1.00	1.00	1.00
Customer Service Rep I	2.00	3.00	3.00
Customer Service Rep II	4.00	4.00	4.00
TOTAL NUMBER OF EMPLOYEES	10.00	12.00	12.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 569,958	\$ 618,847	\$ 946,177
1005 Overtime	2,011	3,907	5,940
1504 FICA	41,391	47,641	72,837
1506 Health Insurance	127,624	136,072	208,038
1508 KPERS Retirement	53,272	58,539	94,259
1510 State Unemployment Tax	423	623	952
TOTAL PERSONNEL SERVICES	\$ 794,680	\$ 865,629	\$ 1,328,203
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 22,955	\$ 25,000	\$ 25,000
2030 Cellular Phone Services	780	780	780
2080 Printing/Duplication Services	540	1,500	1,500
2110 Advertising & Legal Publications	12,089	12,000	13,000
2124 Other Insurance	-	-	-
2200 Office Equipment Rental	4,120	4,500	4,500
2250 Armor Car Service	5,092	4,300	8,000
2490 Other Repairs/Maintenance	1,089	1,100	1,100
2550 Dues & Memberships	-	400	500
2990 Other Contract Services	1,200	1,200	1,200
TOTAL CONTRACTUAL SERVICES	\$ 47,865	\$ 50,780	\$ 55,580
COMMODITIES			
3010 Office Supplies	\$ -	\$ 500	\$ 1,000
3032 Supplies-Printers	-	-	1,000
TOTAL COMMODITIES	\$ -	\$ 500	\$ 2,000

Attachment: Treasurer Presentation budget (12176 : Shilo Heger - Treasurer, Motor Vehicle, Treasurer Tech)

TREASURER DEPT	2021	2022	2023
CAPITAL OUTLAY	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
4130 Building Improvements	\$ -	\$ -	
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 842,545	\$ 916,909	\$ 1,385,783
TOTAL EXPENDITURES LESS PERSONNEL	\$ 47,865	\$ 51,280	\$ 57,580
TOTAL EXPENDITURES	\$ 842,545	\$ 916,909	\$ 1,385,783

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Fund #130
Riley County Motor Vehicle Fund

PERSONNEL	2019	2020	2021	2022	2023
Position Title - Full-Time	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
Vehicle Supervisor	1	1	1	1	0
Asst. Vehicle Supervisor	1	1	1	1	0
Clerk Analyst II-Dr Lic	1	1	1	1	0
Customer Service Rep. II	2	1	1	1	0
Customer Service Rep. I	0	1	0	0	0
TOTAL NUMBER OF EMPLOYEES	5	5	4	4	0
BEGINNING CASH BALANCE					
Fund Balance	\$ 29,015	\$ 12,890	\$ 36,558	\$ 56,357	\$ -
TOTAL BEGINNING CASH BALANCE	\$ 29,015	\$ 12,890	\$ 36,558	\$ 56,357	\$ -
REVENUE					
300 Daily Receipts	\$ 348,805	\$ 341,463	\$ 353,870	\$ 345,000	\$ 345,000
310 Comm Veh Daily Receipts	36,745	36,768	37,623	35,000	35,000
451 Full Privilege Tag	1,575	1,925	1,750	1,500	1,500
503 Non-Collection Revenue	-	19	-	-	-
600 Misc. Reimb	201	244	41	-	-
602 Misc. Collection	138	245	119	100	200
603 Transfer In	-	19,685	3,360	-	-
TOTAL REVENUE	\$ 387,464	\$ 400,349	\$ 396,763	\$ 381,600	\$ 381,700
TOTAL RESOURCES AVAILABLE	\$ 416,479	\$ 413,239	\$ 433,321	\$ 437,957	\$ 381,700
PERSONNEL SERVICES					
1001 Salaries (Full-Time)	\$ 247,106	\$ 229,591	\$ 223,729	\$ 221,459	\$ 11,000
1005 Overtime	264	347	1,064	1,438	-
1504 FICA	17,828	16,473	16,473	17,051	951
1506 Health Insurance	57,232	50,298	52,161	48,770	-
1508 KPERS	24,465	22,099	20,876	22,000	1,089
1510 State Unemployment Tax	207	267	205	223	-
TOTAL PERSONNEL SERVICES	\$ 347,102	\$ 319,075	\$ 314,509	\$ 310,941	\$ 13,040
CONTRACTUAL SERVICES					
2010 Postage / Freight / Shipping	\$ 6,611	\$ 9,028	\$ 7,929	\$ 7,000	\$ 10,000
2080 Printing/Duplication Services	2,774	2,951	4,558	3,000	5,000
2110 Advertising&Legal Publication	-	-	-	-	1,500
2260 Security Services	-	-	-	-	-
2410 Repair & Maint Office Equip	-	-	93	1,000	-
2450 Hardware Maint/Support	374	-	-	1,000	-
2510 Mileage / Tolls / Parking / Rental	2,682	683	281	3,000	3,000
2520 Lodging	3,313	289	747	4,000	4,000
2530 Air Fare	353	376	242	1,000	1,500
2540 Meals	447	107	136	1,000	1,500
2550 Dues, Memberships, Registrations	875	575	823	1,000	1,500
2560 Training	1,273	182	1,108	1,500	2,000
2570 Subscriptions	406	472	850	500	500
2850 Waste Disposal	240	250	240	300	300
2990 Other Contract Services	91	75	-	1,590	160
TOTAL CONTRACTUAL SERVICES	\$ 19,439	\$ 14,988	\$ 17,007	\$ 25,890	\$ 30,960

Attachment: MOTOR VEHICLE 2023 (12176 : Shilo Heger - Treasurer, Motor Vehicle, Treasurer Tech)

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	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>BUDGET</u>	2023 <u>BUDGET</u>
COMMODITIES					
3010 Office Supplies	\$ 2,555	\$ 4,155	\$ 3,710	\$ 5,000	\$ 5,000
3020 Books&Publications	450	30	-	500	500
3030 Computer Supplies	920	-	1,283	1,000	-
3032 Supplies - Printer	2,578	4,663	5,329	7,500	6,500
TOTAL COMMODITIES	\$ 6,503	\$ 8,848	\$ 10,322	\$ 14,000	\$ 12,000
CAPITAL OUTLAY					
4010 Office Equipment	\$ -	\$ -	\$ -	\$ 2,500	\$ -
4040 Furniture >\$100	325	299	-	-	-
4050 Tech Hardware	-	621	-	-	7,000
4051 Tech Hardware-Notebook	390	-	-	-	-
4054 Tech Hardware-Printers	815	161	640	10,800	10,000
4060 Computer Software	-	-	9,124	8,500	8,700
TOTAL CAPITAL OUTLAY	\$ 1,530	\$ 1,081	\$ 9,764	\$ 21,800	\$ 25,700
TRANSFERS					
604 Transfer to General Fund	\$ 28,774	\$ 12,890	\$ 56,357	\$ 56,357	\$ 300,000
TOTAL TRANSFERS	\$ 28,774	\$ 12,890	\$ 56,357	\$ 56,357	\$ 300,000
TOTAL EXPENDITURES	\$ 403,348	\$ 356,882	\$ 407,958	\$ 428,988	\$ 381,700
TOTAL ENDING FUND BALANCE	\$ 13,131	\$ 56,357	\$ 25,363	\$ 8,969	\$ -

Attachment: MOTOR VEHICLE 2023 (12176 : Shilo Heger - Treasurer, Motor Vehicle, Treasurer Tech)

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Fund # 108
Riley County Treasurer Technology

	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>ACTUAL</u>	<u>2022</u> <u>BUDGET</u>	<u>2023</u> <u>BUDGET</u>
BEGINNING CASH BALANCE					
Fund Balance	\$ 32,916	\$ 39,977	\$ 52,160	\$ 65,060	\$ 76,335
TOTAL BEGINNING CASH BALANCE	\$ 32,916	\$ 39,977	\$ 52,160	\$ 65,060	\$ 76,335
REVENUE					
402 Investment Interest	\$ 797	\$ 307	\$ 31	\$ 300	\$ 150
602 Misc. Collection	14,164	21,776	24,144	12,500	12,500
TOTAL REVENUE	\$ 14,961	\$ 22,083	\$ 24,175	\$ 12,800	\$ 12,650
TOTAL RESOURCES AVAILABLE	\$ 47,877	\$ 62,060	\$ 76,335	\$ 77,860	\$ 88,985
CONTRACTUAL SERVICES					
2990 Other Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
COMMODITIES					
3990 Other Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COMMODITIES	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY					
4050 Computer Hardware	\$ -	\$ 2,000	\$ -	\$ 77,860	\$ 88,985
4060 Computer Software	7,900	7,900	-	-	-
4990 Other Capital	-	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 7,900	\$ 9,900	\$ -	\$ 77,860	\$ 88,985
TOTAL EXPENDITURES	\$ 7,900	\$ 9,900	\$ -	\$ 77,860	\$ 88,985
TOTAL ENDING FUND BALANCE	\$ 39,977	\$ 52,160	\$ 76,335	\$ -	\$ -

Attachment: TREASURER TECH 2023 (12176 : Shilo Heger - Treasurer, Motor Vehicle, Treasurer Tech)