Board of Riley County Commissioners
Regular Meeting
Agenda
June 09, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2026 Riley County Extension Appropriation
4. Sign Riley County Employee Action Form(s)

Review Minutes

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

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

7. Year to date budget and expenditure reports

9:15 AM **Steve Schurle, Assistant County Appraiser**

8. Riley County Employee Day Proposal

9:30 AM **Press Conference**

9:40 AM **Brittany Phillips, Budget and Finance Officer and Elizabeth Ward, Human Resources Director**

9. 2026 COLA Presentation

10:00 AM **Jacob Hansen, Interim County Counselor**

10. Amendment to Service Agreement with Prairie Paws Animal Shelter

10:10 AM **Michele Reid, Human Resources Manager**

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

10:25 AM **Jacob Hansen, Interim County Counselor**

12. Administrative Work Session
13. Pending County Projects County Counselor

10:35 AM **Katharine Hensler, Museum Director**

14. Monthly Staff Update

10:50 AM **Gavin Schmidt, BHS & Tyler Holloman, Frontier Development**

15. A Specific RHID Project

12:00 PM **County Officials Luncheon**

16. County Officials' Luncheon Agenda

Adjournment

Announcement

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:00 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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.

RILEY COUNTY

COUNTY CLERK &
ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: **Brittany Phillips, Budget & Finance Officer**

MEETING: **June 9, 2025**

SUBJECT: **2026 Riley County Extension Appropriation**

PRESENTER: **Daniel Skucius, Director of Riley County Extension**

Move to approve Riley County Extension request as presented.

Move to deny

Move to modify

Enclosures:

- Final Budget (PDF)

K·STATE Research and Extension | Riley County

To: Riley County Commission

Re: Riley County Extension Council Budget Request

I have attached the information requested to support the Extension Council's budget request. Our 2026 appropriation request is $667,380. This amount is level with 2024 and 2025.

Mission: We are dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families and youth through integrated research, analysis and education.

Description: Riley County Extension is part of the national Cooperative Extension network designed to extend technical expertise and research findings to help people improve their homes, families, farms, businesses and communities. Extension programs are a part of a federal, state and county government partnership, and administered at Kansas State University, the land-grant university. The educational programs are supported and expanded by hundreds of volunteers and community leaders. Riley County Extension employs five Extension Agents who program in agriculture and natural resources, horticulture, 4-H youth development, family and consumer sciences and community development. Extension programs make a positive impact on the physical, mental and financial health and well-being of Riley County residents.

Staffing Notes

Our new agriculture and natural resources agent will begin on June 8th. This will provide us with a full staff of five agents and three office professionals. New staff this year include:

- County Director: Daniel Skucius
- Administrative Assistant: Sherri Rogers
- Agriculture and Natural Resources Agent: Lindsay Shorter

Sincerely,

Daniel Skucius
County Extension Director

Riley County Extension Council
2026 Budget Narrative

The overall appropriation request being submitted by Riley County Extension represents a flat request. More detail is provided below.

Income
The Riley County Extension Council receives funding from Kansas State University in addition to an appropriation from the Riley County Commission. At this time we have not been advised of cuts to the university's portion of our budget.

The Extension Council also receives an administrative stipend from the Riley County Fair Board to administer the Riley County Fair. The Fair Board does not employ any staff, or own any of its own office equipment. The administrative stipend compensates for the additional work Extension does to manage the fair and take reservations for the use of the fair grounds.

As shown in our budget under non-appropriated funds, we do generate additional dollars for our budget by charging for programs and some services. These generated funds are used to pay for program supplies and fees. Staff also generate funds from grants for specific programs.

Expenses
Overall, our budget has decreased from 2025. This was done to try and more closely align our budget with county and state appropriation amounts. However, our budget is still higher than allocated appropriations. This difference is made up by $17,00 of unencumbered funds.

Goals For 2026

- Work jointly with Kansas State University and local program development committees access community needs and provide high quality educational programs in the areas of agriculture, horticulture, 4-H youth development, family & consumer sciences, and community development.

- Continue to increase the public's awareness of the existence and breadth of Extension programs and services available to them.

- Each program area within Extension has a comprehensive set of program action plans that can be provided at the commission's request.

K·STATE Research and Extension | Riley County

BUDGET FOR THE **Riley County Extensio** COUNTY EXTENSION COUNCIL
For the period from January 1, 2026 to December 31, 2026 This budget is prepared in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance	$10,000
Telephone	$6,000
Rent, Heat and Lights	$0
Supplies, Stationery, and Postage	$7,500
Equipment	$13,345
Educational Program Support	$13,500
Travel	$12,000
Subsistence	$3,000
Salaries and Wages	$580,000
Employee Benefits	$150,000
	$0
	$0
Sub-Total	$795,345
Nonappropriated Funds (Reimbursable Transactions)	$75,000
Capital Outlay Reserve	$0
TOTAL EXPENDITURES	$870,345

Receipts

Unencumbered Cash balance	$17,000
Kansas State University	$74,620
County Appropriation	$667,380
Interest	$4,000
Other	$32,345
Sub-Total	$795,345
Nonappropriated Funds (Reimbursable Transactions)	$75,000
Capital Outlay Reserve	$0
TOTAL RECEIPTS	$870,345

Proposed Michelle M Taylor Date 5/30/2025
Representing County Extension Council

Proposed and Approved* Carla Nemecek Date May 29, 2025
Representing the Director of Extension

Approved________________________ Date__________
Representing Board of County Commissioners

*The signature of the Director of Extension or the Director's representative constitutes approval of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended. KSU 8-1 (2011)

CERTIFICATE OF FILING
COUNTY EXTENSION BUDGET

State of Kansas

Riley ____________ County } SS

This is to certify that a budget for the Riley ____________ County Extension Council for the calendar year 2026 and a certificate signed by the Director of Extension of Kansas State University which states that the above-named Extension Council is properly functioning and entitled to receive the appropriation provided by K.S.A. 2-610 as amended, were filed in this office on __________________, _____.

Witness my hand and seal this ______ day of __________________, ______.

____

County Clerk

__________________, County, Kansas

(Seal)

INSTRUCTIONS:
Sign in duplicate
File in County Clerk's Office along with:
KSU 8-1 Proposed County Budget
KSU 1-1 Certificate of Proper Functioning

One copy to office of Local Unit Extension Director
One copy to office of Regional Extension Director

KSU 8-2 (Jan 2024)

Attachment: Final Budget (15921 : 2026 Riley County Extension Appropriation)

K·STATE
Research and Extension
Office of the Director for Extension

CERTIFICATE OF PROPER FUNCTIONING

To the Board of County Commissioners:

To the best of my knowledge and belief the Riley County Extension Council is properly organized as provided in KSA 2-610 as amended. A list of the Council Members has been filed with the County Clerk. Officers of the Council's Executive Board have been duly elected and qualified.

All accounts and all expenditures of funds have been approved by me. A budget for the calendar year 2025 has been prepared and the Council is functioning properly in every respect to carry out the purpose for which it is organized.

The above named County Extension Council is entitled to receive appropriations as provided by law.

Gregg Hadley
DIRECTOR FOR EXTENSION
Kansas State University

Date: April 1, 2025

KSU 1-1 (Feb. 2009)
File in County Clerk's Office along with:
KSU 8-1 Proposed County Budget
KSU 8-2 Certificate of Filing

COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

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

MEETING: **June 9, 2025**

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

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

Enclosures:
- 2025-06 JStJohn EAF (DOCX)
- 2025-06 BInnes EAF (DOCX)
- 2025-06 MGarcia EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Joshua St. John

Status Change Date: 06/16/2025

Status Change: New Hire

Date of Hire: 06/16/2025

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

Position: Mechanic Tech II

Position Type: Full Time

Pay Range: 8

Pay Type: Hourly

Base Rate: $25.05

Annualized Pay: $52,104.00

Funds Codes: 1-General, 40-Public Works

Supervisor: Alvin Perez

Department Head: John Ellermann

BoCC Chair ____ Date: _______________________

BoCC Member ____ Date: _______________________

BoCC Member ____ Date: _______________________

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brayden Innes

Status Change Date: 06/10/2025

Status Change: New Hire

Date of Hire: 06/10/2025

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

Position: Volunteer Firefighter

Position Type: As Needed

Pay Range: TASND

Pay Type: Stipend

Base Rate: $0.00

Annualized Pay: $0.00

Funds Codes: 183- Fire District #1/ 183- Fire District #1

Supervisor: Jake Konrardy

Department Head: Russel Stukey

BoCC Chair ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Maricela Garcia

Status Change Date: 06/09/2025

Status Change: New Hire

Date of Hire: 06/09/2025

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

Position: Seasonal - Parks

Position Type: Temp

Pay Range: TASND

Pay Type: Hourly

Base Rate: $14.00

Annualized Pay: $7,000.00

Funds Codes: County General [1], Public Works [40]

Supervisor: Jeffrey Martinez

Department Head: John Ellermann

BoCC Chair ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
June 12, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Jacob Hansen, Interim County Counselor**

2. Administrative Work Session

9:20 AM **Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**

3. Cash Flow Reports

9:45 AM **Jason Smith, Manhattan Area Chamber of Commerce**

4. Economic development update

10:00 AM **Diane Creek, Health Department Director**

5. Staff update

10:30 AM **Anna Burson, Appraiser**

6. Staff update

10:45 AM **Jacob Hansen, Interim County Counselor**

7. RHID

11:05 AM **Michael Boller, Noxious Weed Director**

8. Staff update

11:20 AM **Brittany Phillips, Budget and Finance Officer**

9. OPIOID Funds

Adjournment

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

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
June 16, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Amendment 1 Biennial Bridge Inspection Agreement

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Kaylyn Speth, WIC Supervisor**

2. WIC Budget Application

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

3. Staff update

9:30 AM **Press Conference**

9:35 AM **Shilo Heger, Treasurer**

4. Staff update

10:10 AM **Jacob Hansen, Interim County Counselor**

5. Administrative Work Session

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

Adjournment

Announcement

Riley County Offices will be closed Thursday, June 19th in observance of Juneteenth Day holiday.

The Board of County Commissioners will not be in session Thursday, June 19th.

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

COUNTY CLERK &
ELECTIONS
Budget

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

STAFF REPORT

FROM: **Rich Vargo, County Clerk**

MEETING: **June 9, 2025**

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

PRESENTER: **Rich Vargo, County Clerk**

Enclosures:

- 2025 YTD Wage-Overtime Report Overview 2025-05 (PDF)
- 2025 YTD Wage-Overtime Report Detail Page 2025-05 (PDF)
- May Financial reports 2025 (PDF)

2025 YTD Wages/Overtime Compared to Budge

% of Year Used 41.67%

	May	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2025 Total Budget	Budget Spent
	Department								
1	Attorney	$838,097.35	$2,013,454.90	$4,252.20	$7,029.78	0.21%	$842,349.55	$2,020,484.68	41.69%
2	Clerk	$411,393.83	$1,008,345.00	$29.25	$6,870.44	0.00%	$411,423.08	$1,015,215.44	40.53%
3	Commissioners	$76,824.33	$181,585.00	$0.00	$0.00	0.00%	$76,824.33	$181,585.00	42.31%
4	Administrative Services	$201,752.15	$495,229.00	$0.00	$1,031.00	0.00%	$201,752.15	$496,260.00	40.65%
6	Register of Deeds	$165,330.14	$394,453.00	$0.00	$3,231.00	0.00%	$165,330.14	$397,684.00	41.57%
7	Treasurer	$418,780.51	$1,039,862.00	$131.61	$10,388.00	0.01%	$418,912.12	$1,050,250.00	39.89%
10	Emergency Mgt	$87,578.40	$230,470.00	$10.23	$851.00	0.00%	$87,588.63	$231,321.00	37.86%
17	Museum	$151,677.16	$359,669.00	$3,212.23	$0.00	0.89%	$154,889.39	$359,669.00	43.06%
19	Election	$127,223.75	$497,170.00	$0.00	$5,458.00	0.00%	$127,223.75	$502,628.00	25.31%
20	EMS/Ambulance	$1,109,276.23	$2,479,315.00	$476,324.84	$1,504,528.00	19.21%	$1,585,601.07	$3,983,843.00	39.80%
22	Appraiser	$506,032.35	$1,302,889.00	$4,477.68	$23,039.76	0.34%	$510,510.03	$1,325,928.76	38.50%
24	Planning & Development	$229,353.33	$545,336.00	$0.00	$2,614.00	0.00%	$229,353.33	$547,950.00	41.86%
29	Information Tech-GIS	$314,937.60	$746,347.00	$0.00	$9,469.00	0.00%	$314,937.60	$755,816.00	41.67%
30	General Serv.-Separation	$55,633.60	$120,000.00	$0.00	$0.00	0.00%	$55,633.60	$120,000.00	46.36%
40	Public Works	$1,574,737.32	$4,066,578.00	$20,580.30	$147,881.00	0.51%	$1,595,317.62	$4,214,459.00	37.85%
41	Noxious Weed	$192,462.05	$478,274.00	$1,493.85	$13,225.00	0.31%	$193,955.90	$491,499.00	39.46%
	NON-GENERAL FUNDS								
	Solid Waste payroll	$87,295.09	$196,536.00	$2,410.53	$16,601.00	1.23%	$89,705.62	$213,137.00	42.09%
	Fire District #1	$135,311.73	$357,744.00	$9.47	$788.00	3.11%	$135,321.20	$358,532.00	37.74%
	Subtotal-All County Funds	**$6,683,696.92**	**$16,513,256.90**	**$512,932.19**	**$1,753,004.98**	3.11%	**$7,196,629.11**	**$18,266,261.88**	
	Health Dept.-General Fund	$154,149.65	$370,813.00	$2,014.31	$1,991.00	0.54%	$156,163.96	$372,804.00	41.89%
	Health Dept.-Grant Funds	$1,196,686.99	$3,144,576.00	$39.72	$21,745.00	0.00%	$1,196,726.71	$3,166,321.00	37.80%
	Community Corrections								
	Adult Services	$136,968.44	$274,639.00	$66.82	$7,195.00	0.02%	$137,035.26	$281,834.00	48.62%
	Juvenile Services	$122,590.72	$224,257.00	$45.20	$4,340.00	0.02%	$122,635.92	$228,597.00	53.65%
	Juvenile reinvestment	$18,095.09	$37,625.00	$0.00	$1,250.00	0.00%	$18,095.09	$38,875.00	46.55%
	BJA Grant	$31,730.50	$73,105.00	$2,055.91	$15,367.00	2.81%	$33,786.41	$88,472.00	38.19%
	Subtotal Grant Funds	**$309,384.75**	**$609,626.00**	**$2,167.93**	**$28,152.00**	0.36%	**$311,552.68**	**$637,778.00**	
	Totals	**$8,343,918.31**	**$20,638,271.90**	**$517,154.15**	**$1,804,892.98**	2.51%	**$8,861,072.46**	**$22,443,164.88**	

Prepared by Elizabeth Ward, HR Director 6/3/2025

Dept	Department			1st Quarter	April	May	June	2nd Quarter	September	3rd Quarter	4th Quarter	YTD 2025	2025 Budget
1	Attorney	Regular Salaries	1001	$458,254.76	$151,937.02	$227,905.57		$379,842.59		$0.00	$0.00	$838,097.35	$1,986,364.90
		Seasonal/ASND	1003		$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$27,090.00
		Overtime	1005	$2,374.36	$472.36	$1,405.48		$1,877.84		$0.00	$0.00	$4,252.20	$7,029.78
				$460,629.12	$152,409.38	$229,311.05	$0.00	$381,720.43	$0.00	$0.00	$0.00	$842,349.55	$2,020,484.68
2	Clerk	Regular Salaries	1001	$215,422.37	$77,079.60	$114,200.61		$191,280.21		$0.00	$0.00	$406,702.58	$993,345.00
		Seasonal/ASND	1003	$1,590.00	$1,267.50	$1,833.75		$3,101.25		$0.00	$0.00	$4,691.25	$15,000.00
		Overtime	1005	$9.03	$0.00	$20.22		$20.22		$0.00	$0.00	$29.25	$6,870.44
				$217,021.40	$78,347.10	$116,054.58	$0.00	$194,401.68	$0.00	$0.00	$0.00	$411,423.08	$1,015,215.44
3	Commissioners	Regular Salaries	1001	$41,904.18	$13,968.06	$20,952.09		$34,920.15		$0.00	$0.00	$76,824.33	$181,585.00
				$0.00		$0.00					$0.00		
4	Administrative Svcs	Regular Salaries	1001	$107,753.66	$35,917.88	$58,080.61		$93,998.49		$0.00	$0.00	$201,752.15	$495,229.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$1,031.00
				$107,753.66	$35,917.88	$58,080.61	$0.00	$93,998.49	$0.00	$0.00	$0.00	$201,752.15	$496,260.00
6	Register of Deeds	Regular Salaries	1001	$90,180.08	$30,060.02	$45,090.04		$75,150.06		$0.00	$0.00	$165,330.14	$394,453.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$3,231.00
				$90,180.08	$30,060.02	$45,090.04	$0.00	$75,150.06	$0.00	$0.00	$0.00	$165,330.14	$397,684.00
7	Treasurer	Regular Salaries	1001	$227,487.84	$76,060.84	$115,231.83		$191,292.67		$0.00	$0.00	$418,780.51	$1,039,862.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$48.00	$0.00	$83.61		$83.61		$0.00	$0.00	$131.61	$10,388.00
				$227,535.84	$76,060.84	$115,315.44	$0.00	$191,376.28	$0.00	$0.00	$0.00	$418,912.12	$1,050,250.00
10	Emergency Mgt	Regular Salaries	1001	$43,307.66	$17,708.29	$26,562.45		$44,270.74		$0.00	$0.00	$87,578.40	$230,470.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$0.00	$10.23	$0.00		$10.23		$0.00	$0.00	$10.23	$851.00
				$43,307.66	$17,718.52	$26,562.45	$0.00	$44,280.97	$0.00	$0.00	$0.00	$87,588.63	$231,321.00
17	Museum	Regular Salaries	1001	$73,563.72	$25,362.41	$38,218.53		$63,580.94		$0.00	$0.00	$137,144.66	$338,219.00
		Seasonal/ASND	1003	$7,381.25	$2,985.00	$4,166.25		$7,151.25		$0.00	$0.00	$14,532.50	$21,450.00
		Overtime	1005	$0.00	$0.00	$3,212.23		$3,212.23		$0.00	$0.00	$3,212.23	$0.00
				$80,944.97	$28,347.41	$45,597.01	$0.00	$73,944.42	$0.00	$0.00	$0.00	$154,889.39	$359,669.00
19	Election	Regular Salaries	1001	$64,290.12	$23,280.71	$35,494.17		$58,774.88		$0.00	$0.00	$123,065.00	$307,684.00
		Seasonal/ASND	1003	$2,471.25	$866.25	$821.25		$1,687.50		$0.00	$0.00	$4,158.75	$189,486.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$5,458.00
				$66,761.37	$24,146.96	$36,315.42	$0.00	$60,462.38	$0.00	$0.00	$0.00	$127,223.75	$502,628.00
20	EMS/Ambulance	Regular Salaries	1001	$619,097.47	$185,972.93	$280,371.99		$466,344.92		$0.00	$0.00	$1,085,442.39	$2,417,786.00
		Seasonal/ASND	1003	$15,194.93	$3,901.05	$4,737.86		$8,638.91		$0.00	$0.00	$23,833.84	$61,529.00
		Overtime	1005	$259,874.88	$87,338.42	$129,111.54		$216,449.96		$0.00	$0.00	$476,324.84	$1,504,528.00
				$894,167.28	$277,212.40	$414,221.39	$0.00	$691,433.79	$0.00	$0.00	$0.00	$1,585,601.07	$3,983,843.00

Prepared by Elizabeth Ward, HR Director 6/3/2025

Dept	Department			1st Quarter	April	May	June	2nd Quarter	September	3rd Quarter	4th Quarter	YTD 2025	2025 Budget
22	Appraiser	Regular Salaries	1001	$292,614.17	$85,367.28	$128,050.90		$213,418.18		$0.00	$0.00	$506,032.35	$1,287,889.96
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$15,000.00
		Overtime	1005	$3,386.09	$936.39	$155.20		$1,091.59		$0.00	$0.00	$4,477.68	$23,039.76
				$296,000.26	$86,303.67	$128,206.10	$0.00	$214,509.77	$0.00	$0.00	$0.00	$510,510.03	$1,325,929.72
24	Planning & Development	Regular Salaries	1001	$124,800.65	$41,821.06	$62,731.62		$104,552.68		$0.00	$0.00	$229,353.33	$545,336.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$ -		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$2,614.00
				$124,800.65	$41,821.06	$62,731.62	$0.00	$104,552.68	$0.00	$0.00	$0.00	$229,353.33	$547,950.00
29	Information Tech-GIS	Regular Salaries	1001	$171,784.14	$57,261.38	$85,892.08		$143,153.46		$0.00	$0.00	$314,937.60	$746,347.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$9,469.00
				$171,784.14	$57,261.38	$85,892.08	$0.00	$143,153.46	$0.00	$0.00	$0.00	$314,937.60	$755,816.00
30	General-General	Regular Salaries	1001	$0.00	$0.00	$0.00		$0.00		$0.00		$0.00	
		Separation Payout	1005	$9,993.52	$44,626.14	$1,013.94		$45,640.08		$0.00	$0.00	$55,633.60	$120,000.00
				$9,993.52	$44,626.14	$1,013.94	$0.00	$45,640.08	$0.00	$0.00	$0.00	$55,633.60	$120,000.00
40	Public Works	Regular Salaries	1001	$880,245.64	$276,794.13	$417,438.95		$694,233.08		$0.00	$0.00	$1,574,478.72	$3,931,502.00
		Seasonal/ASND	1003	$216.38	$0.00	$42.22		$42.22		$0.00	$0.00	$258.60	$135,076.00
		Overtime	1005	$16,687.04	$1,851.87	$2,041.39		$3,893.26		$0.00	$0.00	$20,580.30	$147,881.00
				$897,149.06	$278,646.00	$419,522.56	$0.00	$698,168.56	$0.00	$0.00	$0.00	$1,595,317.62	$4,214,459.00
41	Noxious Weed	Regular Salaries	1001	$106,594.62	$34,346.96	$51,520.47		$85,867.43		$0.00	$0.00	$192,462.05	$478,274.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,269.07	$0.00	$224.78		$224.78		$0.00	$0.00	$1,493.85	$13,225.00
				$107,863.69	$34,346.96	$51,745.25	$0.00	$86,092.21	$0.00	$0.00	$0.00	$193,955.90	$491,499.00
150	Solid Waste Payroll	Regular Salaries	1001	$49,467.60	$15,005.92	$22,821.57		$37,827.49		$0.00	$0.00	$87,295.09	$196,536.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,341.41	$794.00	$275.12		$1,069.12		$0.00	$0.00	$2,410.53	$16,601.00
				$50,809.01	$15,799.92	$23,096.69	$0.00	$38,896.61	$0.00	$0.00	$0.00	$89,705.62	$213,137.00
183	Fire District #1	Regular Salaries	1001	$63,825.10	$21,260.29	$27,510.34		$48,770.63		$0.00	$0.00	$112,595.73	$282,419.00
		Stipends	1003	$10,335.00	$7,138.00	$5,243.00		$12,381.00		$0.00	$0.00	$22,716.00	$75,325.00
		Overtime	1005	$0.00	$9.47	$0.00		$9.47		$0.00	$0.00	$9.47	$788.00
				$74,160.10	$28,407.76	$32,753.34	$0.00	$61,161.10	$0.00	$0.00	$0.00	$135,321.20	$358,532.00
400	Health Dept.-General	Regular Salaries	1001	$84,052.58	$27,953.34	$42,143.73		$70,097.07		$0.00	$0.00	$154,149.65	$370,813.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,979.77	$34.54	$0.00		$34.54		$0.00	$0.00	$2,014.31	$1,991.00
				$86,032.35	$27,987.88	$42,143.73	$0.00	$70,131.61	$0.00	$0.00	$0.00	$156,163.96	$372,804.00
410 - 445	Health Dept.-Grants	Regular Salaries	1001	$639,710.80	$216,179.02	$340,407.17	$0.00	$556,586.19	$0.00	$0.00	$0.00	$1,196,296.99	$3,144,576.00
		Seasonal/ASND	1003	$55.00	$95.00	$240.00	$0.00	$335.00	$0.00	$0.00	$0.00	$390.00	$0.00

Prepared by Elizabeth Ward, HR Director 6/3/2025

Attachment: 2025 YTD Wage-Overtime Report Detail Page 2025-05 (15905 : Year to date budget and

Dept				1st Quarter	April	May	June	2nd Quarter	September	3rd Quarter	4th Quarter	YTD 2025	2025 Budget
	Department												
		Overtime	1005	$0.00	$39.72	$0.00	$0.00	$39.72	$0.00	$0.00	$0.00	$39.72	$21,745.00
				$639,765.80	$216,313.74	$340,647.17	$0.00	$556,960.91	$0.00	$0.00	$0.00	$1,196,726.71	$3,166,321.00
520	Community Corrections	Regular Salaries	1001	$74,119.35	$25,139.72	$37,709.37		$62,849.09		$0.00	$0.00	$136,968.44	$274,639.00
	-Adult	Seasonal/ASND	1003	$0.00		$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$61.93	$4.89	$0.00		$4.89		$0.00	$0.00	$66.82	$7,195.00
				$74,181.28	$25,144.61	$37,709.37	$0.00	$62,853.98	$0.00	$0.00	$0.00	$137,035.26	$281,834.00
521	Community Corrections	Regular Salaries	1001	$61,039.32	$20,586.69	$31,220.85		$51,807.54		$0.00	$0.00	$112,846.86	$200,009.00
	-Juvenile	Seasonal/ASND	1003	$ 5,375.25	$ 1,921.04	$ 2,447.57		$ 4,368.61		$ -	$ -	$ 9,743.86	$ 24,248.00
		Overtime	1005	$39.91	$5.29	$0.00		$5.29		$0.00	$0.00	$45.20	$4,340.00
				$66,454.48	$22,513.02	$33,668.42	$0.00	$56,181.44	$0.00	$0.00	$0.00	$122,635.92	$228,597.00
522	Community Corrections	Regular Salaries	1001	$10,097.38	$2,831.05	$5,166.66		$7,997.71		$0.00	$0.00	$18,095.09	$37,625.00
	-Juvenile reinvestment	Seasonal/ASND	1003	$0.00		$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$0.00		$0.00		$0.00		$0.00	$0.00	$0.00	$1,250.00
				$10,097.38	$2,831.05	$5,166.66	$0.00	$7,997.71	$0.00	$0.00	$0.00	$18,095.09	$38,875.00
2003	Community Corrections	Regular Salaries	1001	$17,634.50	$5,638.40	$8,457.60		$14,096.00		$0.00	$0.00	$31,730.50	$73,105.00
	-BJA Grant	Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00		$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,235.11	$200.03	$620.77		$820.80		$0.00	$0.00	$2,055.91	$15,367.33
				$18,869.61	$5,838.43	$9,078.37	$0.00	$14,916.80	$0.00	$0.00	$0.00	$33,786.41	$88,472.33
	Totals			**$4,848,069.51**	**$1,619,199.14**	**$2,375,708.72**	**$0.00**	**$3,994,907.86**	**$0.00**	**$0.00**	**$0.00**	**$8,842,977.37**	**$22,443,166.17**

2025 YTD BUDGET ACTIVITY   % of Year: 41.7%

	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	$3,048,087	$646,749	$214,794	$306,205		$521,000	$0	$0	$1,167,749	$1,880,338	38.31%
	Clerk	$1,529,504	$299,490	$111,066	$158,343		$269,409	$0	$0	$568,899	$960,605	37.19%
	County Commissioners	$301,748	$59,937	$20,034	$32,516		$52,550	$0	$0	$112,487	$189,261	37.28%
	Admin. Svcs/Counselor	$746,491	$146,128	$48,442	$75,792		$124,233	$0	$0	$270,361	$476,130	36.22%
	Register of Deeds	$609,413	$132,500	$45,309	$57,273		$102,582	$0	$0	$235,082	$374,331	38.58%
	Treasurer	$1,528,779	$328,446	$108,211	$158,120		$266,331	$0	$0	$594,777	$934,002	38.91%
	District Court	$189,380	$28,826	$9,743	$20,829		$30,572	$0	$0	$59,398	$129,982	31.36%
1.00	Emergency Management	$390,858	$64,496	$78,699	$40,099		$118,798	$0	$0	$183,294	$207,564	46.90%
	Coroner	$156,500	$29,879	$10,382	$24,346		$34,727	$0	$0	$64,606	$91,894	41.28%
	Juvenile Detention	$120,000	$47,975	$19,555	$0		$19,555	$0	$0	$67,530	$52,470	56.28%
	Fairgounds	$110,500	$11,539	$6,067	$10,832		$16,899	$0	$0	$28,438	$82,062	25.74%
1.00	Museum	$509,201	$110,164	$37,209	$54,047		$91,256	$0	$0	$201,420	$307,781	39.56%
	Election	$855,025	$113,358	$124,268	$49,377		$173,645	$0	$0	$287,003	$568,022	33.57%
	Ambulance	$6,501,135	$1,374,287	$434,580	$620,887		$1,055,467	$0	$0	$2,429,754	$4,071,381	37.37%
	Appraiser	$2,020,830	$470,269	$129,813	$186,876		$316,689	$0	$0	$786,958	$1,233,872	38.94%
	Planning & Development	$826,873	$202,404	$57,530	$83,552		$141,082	$0	$0	$343,486	$483,387	41.54%
	Budget Appropriations	$2,062,682	$1,043,881	$0	$10,000		$10,000	$0	$0	$1,053,881	$1,008,801	51.09%
	Insurance	$1,170,000	$93,721	$4,097	$718,595		$722,692	$0	$0	$816,413	$353,587	69.78%
	Information Systems	$1,922,993	$325,244	$126,691	$161,255		$287,945	$0	$0	$613,189	$1,309,804	31.89%
	County General-General	$5,983,550	$696,530	$183,860	$142,303		$326,164	$0	$0	$1,022,694	$4,960,856	17.09%
	Public Works	$10,412,803	$1,726,881	$631,579	$897,986		$1,529,565	$0	$0	$3,256,446	$7,156,357	31.27%
	Noxious Weed	$941,971	$190,943	$54,468	$78,698		$133,166	$0	$0	$324,109	$617,862	34.41%
	Juvenile Supervision	$1,000	$0	$0	$0		$0	$0	$0	$0	$1,000	0.00%
	Payroll Clearing	$0	$0	$0	$0		$0	$0	$0	$0	$0	0.00%
	General Fund Transfers	$5,590,838	$5,590,838	$0	$0		$0	$0	$0	$5,590,838	$0	100.00%
	County General subtotal	$47,530,161	$13,734,486	$2,456,397	$3,887,931	$0	$6,344,328	$0	$0	$20,078,814	$27,451,347	42.24%
	Less Budget Stabilization	$4,250,000										
	General Fund w/out Budget Stabilization	$43,280,161										

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY

% of Year: 41.7%

	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	$6,205,009	$1,280,164	$494,769	$632,787		$1,127,557	$0	$0	$2,407,721	$3,797,288	38.80%
	Disaster Fund #3	$6,803,333	$1,635,375	$458,111	$1,143,964		$1,602,075	$0	$0	$3,237,450	$3,565,883	47.59%
	21st District Adult Drug Court #40	$0	$0	$0	$0		$0	$0	$0	$0	$0	#DIV/0!
	Court Tech Fund #50	$0	$0	$0	$0		$0	$0	$0	$0	$0	#DIV/0!
	Court Services #51	$0	$0	$450	$0		$450	$0	$0	$450	-$450	#DIV/0!
	EMS Grants #52	$6,371	$0	$0	$0		$0	$0	$0	$0	$6,371	0.00%
	KS Opioid Settlement #53	$319,430	$54,000	$0	$0		$0	$0	$0	$54,000	$265,430	16.91%
	LATCF Funds #54	$200,000	$0	$0	$0		$0	$0	$0	$0	$200,000	0.00%
	Register of Deeds Tech Fund #106	$207,160	$24,821	$1,703	$750		$2,453	$0	$0	$27,274	$179,886	13.17%
	Clerk's Tech Fund #107	$199,205	$0	$0	$0		$0	$0	$0	$0	$199,205	0.00%
	Treasurer's Tech Fund #108	$117,999	$0	$0	$0		$0	$0	$0	$0	$117,999	0.00%
	War Memorial #112	$11,500	$75	$0	$0		$0	$0	$0	$75	$11,425	0.65%
	County Auction #118	$281,094	$2,389	$3,397	$327		$3,724	$0	$0	$6,113	$274,981	2.17%
	P.A.T.F #128	$0	$0	$0	$0		$0	$0	$0	$0	$0	0.00%
	Motor Vehicle Operations #130	$433,220	$3,460	$2,981	$72,156		$75,136	$0	$0	$78,596	$354,624	18.14%
	Special Alcohol Programs #132	$6,000	$0	$0	$10,054		$10,054	$0	$0	$10,054	-$4,054	167.57%
2.00	Community Corrections #144	$227,961	$0	$0	$0		$0	$0	$0	$0	$227,961	0.00%
	KDOC Adult Services - 2000	$529,565	$102,218	$34,977	$50,033		$85,010	$0	$0	$187,227	$342,338	35.35%
	KDOC Juvenile Services - 2001	$356,757	$68,843	$23,423	$37,209		$60,632	$0	$0	$129,475	$227,282	36.29%
	KDOC Juv Reinvestment - 2002	$61,595	$15,748	$4,656	$7,343		$11,999	$0	$0	$27,746	$33,849	45.05%
	BJA Grant - 2003	$181,620	$37,246	$10,862	$19,447		$30,308	$0	$0	$67,554	$114,066	37.20%
	21st Jud Dist DC ADSAP - 2004	$25,938	$1,993	$50	$5		$55	$0	$0	$2,048	$23,890	7.90%
	Kansas Fights Addiction - 2005	$70,000	$0	$9,056	$39,454		$48,510	$0	$0	$48,510	$21,490	69.30%
	City Alcohol Funds - 2006	$23,500	$489	$3,368	$1,468		$4,836	$0	$0	$5,325	$18,175	22.66%
	RL County Alcohol Funds - 2007	$5,616	$0	$0	$0		$0	$0	$0	$0	$5,616	0.00%
	RL Salary Appropriations - 2008	$187,636	$46,919	$15,640	$15,640		$31,279	$0	$0	$78,198	$109,438	41.68%
	Caroline Peine Grant - 2009	$7,450	$373	$584	-$35		$549	$0	$0	$923	$6,527	12.38%
	GMCF Grant - 2010	$3,750	$0	$470	$150		$620	$0	$0	$620	$3,130	16.53%
	Daniel Keating Foundation - 2011	$4,865	$175	$0	$0		$0	$0	$0	$175	$4,690	3.60%
	Adult Services Carry-Over	$0	$186	$32	-$34		-$2	$0	$0	$184	-$184	#DIV/0!
	Juvenile Services Carry-Over	$0	$186	$0	$92		$92	$0	$0	$277	-$277	#DIV/0!
	Capital Improvements Fund #145	$15,548,840	$447,232	$336,193	$847,755		$1,183,949	$0	$0	$1,631,181	$13,917,659	10.49%
	Economic Development #146	$324,361	$98,318	-$737	$9,533		$8,796	$0	$0	$107,115	$217,246	33.02%
	Emergency 911 #148	$996,497	$187,446	$2,960	$7,434		$10,394	$0	$0	$197,840	$798,657	19.85%
	Solid Waste #150	$3,346,640	$490,869	$295,344	$316,552		$611,897	$0	$0	$1,102,766	$2,243,874	32.95%
	County Building #152	$433,000	$32,748	$22,345	$19,462		$41,807	$0	$0	$74,556	$358,444	17.22%
	Road & Bridge Capital Projects #157	$5,745,678	$165,465	$12,368	$54,051		$66,419	$0	$0	$231,884	$5,513,794	4.04%
	Road & Bridge Capital Projects #188	$6,160,333	$0	$0	$0		$0	$0	$0	$0	$6,160,333	0.00%
	RCPD Operations #173	$6,180,206	$1,569,120	$1,468,516	$36,481		$1,504,996	$0	$0	$3,074,116	$3,106,090	49.74%
	Landfill Closure #180	$52,622	$4,059	$11,346	$510		$11,856	$0	$0	$15,915	$36,707	30.24%
	Bond & Interest # 181	$470,467	$38,718	$0	$0		$0	$0	$0	$38,718	$431,749	8.23%
	Riley Co Fire Dist #1 #183	$1,526,222	$257,536	$170,211	$100,287		$270,498	$0	$0	$528,033	$998,189	34.60%

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY   % of Year: 41.7%

			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	$2,597,306	$75,400	$40,000	$50,000		$90,000	$0	$0	$165,400	$2,431,906	0.00%
	University Park W&S #230	$195,476	$13,743	$11,072	$15,167		$26,239	$0	$0	$39,983	$155,493	20.45%
	Univ Park W/S Reserve #284	$186,493	$1,456	$0	$0		$0	$0	$0	$1,456	$185,037	0.78%
	Hunters Island Water #238	$45,363	$6,386	$5,120	$5,547		$10,668	$0	$0	$17,053	$28,310	37.59%
	Hunters Island Reserve #241	$14,801	$0	$4,500	$0		$4,500	$0	$0	$4,500	$10,301	30.40%
	Carson Sewer Operations #239	$98,757	$2,922	$2,008	$1,208		$3,217	$0	$0	$6,139	$92,618	6.22%
	Carson Sewer Reserve #237	$110,139	$0	$0	$0		$0	$0	$0	$0	$110,139	0.00%
	Deep Creek Sewer #242	$14,018	$1,090	$679	$617		$1,295	$0	$0	$2,385	$11,633	17.02%
	Deep Creek Reserve #243	$29,998	$0	$0	$0		$0	$0	$0	$0	$29,998	0.00%
	Moehlman Bottoms #244	$27,556	$3,672	$2,135	$2,200		$4,335	$0	$0	$8,007	$19,549	29.06%
	Moehlman Bottoms Reserve #245	$18,631	$0	$0	$0		$0	$0	$0	$0	$18,631	0.00%
	Terra Hts Sewer #252	$56,600	$2,481	$1,089	$4,671		$5,760	$0	$0	$8,241	$48,359	14.56%
	Terra Hts Sinking #254	$153,321	$0	$0	$794		$794	$0	$0	$794	$152,527	0.52%
	Konza Water Operations #256	$121,350	$8,030	$6,186	$10,695		$16,882	$0	$0	$24,912	$96,438	20.53%
	Konza Water Reserve #257	$242,245	$0	$0	$0		$0	$0	$0	$0	$242,245	0.00%
	Valleywood Cap Reserve #282	$198,546	$0	$0	$0		$0	$0	$0	$0	$198,546	0.00%
	Valleywood Operations #248	$71,339	$856	$408	$387		$795	$0	$0	$1,651	$69,688	2.31%
	Mertz/McGehee Drainage #322	$6,183	$0	$0	$0		$0	$0	$0	$0	$6,183	0.00%
	Lakeside Heights Sewer #285	$2,677	$266	$216	$173		$390	$0	$0	$656	$2,021	24.50%
	Lakeside Heights Sewer Capital #286	$5,434	$0	$0	$0		$0	$0	$0	$0	$5,434	0.00%

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2024 to 2025 Comparison   % of Year: 41.7%

	MAY		MAY	YEAR-TO-DATE THRU MAY		Y-T-D	2025
DEPARTMENT	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Attorney	$295,054	$306,205	$11,151	$1,056,513	$1,167,749	$111,235	$3,048,087
Clerk	$146,721	$158,343	$11,622	$547,232	$568,899	$21,667	$1,529,504
County Commissioners	$24,924	$32,516	$50,867	$99,342	$112,487	$13,145	$301,748
Admin. Svcs/Counselor	$77,876	$75,792	-$20,603	$287,378	$270,361	-$17,016	$746,491
Register of Deeds	$53,646	$57,273	$104,474	$216,321	$235,082	$18,761	$609,413
Treasurer	$151,098	$158,120	-$130,269	$584,852	$594,777	$9,926	$1,528,779
District Court	$20,389	$20,829	$19,710	$72,368	$59,398	-$12,971	$189,380
Emergency Management	$34,672	$40,099	-$10,326	$132,248	$183,294	$51,046	$390,858
Coroner	$20,786	$24,346	$3,560	$61,452	$64,606	$3,155	$156,500
Juvenile Detention	$0	$0	$0	$32,847	$67,530	$34,683	$120,000
Fair	$10,314	$10,832	$518	$20,604	$28,438	$7,835	$110,500
Museum	$54,946	$54,047	-$898	$205,353	$201,420	-$3,933	$509,201
Election	$57,619	$49,377	-$8,242	$275,738	$287,003	$11,265	$855,025
Ambulance	$571,202	$620,887	$49,685	$2,206,231	$2,429,754	$223,523	$6,501,135
Appraiser	$184,847	$186,876	$2,029	$746,588	$786,958	$40,370	$2,020,830
Planning & Development	$74,280	$83,552	$9,272	$303,104	$343,486	$40,383	$826,873
Budget Appropriations	$0	$10,000	$10,000	$916,250	$1,053,881	$137,631	$2,062,682
Insurance	$199,878	$718,595	$518,718	$537,793	$816,413	$278,620	$1,170,000
Information Systems/GIS	$131,436	$161,255	$29,819	$560,972	$613,189	$52,217	$1,922,993
County General-General	$126,197	$142,303	$16,106	$455,414	$1,022,694	$567,279	$5,983,550
Public Works	$773,879	$897,986	$124,106	$3,153,878	$3,256,446	$102,568	$10,412,803
Noxious Weed	$81,316	$78,698	-$2,618	$327,925	$324,109	-$3,816	$941,971
General Fund	$3,091,081	$3,887,931	$788,681	$12,800,401	$14,487,976	$1,687,575	$41,938,323

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2024 to 2025 Comparison

% of Year: 41.7%

DEPARTMENT	MAY 2024	MAY 2025	MAY DIFFERENCE	YEAR-TO-DATE THRU MAY 2024	YEAR-TO-DATE THRU MAY 2025	Y-T-D DIFFERENCE	2025 BUDGET
Health Department - 30	$612,009	$632,787	$20,779	$2,300,647	$2,407,721	$107,074	$6,205,009
Disaster Fund - 3	$193,544	$1,143,964	$950,420	$830,484	$3,237,450	$2,406,966	$6,803,333
EMS Grants Fund - 52	$0	$0	$0	$736	$0	-$736	$6,371
KS Opioid Settlement - 53	$0	$0	$0	$22,795	$54,000	$31,205	$319,430
LATCF Funds - 54	$0	$0	$0	$0	$0	$0	$200,000
Register of Deeds Tech Fund - 106	$750	$750	$0	$28,530	$27,274	-$1,256	$207,160
Clerk's Tech Fund - 107	$0	$0	$0	$0	$0	$0	$199,205
Treasurer's Tech Fund - 108	$0	$0	$0	$0	$0	$0	$117,999
War Memorial - 112	$0	$0	$0	$0	$75	$75	$11,500
County Auction - 118	$1,677	$327	-$1,350	$3,714	$6,113	$2,399	$281,094
P.A.T.F - 128	$0	$0	$0	$4,853	$0	-$4,853	$0
Motor Vehicle Operations - 130	$38,853	$72,156	$33,303	$48,811	$78,596	$29,785	$433,220
Special Alcohol Programs - 132	$2,500	$10,054	$7,554	$8,116	$10,054	$1,938	$6,000
Community Corrections - 144	$0	$0	$0	$310,558	$0	-$310,558	$227,961
KDOC Adult Services - 2000	$45,160	$50,033	$4,873	$214,364	$187,227	-$27,137	$529,565
KDOC Juvenile Services - 2001	$35,736	$37,209	$1,472	$155,958	$129,478	-$26,480	$356,757
KDOC Juv Reinvestment - 2002	$7,149	$7,343	$194	$27,628	$27,746	$118	$61,595
BJA Grant - 2003	$21,851	$19,447	-$2,404	$78,818	$67,554	-$11,264	$181,620
21st Jud Dist DC ADSAP - 2004	$202	$5	-$197	$2,747	$2,048	-$699	$25,938
Kansas Fights Addiction - 2005	$2,646	$39,454	$36,808	$30,214	$48,510	$18,296	$70,000
City Alcohol Funds - 2006	$748	$1,468	$720	$17,346	$5,325	-$12,021	$23,500
RL County Alcohol Funds - 2007	$359	$0	-$359	$2,027	$0	-$2,027	$5,616
RL Salary Appropriations - 2008	$14,554	$15,640	$1,086	$36,385	$78,198	$41,813	$187,636
Caroline Peine Grant - 2009	$220	-$35	-$255	$2,126	$923	-$1,203	$7,450
GMCF Grant - 2010	$120	$150	$30	$2,051	$620	-$1,431	$3,750
Daniel Keating Foundation - 2011	$54	$0	-$54	$429	$175	-$254	$4,865
Adult Services Carry-Over - 2012	$0	-$34	-$34	$0	$184	$184	$4,865
Juvenile Services Carry-Over	$0	$92	$92	$0	$277	$277	$4,865

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2024 to 2025 Comparison **% of Year: 41.7%**

	MAY		MAY	YEAR-TO-DATE THRU MAY		Y-T-D	2025
DEPARTMENT	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Capital Improvements Fund - 145	$655,387	$847,755	$192,368	$1,001,880	$1,631,181	$629,301	$15,548,840
Economic Development - 146	$1,899	$9,533	$7,634	$88,336	$107,115	$18,778	$324,361
Emergency 911 - 148	$5,619	$7,434	$1,815	$189,525	$197,840	$8,315	$996,497
Solid Waste -150	$289,113	$316,552	$27,440	$1,025,090	$1,102,766	$77,676	$3,346,640
County Building - 152	$23,469	$19,462	-$4,007	$103,968	$74,556	-$29,412	$433,000
Road & Bridge Capital Projects 1/2 - 157	$196,362	$54,051	-$142,311	$342,109	$231,884	-$110,225	$5,745,678
Road & Bridge Capital Projects 0.2 - 188	$0	$0	$0	$0	$0	$0	$6,160,333
RCPD Operations - 173	$27,140	$36,481	$9,340	$2,811,378	$3,074,116	$262,738	$6,180,206
Landfill Closure - 180	$770	$510	-$260	$4,570	$15,915	$11,345	$52,622
Bond & Interest - 181	$0	$0	$0	$30,469	$38,718	$8,249	$470,467
Riley Co Fire Dist #1 - 183	$165,906	$100,287	-$65,619	$670,556	$528,033	-$142,523	$1,526,222
Riley Co Fire Dist Cap Ou - 184	$0	$0	$0	$0	$85,000	$85,000	$660,334
Fire Station Projects - 185	$17,664	$0	-$17,664	$157,778	$0	-$157,778	$500,672
University Park W&S - 230	$12,314	$15,167	$2,854	$30,230	$39,983	$9,753	$195,476
Keats Capital Project - 236	$0	$50,000	$50,000	$0	$165,400	$165,400	$2,597,306
Univ Park W/S Reserve - 284	$0	$0	$0	$0	$1,456	$1,456	$186,493
Hunters Island Water - 238	$4,679	$5,547	$868	$11,296	$17,053	$5,758	$45,363
Hunters Island Reserve -241	$0	$0	$0	$0	$4,500	$4,500	$14,801
Carson Sewer Operations - 239	$898	$1,208	$310	$4,344	$6,139	$1,795	$98,757
Carson Sewer Reserve -237	$0	$0	$0	$0	$0	$0	$110,139
Deep Creek Sewer - 242	$1,083	$617	-$466	$1,997	$2,385	$388	$14,018
Deep Creek Reserve - 243	$2,400	$0	-$2,400	$2,400	$0	-$2,400	$29,998
Moehlman Bottoms - 244	$1,948	$2,200	$252	$4,102	$8,007	$3,905	$27,556
Moehlman Botoms Reserve - 245	$0	$0	$0	$0	$0	$0	$18,631
Terra Hts Sewer 252	$1,364	$4,671	$3,307	$4,729	$8,241	$3,512	$56,600
Terra Hts Sinking - 254	$0	$794	$794	$0	$794	$794	$153,321
Konza Water Operations -256	$12,618	$10,695	-$1,923	$30,578	$24,912	-$5,666	$121,350
Konza Water Reserve - 257	$0	$0	$0	$0	$0	$0	$242,245
Valleywood Cap Reserve - 282	$0	$0	$0	$0	$0	$0	$198,546
Valleywood Operations - 248	$390	$387	-$3	$2,121	$1,651	-$470	$71,339
Mertz/McGehee Drainage - 322	$0	$0	$0	$0	$0	$0	$6,183
Lakeside Heights Sewer - 285	$74	$173	$99	$548	$656	$108	$2,377
Lakeside Heights Sewer Cap - 286	$0	$0	$0	$0	$0	$0	$5,434
Total Including General Fund	$5,490,310	$7,402,267	$1,903,787	$23,447,740	$28,225,825	$4,778,084	$104,566,432

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

Attachment: May Financial reports 2025 (15905 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year: 41.7%

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	$120,000	**$11,247**	$52,454	$1,093		**$53,547**	**$0**	**$0**	$64,794	$55,206	53.99%
Contractual	2000	$1,586,030	**$403,525**	$130,907	$140,352		**$271,259**	**$0**	**$0**	$674,785	$911,245	42.55%
Commodities	3000	$5,500	**$1,257**	$499	$858		**$1,358**	**$0**	**$0**	$2,615	$2,885	47.54%
Misc-Budget Stabilization		$4,250,000	**$0**	$0	$0		**$0**	**$0**	**$0**	$0	$4,250,000	0.00%
Capital Outlay	4000	$0	**$0**	$0	$0		**$0**	**$0**	**$0**	$0	$0	#DIV/0!
Transfers Out	604	$0	**$280,500**	$0	$0		**$0**	**$0**	**$0**	$280,500	-$280,500	#DIV/0!
Grand Total		$5,961,530	$696,530	$183,860	$142,303	$0	$326,164	$0	$0	$1,022,694	$4,938,836	17.15%

Other Expense Totals	Year-To-Date
Indigent Attorney	$361,641
Incidentals:	
Postage	$182
Computer Software	
Mileage	$1,380
Copies	$3,236
Misc Fees	$0
Meals	$0
	$4,799
Base Panel fees	$164,000
Off Panel	$192,842

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Budget and Finance Officer

1) Partially Grant Funded
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2025 YTD BUDGET ACTIVITY % of Year: 41.7%

RCPD EXPENSES PAID BY RILEY COUNTY
2025 YTD EXPENSES

	BUDGET	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	**$300,000**	**$104,390**	$34,386	$27,638		**$62,023**	**$0**	**$0**	**$166,413**	**$133,587**
Laboratory	**$0**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Hospital	**$10,000**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$10,000**
Advertising/Legal	**$0**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Prescriptions/ Medical Supplies	**$500**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$500**
Bldg Maintenance	**$150,000**	**$35,691**	$7,041	$7,868		**$14,909**	**$0**	**$0**	**$50,600**	**$99,400**
Land Rental/Lease	**$0**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Office Supplies	**$250**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$250**
Office Space Rental	**$12,000**	**$2,925**	$975	$975		**$1,950**	**$0**	**$0**	**$4,875**	**$7,125**
Juvenile Transport	**$3,000**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$3,000**
Water, Electric	**$0**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Storm Drainage	**$0**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Other Commodities/Contractual	**$0**	**$0**	$0	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Budget Appropriation	**$5,704,456**	**$1,426,114**	$1,426,114	$0		**$1,426,114**	**$0**	**$0**	**$2,852,228**	**$2,852,228**
TOTAL	**$6,180,206**	**$1,569,120**	**$1,468,516**	**$36,481**	**$0**	**$1,504,996**	**$0**	**$0**	**$3,074,116**	**$3,106,090**

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

2025 YTD BUDGET ACTIVITY % of Year: 41.7%

	2021	2022	2023	2024	2025	Total
Dental	$0	$0	$0	$0	$0	**$0**
Physician	$191,373	$206,854	$228,812	$303,030	$166,413	**$1,096,482**
Laboratory	$0	$0	$0	$0	$0	**$0**
Hospital	$0	$0	$0	$0	$0	**$0**
Advertising/Legal	$0	$0	$0	$0	$0	**$0**
Prescriptions	$0	$0	$0	$0	$0	**$0**
Bldg Maintenance	$71,043	$60,486	$109,933	$60,127	$50,600	**$352,189**
Land Rental/Lease	$0	$0	$0	$0	$0	**$0**
Office Supplies	$0	$0	$0	$0	$0	**$0**
Office Space Rental	$10,500	$10,500	$10,800	$11,400	$4,875	**$48,075**
Juvenile Transport	$152	$237	$0	$0	$0	**$389**
Water, Electric	$444	$352	$169	$0	$0	**$965**
Storm Drainage	$0	$0	$0	$0	$0	**$0**
Other Commodities/Contractual	$91,239	$21,447	$0	$0	$0	**$112,686**
Budget Appropriation	$4,391,746	$4,597,175	$5,000,016	$5,336,092	$2,852,228	**$22,177,257**
Total	**$4,756,498**	**$4,897,050**	**$5,349,730**	**$5,710,649**	**$3,074,116**	**$23,788,043**

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Budget and Finance Officer

1) Partially Grant Funded
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2025 YTD BUDGET ACTIVITY

% of Year: 41.7%

RCPD								
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE								
INCLUDED IN 2025 $31,000 POOL								
	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	**$0**	0.00	$488		**$488**	**$0**	**$0**	**$488**
Physician	**-$22**	0.00	$1,141		**$1,141**	**$0**	**$0**	**$1,119**
Laboratory	**$99**	0.00	$175		**$175**	**$0**	**$0**	**$274**
Hospital	**$0**	3,098	$7,169		**$10,267**	**$0**	**$0**	**$10,267**
Prescriptions	**$16,579**	-$2,756	-$315		**-$3,070**	**$0**	**$0**	**$13,509**
Supplies	**$863**	218	$388		**$606**	**$0**	**$0**	**$1,469**
TOTAL	**$17,519**	**$561**	**$9,045**	**$0**	**$9,607**	**$0**	**$0**	**$27,126**
Savings from Medicaid Rate	**$44,005**	$18,134	$33,376		**$51,510**	**$0**	**$0**	**$95,515**
$31,000 Pool Balance		**$12,920**	**$3,874**	**$3,874**				**$3,874**
Quarterly ADP: (Contract)								
County Inmate (72 base census)	371	125.9	123.5		249	0	0	
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	**$0**				**$0**	**$0**	**$0**	**$0**

Prepared by: Brittany Phillips
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

COUNTY APPRAISER'S OFFICE
Presentation

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

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resource Manager**

MEETING: **June 9, 2025**

SUBJECT: **Riley County Employee Day Proposal**

PRESENTER: **Steven Schurle and Tande Lentz**

BACKGROUND

Since 2006, Riley County has dedicated the Indigenous Peoples' Day observance for the enrichment and training of Riley County employees. This year Employee Day will be on October 13, 2025. This is a mandatory training day, so all county offices are closed to the public.

The Training Committee is finalizing a keynote speaker and discussing options for the breakout sessions.

DISCUSSION

Venue: Employee Day will be held again at AMC theatre.

What does the day look like?
The tentative agenda for the day is attached and includes some required activities and some optional activities from 7:45 am through 4:00 pm. The vision/theme for the day is: *Growing Into the Future*

Some points to consider are:

- The 7:45 arrival is optional but will include a continental breakfast and coffee will be served.
- The morning session begins at 8:00am and will include a keynote speaker
- Employee recognition and celebrating employee tenure
- Lunch is optional, but will be provided by Riley County

Last year the team building event was a huge success. The team is putting together a plan to continue this success. We are looking forward to holding it again either at Pottorf Hall or A&H Farms. Activities will include team activities, competitions, and fun events to build community within our employee groups. There is a clear demand for these types of activities from survey results. Several employees expressed how they enjoyed getting to know coworkers from different departments.

FISCAL IMPACT

A proposed budget is attached.
The cost per employee expected to be in attendance is $89.90

The 2025 budget includes the speakers for the keynote and breakout sessions that employees can choose from depending on which topics interest them the most, the venue/location, food/refreshments, service awards, and team building activities. The maximum cost for 25 will be $22,475.00 which is included in the general fund approved budget for 2025.

RECOMMENDATION(S)

Recommendation is for the Commissioners to approve the agenda outline and budget for the 2025 Riley County Employee Day.

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:

- 2025 Employee Day Budget (PDF)
- 2025 Tentative Employee Day Agenda (DOCX)

Riley County Employee Day 2025 Budget

Expenses coded to EE DAY 001-030-2990-790

Location	$ 4,660.00
Morning Refreshments	$ 1,285.00
Lunch/ All day refills	$ 4,430.00
Service Awards	$ 1,500.00
Speakers	$ 7,000.00
Teambuilding	$ 3,600.00
Total	$ 22,475.00

Expected Employee Count

250

Cost of Training Per Attendee

$89.90

RILEY COUNTY
KANSAS

Employee Day 2025 Program

October 13, 2025 Location: AMC Theaters			
7:45 a.m. (optional)	*Morning Refreshments*	*Lobby*	*Pastries and Fruits*
8:00 a.m.	**Opening Session – IMAX**		
	Welcome Message		Commission Chair Greg Mckinley
	Keynote Session		
Break			
10:00 a.m.	**Service Awards – IMAX**		
	Years of Service Awards REACH Employee of the Year Award – REACH Committee		
10:45 a.m.	**Breakout Session 1 – choose one option**		
	Option 1	Theater 13	
	Option 2	Theater 11	
12:15 p.m.	**Lunch**	**AMC Theaters – lobby pickup window**	
1:15 p.m.	**Plenary Session or Breakout Session 2 with two options**		
Break			
2:30 p.m.	Door prizes, evaluations, wrap up – Theater 13		
2:45 p.m.	Team Activities		
4:00 p.m.	**End of Day**		

COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: **Brittany Phillips, Budget & Finance Officer**

MEETING: **June 9, 2025**

SUBJECT: **2026 COLA Presentation**

PRESENTER: **Brittany Phillips, Budget & Finance Officer**

Presenting the attached memo.

Enclosures:
- 2026 COLA and New Positions Presentation (DOCX)

RILEY COUNTY

CLERK'S OFFICE

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6303
Email: rvargo@rileycountyks.gov

TO: Board of County Commissioners
FROM: Elizabeth Ward, Human Resource Director and Brittany Phillips, Budget & Finance Officer

RE: 2026 COLA Discussion

The cost of COLA is calculated using the Bureau of Labor and Statistics CPI – U of 2.7%.

Based on this percentage, the total financial impact is $743,526 if approved. This number includes Health Department, Community Corrections, Fire and Solid Waste.

Below is a summary of the new positions being requested for inclusion in the 2026 budget. These positions require **additional funding** for each of the associated budgets.

The totals below include the cost of wages and benefits. The cost of wages reflects the pay scale shift if COLA is approved.

Department	Position	Pay increase	Benefits increase	Total Request (Wage + Benefits)
Historical Museum	As-Needed Museum Assistant - ***Expanded Position*** Existing PD – Range TASND, As-needed Pay Rate, $15.00 /hour -additional 650 hrs.	$9,750	$761	$10,511
	Historical Museum Budget Request			**$10,511**
Community Corrections	Juvenile Intake Officers - ***Expanded Position*** Existing PD – Range 1, As-needed Pay Rate, $18.87/hour – additional 180 hrs.	$3,397	$265	$3,662
	Community Corrections Budget Request			**$3,662**
IT/GIS	Systems/Software Analyst- ***Expanded Position*** Existing PD – Range 13, Full Time, exempt Starting Rate, $2557/pp – No change in pay	$0	$0	$0
	Network Systems Analyst- ***New Position*** Existing PD – Range 13, Full Time, exempt Starting Rate, $2557/pp	$66,482	$26,260	$92,742
	IT/GIS Budget Request			**$92,742**
Health Department	Billing and Coding Clerk - ***New Position*** New PD – Range , Full time, non-exempt Starting Rate, $24.94/hour	$51,875	$20,491	$72,366

RILEY COUNTY

CLERK'S OFFICE

Rich Vargo
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	Health Department Budget Request			**$72,366**
County Attorney	Criminal Investigator ***- New Position*** New PD – Range 12, Full Time, Exempt Starting Rate, $31.53/hour	$65,582	$25,905	$91,487
	Attorney Budget Request			**$91,487**
County Appraiser	Appraisal Support I, II, III ***- Expanded Positions*** New PDs – Range: Support I – 5, Support II – 7, Support III-8 All Full Time, non-exempt	$48,152 $51,875 $53,518	$19,020 $20,491 $21,140	$67,172 $72,366 $74,658
	Replacement of Personal Property Appraiser I, II, III Range: Appraiser I –5, Appraiser II-7, Appraiser III - 11	($48,152) ($51,875) ($62,982)	($19,020) ($20,491) ($24,878)	($67,172) ($72,366) ($87,860)
	Appraiser Budget Request			**($13,202)**
Public Works	Custodian I - ***New Position*** Existing PD – Range 1, Full time, non-exempt Starting Rate, $18.87.hour	$39,250	$15,504	$54,754
	Public Works Budget Request			**$54,754**
	Total all New Requests			**$312,320**

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Agreement

Jacob Hansen
Interim County Counselor
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: **Jacob Hansen, Interim County Counselor**

MEETING: **June 9, 2025**

SUBJECT: **Amendment to Service Agreement with Prairie Paws Animal Shelter**

PRESENTER: **Jacob Hansen, Interim County Counselor**

BACKGROUND

Riley County entered into a services agreement with Prairie Paws Animal Shelter, Inc., ("Prairie Paws") for the provision of certain Animal Shelter Services on June 17, 2024 and expired on February 28, 2025.

DISCUSSION

Riley County staff and Prairie Paws have worked together to submit this Amendment which extends the term of the lease to December 31, 2025. Furthermore, there is a total reduction in fees paid by 50%, which are reduced to $2,750 per month or $33,000 annually prorated through the new term.

FISCAL IMPACT

Riley County will save approximately $2,250 per month and $27,000 per year by executing this amendment.

RECOMMENDATION(S)

I recommend the Board approve and sign the lease amendment.

POSSIBLE MOTION(S)

A. "I move the Board approve the lease amendment as provided."

B. “I move the Board approve the lease amendment provided, but with the following changes…”

C. “I move the Board not approve the lease amendment provided and direct staff to. . .”

Enclosures:

- Amendment to Animal Shelter Services Agreement (signed) (PDF)

AMENDMENT TO AGREEMENT FOR ANIMAL SHELTER SERVICES

This Amendment dated June 9, 2025, to the Agreement for Animal Shelter Services dated January 10, 2024 (the "Agreement"), is entered into by and between Riley County, Kansas, (County) and Prairie Paws Animal Shelter, Inc., a Kansas not-for-profit corporation (Shelter). Collectively, the County and Shelter shall be referred to as the "Parties."

WHEREAS, the Parties entered into the Agreement on June 17, 2024, which is expired on February 28, 2025, and;

WHEREAS, the Parties are still performing under the Renewal Gap Term outlined in in Sec. VIII(C), and;

WHEREAS, the Parties wish to extend the term of the Agreement pursuant to Section VI(A)(b).

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The term of the Agreement under Section VI(A)(b) commences on the date of this Amendment and remains through December 31, 2025.
2. The fee payable to Shelter during this term is $2,750 per month, or $33,000 annually, prorated for the term stated above.
3. Except as expressly modified by this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
4. This Amendment shall be governed by and construed in accordance with the laws of the State of Kansas.
5. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as of the date first above written.

RILEY COUNTY, KANSAS

By: ______________________________
Greg McKinley, Chairman
Board of Riley County Commissioners

PRAIRIE PAWS ANIMAL SHELTER, INC.

By: ______________________________
Vanessa Cowe, Chief Executive Officer
Prairie Paws Animal Shelter, Inc.

ATTEST:

____
Rich Vargo
Riley County Clerk

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Staff Update

Jacob Hansen
Interim County Counselor
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: **Jacob Hansen, Interim Riley County Counselor**

MEETING: **June 9, 2025**

SUBJECT: **Pending County Projects County Counselor**

PRESENTER: **Jacob Hansen, Interim Riley County Counselor**

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Review and approve department contracts as to form
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Draft Letter in Opposition to Animal Control Services Transfer
- Review and Approve FRA Certification Form
- Space Needs Study Process
- Rural Water District Water Supply Forms
- 6 On-Going Nuisance Abatement Cases in District Court
- Fire Department Benevolent Organization Bylaws Update
- Parks and Recreation Easements/Rights of Way Request Review
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- University Park Fire Station Utilities Services
- Keats Sewer Project
- Peterson Ranch Benefit District Formation at Request of Property Owners
- Remediation of Former Firing Range
- Marlatt Improvements
- Elevator Refurbishment
- Process and submit 2 Prosecutorial notices for violation of County regulations
- Prepare contract for monthly sewer pumping agreement
- Advise Department on subpoenaed records
- Prepare Resolution regarding K.S.A. 79-1613
- Prepare Fence View Order on Hargrave Salzman Fence View
- Monitor current records and evaluation of twelve (12) active cases
- Attend off-site meetings regarding nuisance abatement cases
- Review HB 2134 and advise Budget & Planning Committee

Enclosures:

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

MUSEUM
Staff Update

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: June 9, 2025

SUBJECT: Monthly Staff Update

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

June 9, 2025

1. Visitation and Tours:

Site Name	**MAR 2025**	**APR 2025**	**MAY 2024**	**MAY 2025**
Museum	264	218	225	232
Goodnow House	78	69	87	118
Wolf House	46	674	23	103
Pioneer Log Cabin	1	19	142	68
Programs & Outreach	126	37	6,174	9,918
TOTAL	**515**	**1,017**	**6,651**	**10,439**

Volunteer Hours	**MAR 2025**	**APR 2025**	**MAY 2024**	**MAY 2025**
General	30.5	148.25	37.5	51.7
RCHS Board of Directors	64.25	58.5	56.5	83
Community Service	13	10	40.75	0
TOTAL	**107.75**	**216.75**	**134.75**	**134.75**

2. Education and Outreach

May 3 - Director Hensler and new RCHS Administrator, Ben Kohl ran an interpretive history booth at Flint Hills Festival on Blue Earth Plaza (9,500 attended)

May 5 - Curator Highsmith provided a presentation to the students of Manhattan Catholic School, along with their teachers and chaperones on the history of Juliette St. The students then had the opportunity to write their names on a brick and place it on Juliette St. under the guidance of Bayer Construction (271 attended)

May 5 - Museum staff and volunteers planted the historic Goodnow Interpretive Garden (9 attended)

May 6 - Curator Highsmith hosted a field trip from Flint Hills Christian School at the Museum and Goodnow House (27 attended)

May 6 - Director Hensler provided a presentation to the evening Lions Club titled, ***Turning the Pages of History: A new year, a new exhibit*** (21 attended)

May 9 - Director Hensler attended the Kansas Preservation Conference in Topeka

May 13 - Fireside Chat with Derek Richards, ***Renovating the Ag Press*** (30 attended)

May 16 - Curator Highsmith presented to the residents of Meadowlark, ***The Curious Case of Seldon B. Lard*** (42 attended)

May 17 - Director Hensler led a Headstone Preservation Workshop at Carnahan-Garrison Cemetery (22 attended)

May 23 - Picnic Table dedication by AHA! Manhattan in the memory of Cheryl Collins (23 attended)

3. **Collections**: The Collections moratorium ended on May 1, 2025. The process for determining the new intakes was approved by the collections committee at their April 10 meeting and adopted by the RCHS Board of Directors. Unsolicited drop-offs will not be accepted. All information concerning the acceptance procedures is available online as is a form that donors can use to submit an object for consideration: <https://www.rileychs.org/donation-of-objects-or-artifacts.cfm>

   Curators Munger and Farrens have been working collaboratively with the RCHS Collections Committee to go through the book collection and recommend deaccession of objects that do not meet the museum's collections criteria. At the May RCHS board meeting, the committee presented a list of 898 books recommended for deaccession. After discussion and the holding back of one book, the board made a motion to deaccession 897 books. The committee continues to work on this project and anticipates more recommendations for deaccession.

Collections Numbers	MAR 2025	APR 2025	MAY 2024	MAY 2025
Number of Collections Donated	4	4	13	12
Individual Objects Donated	20	30	223	426
Backlogged Objects Processed	80	106	7	0
Objects Deaccessioned	0	0	0	897

4. **Archives and Library** - Curator Farrens continues to clean up and organize the library and archival spaces. The large-scale, ongoing book review is still being conducted with the books in the library's collection. Each Monday, members of the RCHS Collections Committee work with

Curator Farrens to review each copy and make the determination of whether the book meets the collections criteria and should remain in the collection. To date, the committee has reviewed 2,394 of the approximately 3,200 books in the permanent collection.

She and her team of As-Needed Museum Assistants have also been working to clean out old card catalogs, ensuring that all physical records are entered accurately in PastPerfect. This allows us to remove these large pieces of furniture from the library space. Additionally, Curator Farrens is in the process of removing all non-collections items out of the archival storage space.

Library and Archives Use	**MAR 2025**	**APR 2025**	**MAY 2024**	**MAY 2025**
Research (external)	36	6	10	8
Research (internal)	0	1	2	2
In-Person Appointments	16	15	6	9
Walk-In Appointments	0	0	1	0
TOTAL	**52**	**22**	**19**	**19**

5. **Building and Grounds** - Economy Electric has provided a quote for updating and improving the lighting in the temporary and permanent storage areas. They will work with Jerry Howard on scheduling. The Museum will need ample notice as our staff will need to clear a sizable section of the temporary storage area so the workers can get through.

   A few tree limbs came down on the museum property during recent storms. Fortunately, they caused no property damage, however, some are large enough that our staff cannot remove them without assistance. The Parks team have been notified.

   Landscape clean-up around the Goodnow House property occurred toward the end of May. At the request of the state, the grapevines were removed from the historic stone and wrought iron fence. The roots remain as we attempt to propagate cuttings from the plant. A 3D scan of the property was completed on June 4. This will be used for documentation and educational purposes. There is no cost to the RCHM or RCHS for this service.

   Prairie Stone contacted the museum to ask if the grounds could be used as a platform for an internship project. We met with them to discuss options and their intern is working on a few proposals. Should any of their designs be approved for the site, we will present them to the Parks division to verify their compatibility. The intern and Prairie Stone would be donating the majority of the costs in-kind. Additionally, the Museum received a donation this past spring which has been designated to assist with landscaping improvements. These funds will be used if any balances occur. This funding came through and is held by the RCHS.

   An HVAC unit for the Museum was changed out and new pad poured for the unit. The new unit is working great, unfortunately, the crane upset and damaged a few carved limestone artifacts displayed around the southwest landscaping while they were removing the old unit. A crew from Public Works came over and helped us rearrange the artifacts and get them reset. The damage was photographed and noted in the artifacts' PastPerfect record. Thank you to Alvin Perez and his crew for their assistance. At the same time, the crew repaired areas in the museum parking lot that had been damaged over the winter by the freeze/thaw cycle, road salt, and snow plows.

6. **Staffing** - A summer intern has been assigned to the museum's archives and library division. Audrey Crist, a graduating senior of the K-State History department will be starting her internship on June 9. Welcome Audrey! We look forward to you joining our team.

   Museum internships are filled through the remainder of 2025. We are currently accepting applications for the Spring 2026 semester.

   In order to stay within our personnel budget, As-needed Museum Assistant hours will be decreased over the summer. Curatorial staff, the Museum Director, the intern, and volunteers will need to be called in for tours and other public-facing administrative duties. Director Hensler will be discussing a funding request with the RCHS at their June 11 board meeting which would allow for these positions to continue working at their same rate/number of hours through the duration of the year.

7. **Riley County Historical Society** - The RCHS has filled the position of Society Administrator and on May 15, hosted a welcome reception for Benjamin Kohl, Ph.D. Dr. Kohl has been hard at work handling the administration of RCHS activities, properties managed by the RCHS, and supporting the Board of Directors. Dr. Kohl also works collaboratively with the Museum Director to support the mission of the Museum.

   The RCHS is also hosting an intern this summer. Hannah Castaneda, an Art History major at K-State, will be assisting with society administrative activities, recreating an exhibit on Riley County Schools at the Rocky Ford Schoolhouse, and other duties as needed. Welcome Hannah!

   The RCHS Board will hold their last board meeting of the spring on June 11, after which they take a summer recess. They will resume board meetings in September. They are working with Dr. Kohl to tentatively host a board retreat over the summer.

8. **Upcoming Events**

   June 3 - New temporary exhibit opened at the Museum, ***Escaping Storage: Showcasing Hidden Artifacts***, open during regular museum hours, admission is always free. Exhibit will close on November 2.

   June 7 - Summer Speaker Series - ***Listening to the Sounds of Yesteryear*** by Eric Gudenkauf, 2PM at the Manhattan Public Library, free and open to the public

   June 10 - ***Fireside Chat***, ***Talking Prairie*** with Jill Haukos, 5:30-7PM, Flight Crew Coffee, Free and open to the public

   July 19 - Museum, Goodnow House, and RCHS closed for Juneteenth

   July 1 - Photo Preservation and Digitization Workshop (UFM class), 3PM at Meadowlark Hills, $20/person, must register through UFM <https://ufmprograms.org/wconnect/ace/CourseStatus.awp?&course=25BLL101>

   July 4 - Museum, Goodnow House, and RCHS closed for the 4th of July

   July 8 - ***Fireside Chat, Yuma Street Cultural Center*** with Sheila Ellis-Glasper, 5:30-7PM, Flight Crew Coffee, Free and open to the public

   ** June 12-15 and June 20-27- Director Hensler taking PTO, will be out of office*

Enclosures:

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Presentation

Jacob Hansen
Interim County Counselor
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

MEMORANDUM

FROM: **Jacob Hansen, Interim County Counselor**

MEETING: **June 9, 2025**

SUBJECT: **A Specific RHID Project**

PRESENTER: **Gavin Schmidt, BHS & Tyler Holloman, Frontier Development**

On March 6, Gavin Schmidt presented to the Board on the City of Manhattan Infill Housing Project.

Both Gavin Schmidt and Tyler Holloman have returned today to summarize what was discussed in March and answer any questions the Board may have.

No motion is expected today.

Enclosures:
- County RHID Presentation 6.5.25 (PDF)

Manhattan Infill Housing Project

RHID Presentation and Project Update

Project Overview

44 new homes in Manhattan/Riley County

- 40 workforce housing units
- 4 market rate homes

$15 millon investment

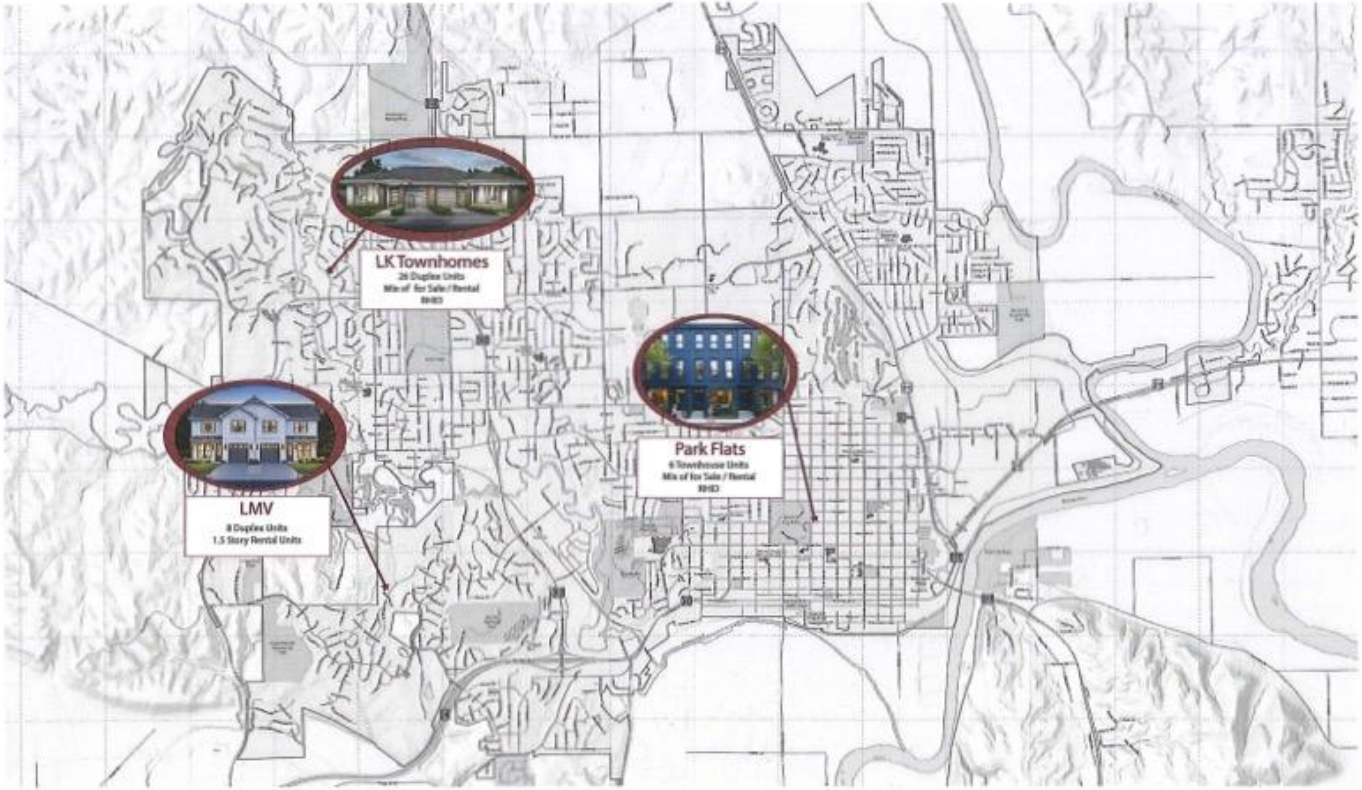
- Substantial investment in workforce housing

Local Developers, Contractors, Investors

- Local team using local trades

Infill locations

- All three sites are on infill locations with existing infrastructure


LK Townhomes
26 Duplex Units
Mix of for Sale / Rental
RHID
LMV
8 Duplex Units
1.5 Story Rental Units
Park Flats
6 Townhouse Units
Mix of for Sale / Rental
RHID

Kansas Housing Resources Corp. Approval

State Funding Secured

- $650,000 Moderate Income Housing Grant Awarded
- $1,200,000 Kansas Housing Investor Tax Credits Received

Economic Impact

- These funds will be imported and spent in Manhattan/Riley County

Benefit

- This state funding ensures project feasibility, maintains housing affordability
- Land Use Restriction Agreement will be executed with State of Kansas. State of Kansas will monitor to ensure compliance.

Current RHID Request

Little Kitten Flats

- Located on infill sites on Little Kitten Ave.
- 26 Duplexes
- Total project budget: ~$8.8mm
- Total RHID requested: ~$1.95mm over 15 years
    - ($130,000/year)

Financial Analysis from Municipal Consulting

$118,605 Construction Related Sales Tax

($70,195 city, $48,410 county)

$1,057,675 in new household sales tax estimated

($754,485 city, $303,190 county)

12-16 construction jobs created

Net Revenue for the County; $955,528 over 25 years

Since platted 37 years ago: Lots have generated ~$240,000 in property tax, by not veto'ing this project, the next 37 years will generate $5.3mm in property taxes. *no inflation factored

Where are the dollars going?

Costs to Build

Lot Purchase	$40,000
Construction	$262,500 ($175/ft)
Architect	$2,000
Utility Hookup	$5,200
Site Work	$2,300
Landscape	$4,800
Banking/Title	$2,150
Contingency (5%)	$15,948
Overhead	$9,500
Sub-Total	$344,398
Less: Grants	$44,150
Total Cost to Build	$300,248
Sale Price	$318,000
Less: Closing Costs	$15,900 (5%)
Less: Interest Costs	$23,850
Net Sales Proceeds	$278,250
Loss Per Unit:	-$21,998

NPV of RHID Proceeds: $45,540

Developer Estimated Profit: 10.3%

Community Support

City of Manhattan Kansas

Manhattan - Ogden U.S.D 383

WTC

Meadowlark

Kansas State University · Rule by Obeying Nature's Laws · February 16, 1863

Kansas Housing Resources Corporation

Manhattan Area Chamber of Commerce Kansas

Manko Window Systems, In

Ad Astra Per Aspera · Kansas Department of Commerce

County Officials' Meeting
Agenda

Monday, June 9, 2025

12:00 pm - 1:00 pm
BOCC CHAMBERS

- The topics will be
    - FY 2026 Budget
    - Employee Day/Strategic Planning
    - Update on Comprehensive and Strategic Plans

- Lunch will be catered by AJ's Pizza.

- Please RSVP to Cindy Kabriel so she can estimate appropriately for the lunch order.