Board of Riley County Commissioners

Regular Meeting

Agenda

June 12, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Local Emergency Operations Plan Promulgation
4. Highway Use Permit, Evergy
5. Highway Use Permit, Cox Communications
6. Support for Broadband Provider Cox Communications for LINC

Review Minutes

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

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

10. Year to date budget and expenditure reports

9:15 AM **Katharine Hensler, Museum Director**

11. Museum Staff Report

9:30 AM **Press Conference**

12. Public Notice - John Ellermann (2 minutes)

9:35 AM **John Ellermann, Public Works Director/County Engineer**

13. Public Works Project Update

9:50 AM **Clancy Holeman, Counselor/Director of Administrative Services**

14. Administrative Work Session
15. Pending County Projects County Counselor

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 13, 2023 (KF).

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

EMERGENCY MANAGEMENT/FIRE
Update

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

COMMISSION AGENDA REPORT

FROM: **Laurie Harrison, Emergency Management Asst Director**

MEETING: **June 12, 2023**

SUBJECT: **Local Emergency Operations Plan Promulgation**

PRESENTER: **Laurie Harrison, Emergency Management Asst Director**

BACKGROUND

The current Emergency Operation Plan (LEOP) has an expiration date of July 2023. Riley County Emergency Management staff and stakeholders have been reviewing and updating the LEOP for the past several years using the latest Kansas Planning Standards guidelines. The new version of the LEOP will expire in 5 years. A concurrence sheet was signed by the Riley County Emergency Management Director, the Local Emergency Planning Committee (LEPC) Chair, and also the Board of County Commission Chair.

DISCUSSION

Kansas Division of Emergency Management (KDEM) considers our LEOP approved. The next step is to sign the promulgation sheet.

FISCAL IMPACT

An updated, approved, and promulgated plan is necessary to receive any federal/state grants.

RECOMMENDATION(S)

Emergency Management staff recommend signing the promulgation sheet.

POSSIBLE MOTION(S)

Move to approve the Riley County Board of County Commission Chair sign the promulgation sheet.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- LEOP Approval Letter - Riley County_signed DAC_06.08.23 (PDF)
- EOP Promulgation (DOC)

2800 SW Topeka Blvd.
Topeka, KS 66611-1287

Kansas
Adjutant General's Department
Kansas Division of Emergency Management

phone: 785-646-2000
fax: 785-646-2001
www.kansastag.gov

Brigadier General Michael T. Venerdi
The Adjutant General and Director of Emergency Management & Homeland Security

Laura Kelly, Governor

June 7, 2023

Russel Stukey, Director
Riley County Emergency Management
115 N 4th Street
Manhattan, Kansas 66502

Subject: Review of Riley County Emergency Operations Plan

The purpose of this letter is to provide the status of the *Riley County Emergency Operations Plan* (EOP). In accordance with KSA 48-929(d), the Riley County EOP submitted to Kansas Division of Emergency Management (KDEM) is **Approved - Pending Adoption**. KDEM has determined that the Plan contains the basic planning considerations outlined within the Kansas Planning Standards.

The Plan has been reviewed and found compliant with the Kansas Planning Standards to include SARA Title III, ADA compliancy, and NIMS requirements. Approval does not however mean KDEM is endorsing or accepting responsibility for any operational component of the Plan.

Please note, a copy of your signed promulgation must be submitted to KDEM within 90 days to finalize this approval process. Prior to the expiration of this approved EOP in 78 months*, Riley County will be required to update their plan to reflect the current *Kansas Planning Standards* then resubmit to KDEM for approval. Annual review requirements are the responsibility of Riley County.

County	Review Completed	Status	Date of Promulgation	Date of Plan Expiration
Riley	6/7/2023	Approved **(Pending Adoption by County)**	TBD (required prior to September 5, 2023)	**12/31/2029***

**Determined using Homeland Security (HLS) region LEOP expiration cycle (Directive 2003)*

If you have questions or concerns, please contact John Stradal, KDEM LEOP Planner, at (785) 480-8824 or by email, at: john.stradal@ks.gov.

Sincerely,

Dirk Christian Digitally signed by Dirk Christian
Date: 2023.06.08 08:16:26 -05'00'

Dirk Christian
Planning and Mitigation Bureau Director
Kansas Division of Emergency Management
Email: dirk.a.christian@ks.gov
Office: (785) 646-2301

Attachment: LEOP Approval Letter - Riley County_signed DAC_06.08.23 (13492 : LEOP promulgation)

PROMULGATION

One of the responsibilities of Kansas counties required by K.S.A. 48-929, is the development and promulgation of a County Emergency Operations Plan with the intention of saving lives and protecting property in the event of a major emergency or disaster.

This planning includes: Mitigation to reduce the probability of occurrence and minimize the effects of unavoidable incidents; Preparedness to respond to emergency/ disaster situations; Response actions during an emergency/disaster; and Recovery operations that will ensure the orderly return to normal or improved levels following an emergency/disaster.

The Riley County Emergency Operations Plan has been developed to establish the policies, guidance and procedures that will provide the elected and appointed officials, administrative personnel, various governmental departments and private and volunteer agencies with the information required to function in a coordinated and integrated fashion and to ensure a timely and organized management of the consequences arising from emergencies/disasters.

As Chairperson of the Board of County Commissioners, I endorse this Plan, as approved by the Riley County Board of County Commissioners on June 12, 2023 and direct that all personnel involved assume the roles and responsibilities and take appropriate actions as outlined herein.

_____
Riley County Board of County Commissioners, Chairperson

_____
Date

Attachment: EOP Promulgation (13492 : LEOP promulgation)

PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: **Shannon Sterling, Administrative Assistant II**

MEETING: **June 12, 2023**

SUBJECT: **Highway Use Permit, Evergy**

PRESENTER: **John Ellermann, PE, Director of Public Works**

BACKGROUND
Evergy is requesting permission to work in the right of way replacing existing poles and overhead wire along Gardiner Road between Tuttle Creek Blvd and just North of Cleburne Road.

RECOMMENDATION(S)
Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)
Move to approve the Highway Use Permit granting Evergy permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:
- 06.02.23_Evergy_Gardiner Rd (PDF)

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

Project Number: M102382754
Requesting Party: Evergy, 225 S Seth Child Rd, Manhattan, KS 66502

Processing Procedure: Date and initial completed steps.

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

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

   Signature: 6/2/23

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

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

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.

4. BOCC Chairman signs and dates permit. County Clerk produces **2** copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.

5. The public works department distributes copies of permit received from County Clerk.
   CC: Petitioner ☐
   Operations Manager ☐
   Township Trustee: _____ (if on Township Road) ☐
   Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: Shannon Sterling Date Submitted: 06/02/2023

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT
Riley County, Kansas

Evergy	Installing/replacing poles and overhead conductors
Applicant Name	Type of Construction

225 S Seth Child Rd	Manhattan	KS	66502
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: Replacing existing poles and overhead wire along Gardiner rd between Tuttle creek and just North of Cleburne rd.

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

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

A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.

B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.

C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.

D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to riley County or the Township.

E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**

F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.

G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: Miriam Nickle — Submitter's signature
06/02/23 — Date
Miriam Nickle — Printed Name & Title
785-320-3058 — Submitter's Telephone Number
Contractor Name
miriam.nickle@evergy.com — Submitter's Email Address
Contractor Telephone Number
07/01.23 — Proposed Date of Construction
4 months — Estimated Duration of Construction

RECOMMENDED BY: _____
Riley County Engineer

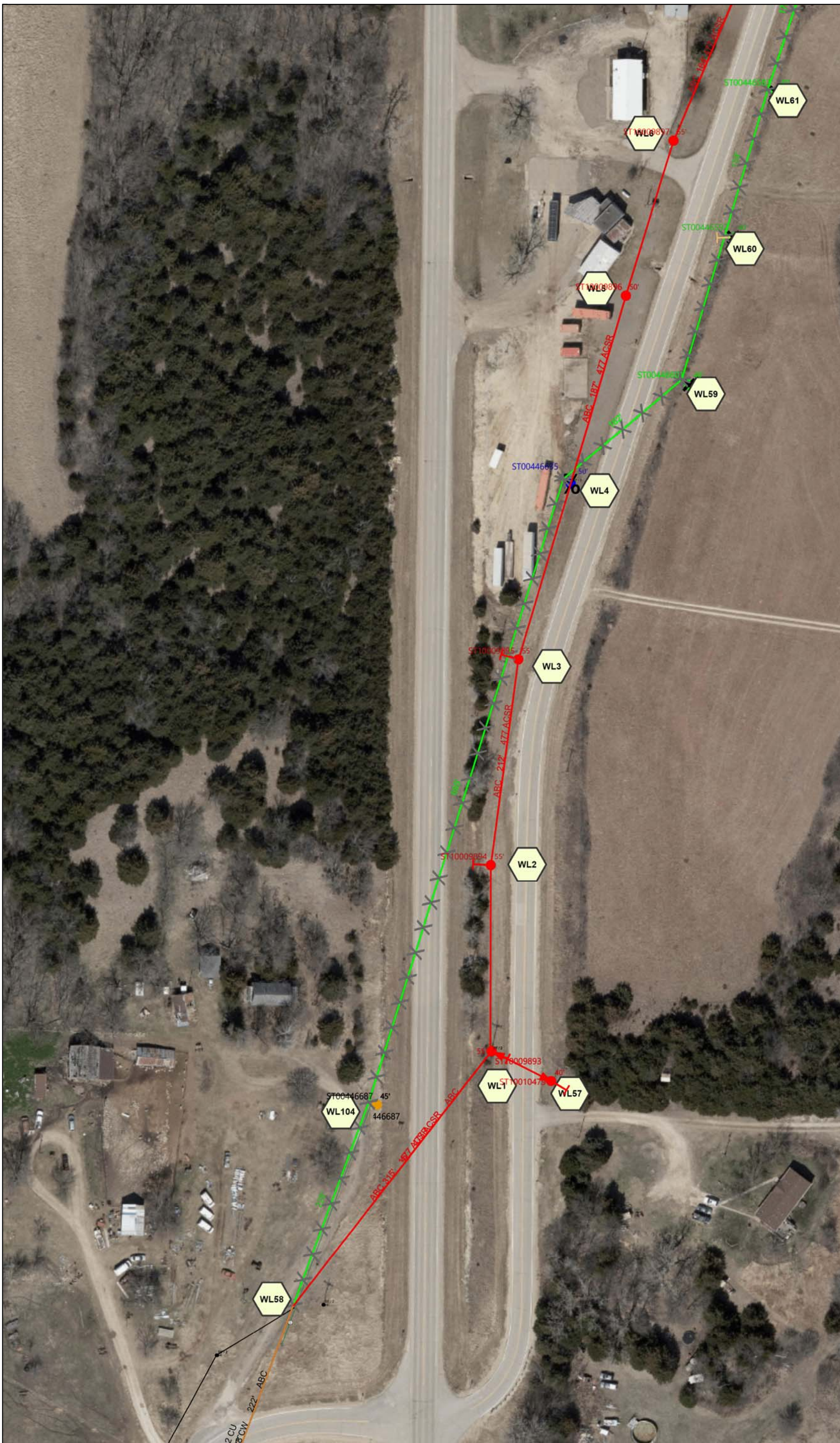
Permit granted this ____day of _____, 20_____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

_____
Chairperson

OFFICE USE ONLY:
Application Fee: $100.00
$1,000 Deposit ___ Bond X Letter ___
Receipt No. D130916 Date: 6-2-23
Signature: _____

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)



Pt 1. Replace pole with a 55'/1 Vert. 33deg Ang. pole, LCS 6-2440. Modify down guy to overhead guy to the SE. Set 10%+2'-use controlled back fill, LCS 4-107

Pt 2. Install 55'/1 Vert 6deg Ang. pole, LCS 6-2330. Down guy West 17', 23', 29'. Set 10%+2'-use controlled backfill, LCS 4-107.

Pt 3. Install 55'/1 Vert 9deg Ang. pole, LCS 6-2330. Down guy West 17', 23', 29'. Set 10%+2'-use controlled backfill, LCS 4-107.

Pt 4. Replace 45' with 50'/2 Vert. In-line pole LCS 6-2300. Set 10%+2 use controlled backfill, LCS 4-107.

Pt 5. Install 50'/2 Vert In-line pole, LCS 6-230 Set 10%+2'-use controlled backfill, LCS 4-107.

Pt 6. Install 55'/1 Vert In-line pole, LCS 6-230 Set 10%+2'-use controlled backfill, LCS 4-107.

Pt 58. Replace deadends to the East

Pt 57. Replace 40' guy pole and East down guys, LCS 5-080

Pt 104. Remove 45' pole

Pt 58-61. Remove 3-4 poles

Span 58-6. Install 1,270' of 3-477acsr & 1-1/0acsr. Use a 200' ruling span. Use LCS 7-120 for the 1/0acsr sag. Use LCS 7-160 for the 477acsr sag.

Span 58-61. Remove 1,171' of 3-2cu & 1-3S CW

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)

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Think Safety!

Title: 12kV - Rebuild Randolph - Sub to Town - RAND 12-00; Phase 2

By: Nickle

WO#: M102382754

Crew HQ:

Designer Phone: 785-320-3058

Sub/Ckt: RAND 12-00

Date:

Sheet:

Pt 7. Install 55
3deg. Ang pole, LCS
6-2330. Down to the
West 17',23',29'. Set
10%+2'-use controlled
backfill, LCS 4-107

Pt 8. Install 55'/1 Vert
7deg. Ang pole, LCS
6-2330. Down to the
West 17',23',29'. Set
10%+2'-use controlled
backfill, LCS 4-107

Pt 9. Install 55'/1 Vert
6deg. Ang pole, LCS
6-2330. Down to the
West 17',23',29'. Set
10%+2'-use controlled
backfill, LCS 4-107

Pt 10. Replace 40' wit
55'/1 Vert. 6deg. Ang
pole, LCS 6-2330. Dow
to the West 17',23',29'
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 11. Install 55'/1 Ve
5deg. Ang pole, LCS
6-2330. Down to the
West 17',23',29'. Set
10%+2'-use controlled
backfill, LCS 4-107

Pt 12. Install 50'/2 Ve
In-line pole, LCS 6-230
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 13. Install 50'/2 Ve
In-line pole, LCS 6-230
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 64. Replace
deadends

Pt 61-63. Remove 3-4
poles

Pt 65-66. Remove 2-4
poles

Span 6-13. Install
1,296' of 3-477acsr &
1-1/0acsr. Use a 200'
ruling span. Use LCS
7-120 for the 1/0acsr
sag. Use LCS 7-160 for
the 477acsr sag.

Span 8-64. Install 115'
2-1/0acsr.

Span 61-66. Remove
1,170' of 3-2CU &
1-3s8CW, O/H primar

Span 62-64. Remove
183' 2-2acsr, O/H
primary

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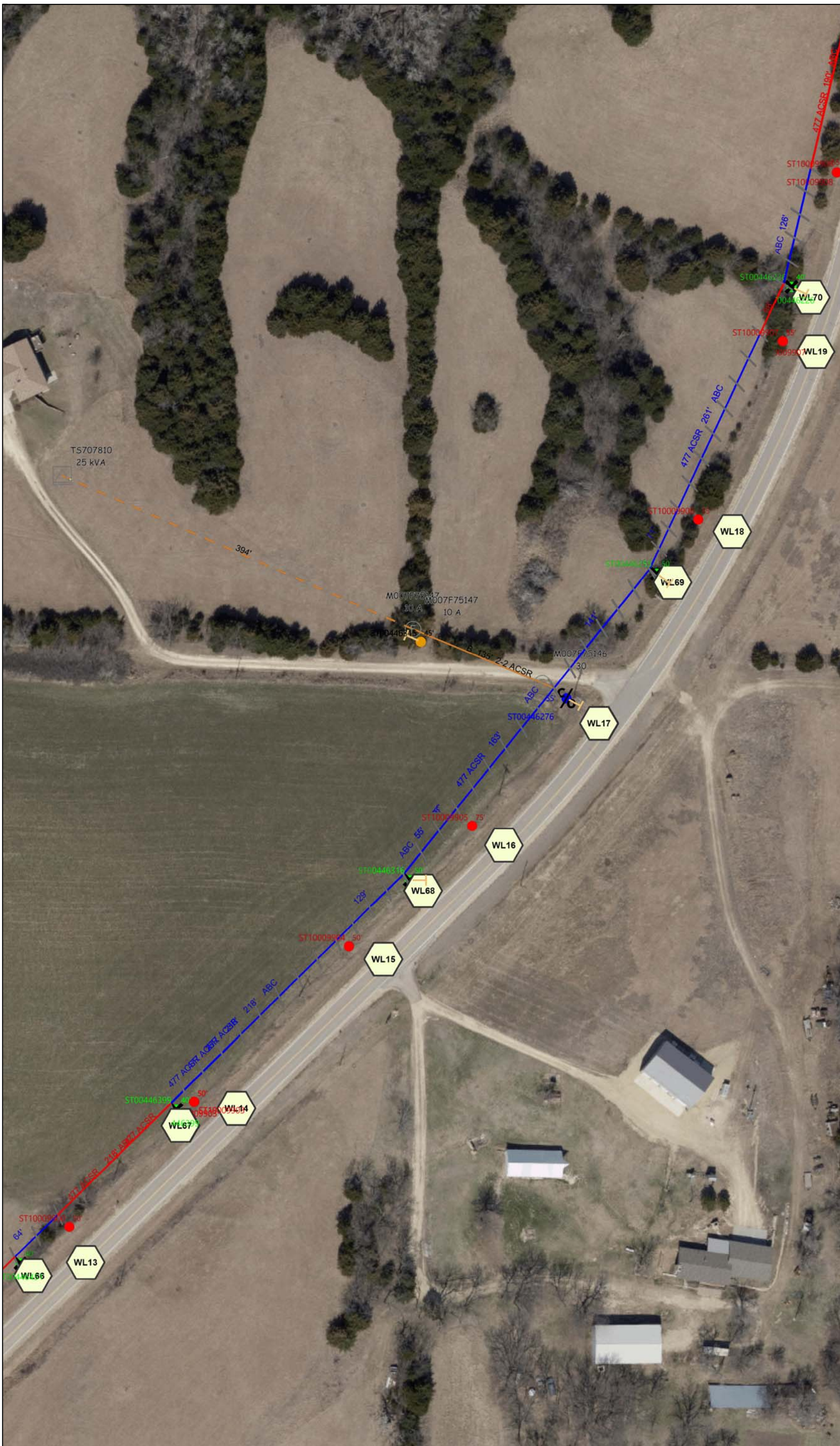
Think Safety!

Title: 12kV - Rebuild Randolph - Sub to Town - RAND 12-00; Phase 2

By: NIckle | WO#: M102382754 | Crew HQ:

Designer Phone: 785-320-3058 | Sub/Ckt: RAND 12-00 | Date: | Sheet:

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)



Pt 14. Install 5
In-line pole, LCS 6-2300.
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 15. Install 50'/2 Ver
In-line pole, LCS 6-230
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 16. Install 75'/1 Ver
5deg Ang pole, LCS
6-2330 -modify no
down guys, Set 9.5'-
Use controlled backfill
LCS 4-107. Chop top 1
off.

Pt 17. Replace 45' wit
55' Vert. 7deg Ang
Laminate pole, LCS
6-3415

Pt 18. Install 55' Vert.
9deg Ang Laminate
pole, LCS 6-3415

Pt 19. Install 55' Vert.
9deg Ang Laminated
pole, LCS 6-3415

Pt 67. Remove 40' pol
Pt 68. Remove 50' pol
Pt 69. Remove 50' pol
Pt 70. Remove 40' pol

Pt 67. Remove 40' pol
Pt 68. Remove 50' pol
Pt 69. Remove 50' pol
Pt 70. Remove 40' pol

Span 13-19. Replace
1,205' of 3-2CU &
1-3s8cw with 3-477acs
& 1-1/0acsr. Use a 200
ruling span. Use LCS
7-120 for the 1/0acsr
sag. Use LCS 7-160 for
the 477acsr sag.

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)

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Think Safety!

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By: NIckle

WO#: M102382754

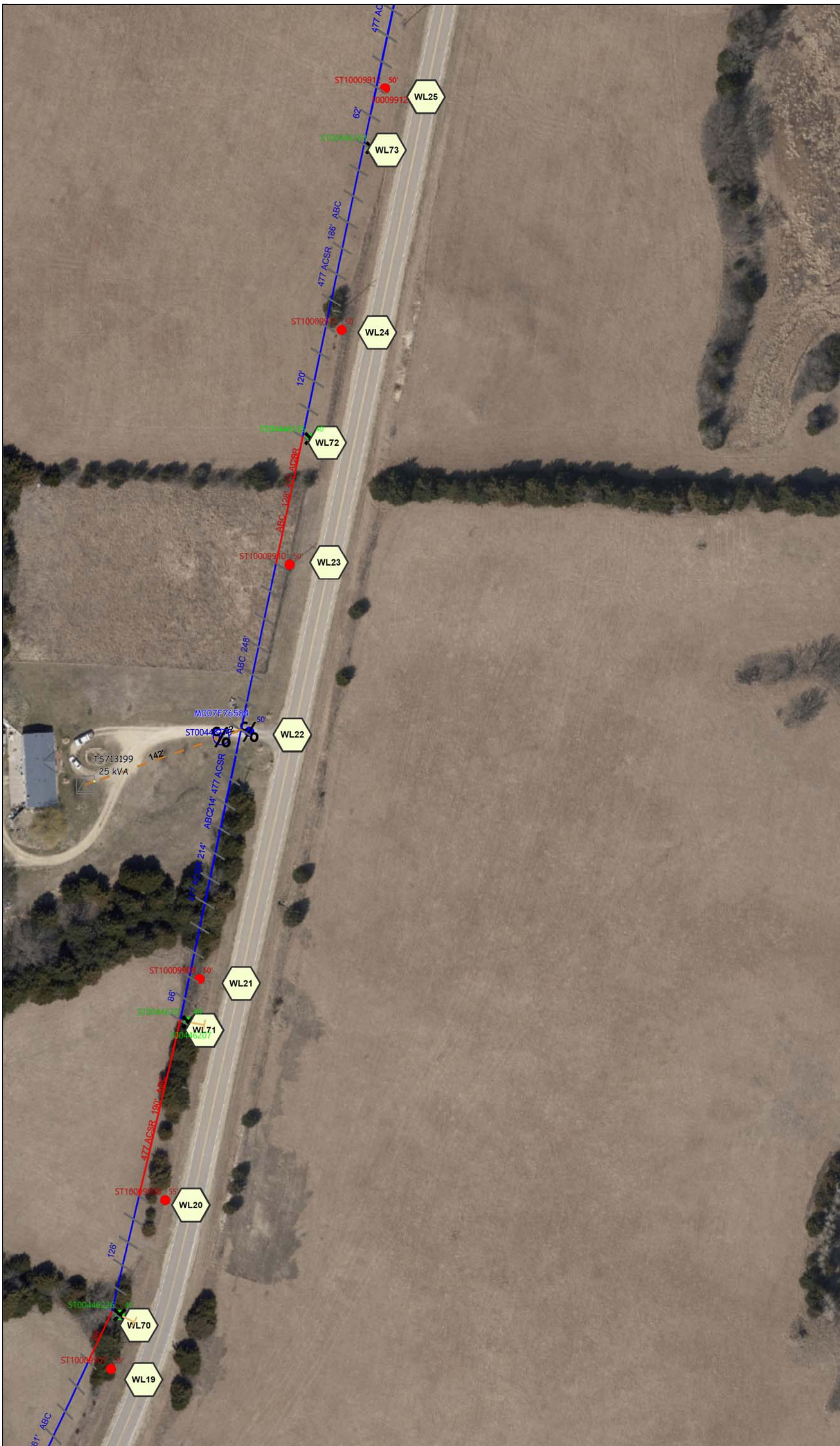
Crew HQ:

Designer Phone: 785-320-3058

Sub/Ckt: RAND 12-00

Date:

Sheet:



Pt 20. Install 5
9deg Ang Laminate
pole, LCS 6-3415

Pt 21. Install 50'/3 Ve
In-line pole, LCS 6-230
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 22. Replace 40' wit
50'/3 Vert. In-line pole
LCS 6-2300. Set 10%+2
use controlled backfill,
LCS 4-107

Pt 23. Install 50'/3 Ve
In-line pole, LCS 6-230
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 24. Install 50'/3 Ve
In-line pole, LCS 6-230
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 25. Install 50'/3 Ve
In-line pole, LCS 6-230
Set 10%+2'-use
controlled backfill, LCS
4-107

Pt 71. Remove 40' pol

Pt 72. Remove 40' pol

Pt 73. Remove 45' pol

Span 19-25. Replace
1,382' of 3-2CU &
1-3s8cw with 3-477acs
& 1-1/0acsr. Use a 200
ruling span. Use LCS
7-120 for the 1/0acsr
sag. Use LCS 7-160 for
the 477acsr sag.

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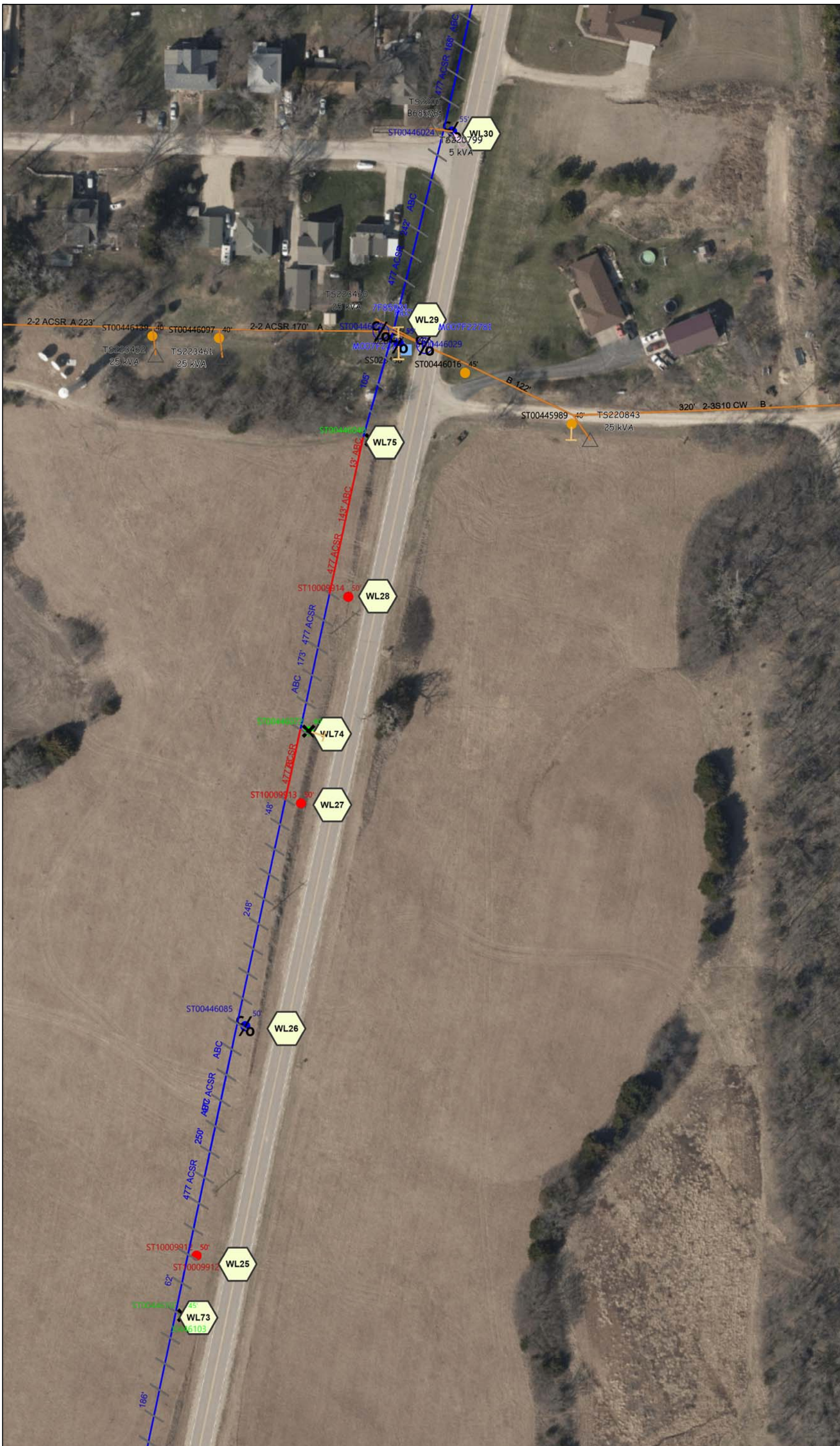
Sheet:

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)



Pt 26. Replace 50'/3 Vert. In-line pole, LCS 6-2300. Set 10%+2 use controlled backfill, LCS 4-107

Pt 27. Install 50'/3 Ver In-line pole, LCS 6-230 Set 10%+2'-use controlled backfill, LCS 4-107

Pt 28. Install 50'/3 Ver In-line pole, LCS 6-230 Set 10%+2'-use controlled backfill, LCS 4-107

Pt 29. Replace 50' wit 55'/2 Vert. In-line pole LCS 6-2300. Set 10%+2 use controlled backfill, LCS 4-107.Install 2-fused taps, LCS 6-2160 M7F85831 West 20T, M7F22781 East 20T.

Pt 30. Replace 45' wit 55'/2 In-line pole, LCS 6-2300. Set 10%+2'-us controlled backfill, LCS 4-107. Transfer ts# 220799 to new pole, LCS 9-215. Transfer lit B68576 to new pole.

Pt 74. Remove 40' pol

Pt 75. Remove 45' pol

Span 25-30. Replace 1,236' of 3-2CU & 1-3s8cw with 3-477acs & 1-1/0acsr. Use a 200 ruling span. Use LCS 7-120 for the 1/0acsr sag. Use LCS 7-160 for the 477acsr sag.

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By: Nickle

WO#: M102382754

Crew HQ:

Designer Phone: 785-320-3058

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Date:

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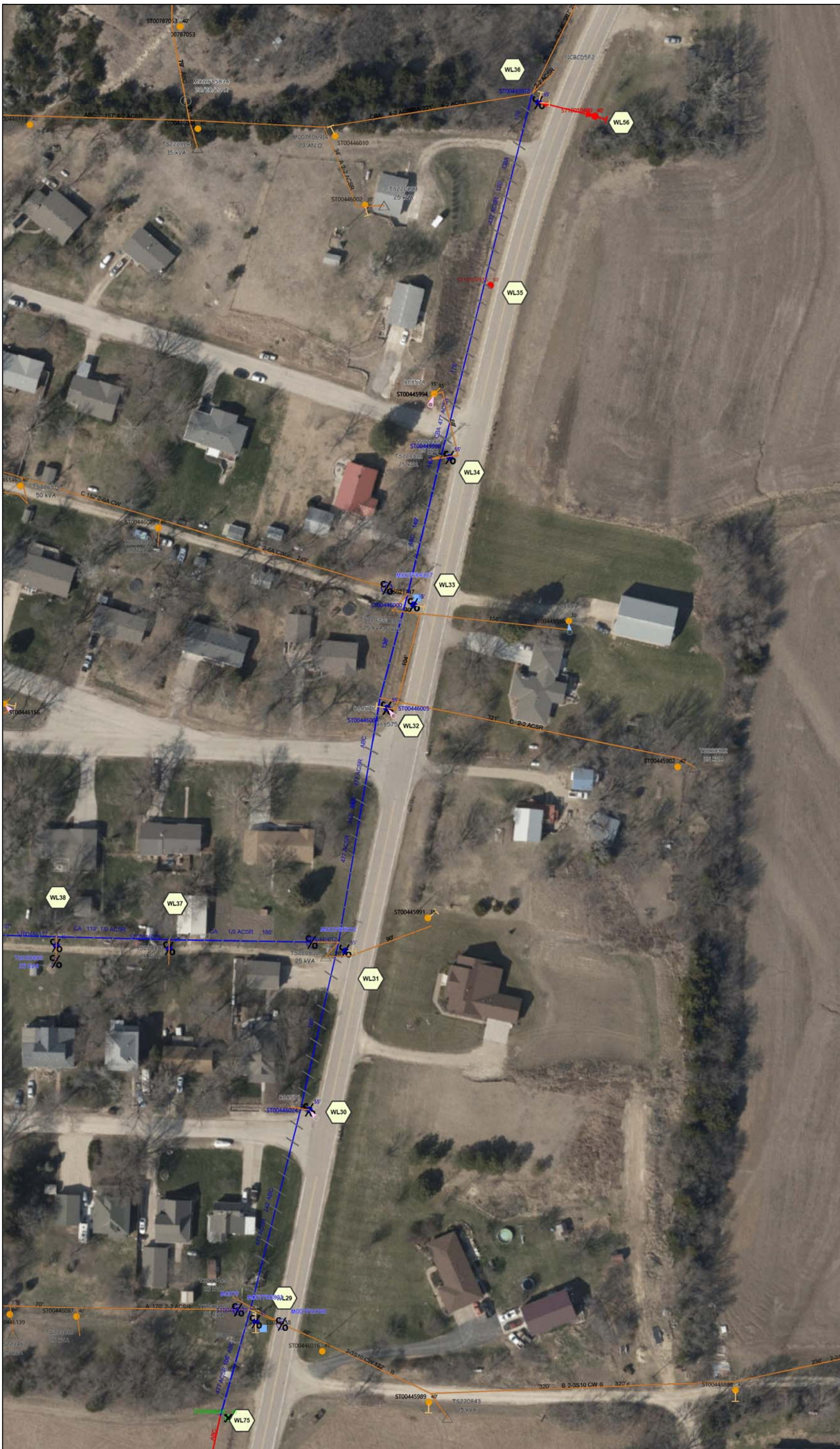
Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)



Pt 31. Replace 45' with 55' Vert. In-line pole, LCS 6-2300. Set 10%+2'-use controlled backfill, LCS 4-107. Install 3ph Horz. Tap to the West, LCS 6-2665. Down guy the same as existing. 20T M12F85832. Transfer ts#220800 to new pole, LCS 9-215. Transfer O/H service to new pole, LCS 7-440.

Pt 32. Replace 40' with 55' Vert. In-line pole, LCS 6-2300. Set 10%+2'-use controlled backfill, LCS 4-107. Install 1ph Vert. full tension tap-no down guys- to the East, LCS 6-2161. Use the same down length as existing. Transfer street light B68575. Transfer duplex to new pole.

Pt 33. Replace 50' with 55' Vert. In-line pole, LCS 6-2300. Set 10%+2'-use controlled backfill, LCS 4-107. Install 1ph Vert. Fused tap to the West, LCS 6-2160. Use same down guy length as existing. 20t M7F84327. Transfer ts# 220813 to new pole, LCS 9-215. Transfer service riser to new pole, LCS 17-1175. Transfer secondary to new pole.

Pt 34. Replace 45' with 55' Vert. In-line pole, LCS 6-2300. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer ts# 220821 to new pole, LCS 9-215. Transfer O/H service to new pole, LCS 7-440. Transfer secondary to new pole.

Pt 35. Install 55'/2 Vert. In-line pole, LCS 6-2300. Set 10%+2'-use controlled backfill, LCS 4-107

Pt 36. Replace 45' with 55' Vert. Deadend corner pole, LCS 6-2450. Down guy North 16', 22', 28'. O/H guy to the East, LCS 5-110. Set 10%+2'-use controlled backfill, LCS 4-107. Install 2ph Vert. Tap to the North, LCS 6-2361- modify to 2phases.

Pt 56. Replace 40' guy pole. Replace down guy to the East, LCS 5-080

Span 30-36. Replace 1,045' of 3-2CU & 1-3s8cw with 3-477acsr & 1-1/0acsr. Use 200' ruling span. Use LCS 7-120 for the 1/0acsr sag. Use LCS 7-160 for the 477acsr sag.

DISCLAIMER AND COPYRIGHT NOTICE: The information contained on this drawing/map is used to locate, identify and/or inventory Evergy Inc. electrical facilities located on parcels of land in the Evergy Inc. service area. It is intended for reference purposes only and is NOT to be construed or used as a "legal description." Map information is believed to be accurate but accuracy is not guaranteed. This information should not be relied upon as a substitute for an actual field survey. This drawing/map is not to be used as a substitute for using the ONE-CALL system for purposes of digging and excavation. You must call ONE-CALL (811) to notify operators of underground facilities of proposed excavation or digging to request that member companies mark their underground facilities before they dig! In no event will Evergy Inc. be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the inaccuracy, use or misuse of this map or the information it contains. You are prohibited from reproducing or distributing this drawing/map or any portion of it without written permission of Evergy Inc. © Evergy Inc. All rights reserved.

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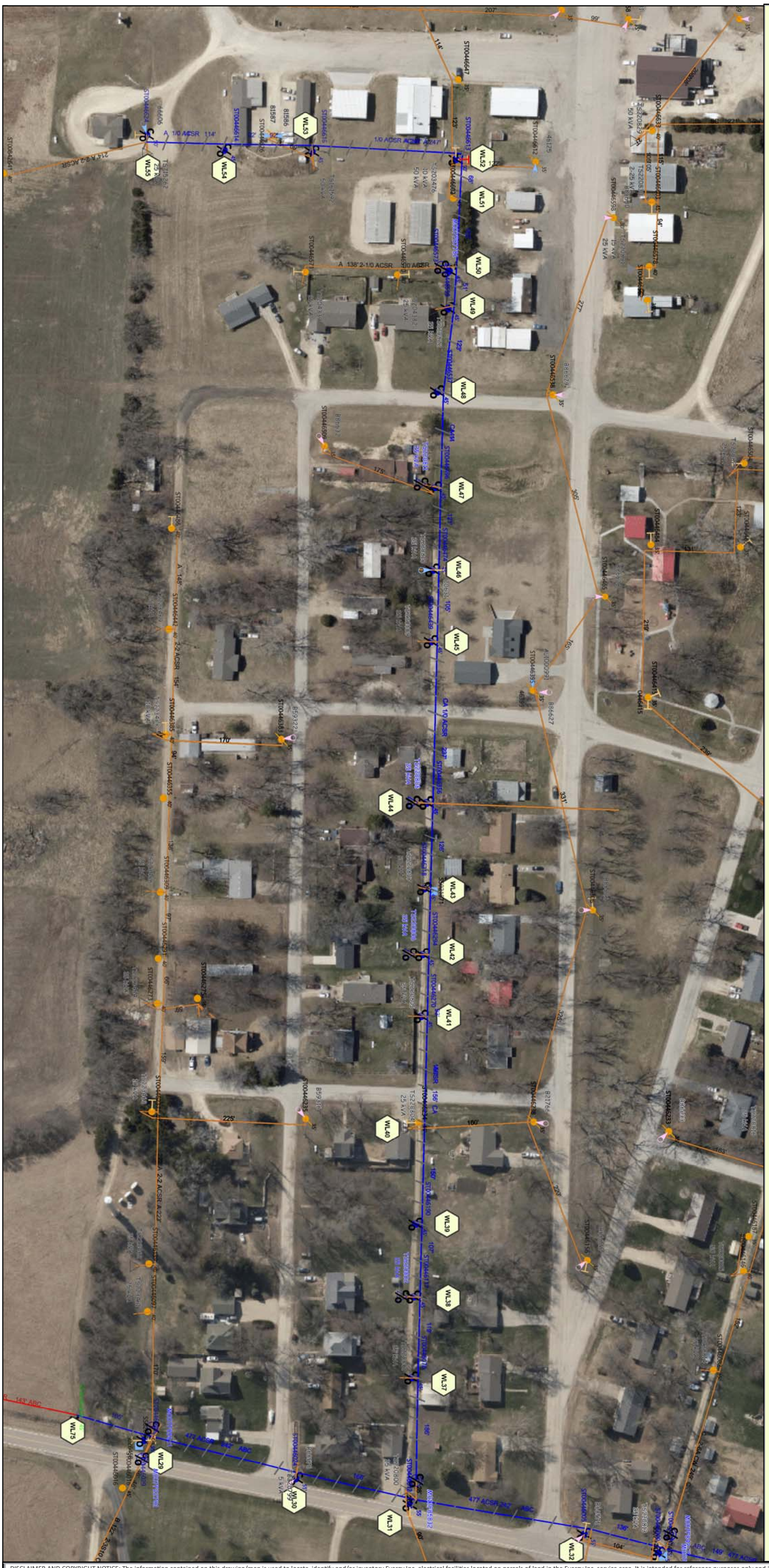
Think Safety!

Title: 12kV - Rebuild Randolph - Sub to Town - RAND 12-00; Phase 2

By: Nickle | WO#: M102382754 | Crew HQ:

Designer Phone 785-320-3058 | Sub/Ckt RAND 12-00 | Date: | Sheet:

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)



Pt 37. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer ts#220801 to new pole, LCS 9-215. Transfer 2 O/H service to new pole, LCS 7-440. Transfer U/G service to new pole.

Pt 38. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Replace ts#220802, LCS 9-215. 25kva 120/240 1ph xfmr 6t fuse. Transfer 1 U/G service.

Pt 39. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-**107. replace ties**

Pt 41. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer ts#220805 to new pole, LCS 9-215. Transfer 3 O/H service to new pole, LCS 7-440

Pt 42. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Replace ts#220806, LCS 9-215. 120/240 1ph xfmr 6t fuse. Transfer 2 O/H service to new pole, LCS 7-440. Transfer U/G service to new pole.

Pt 43. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer ts#220807 to new pole, LCS 9-215. Transfer O/H service to new pole, LCS 7-440

Pt 44. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Replace ts#220808, LCS 9-215. 120/240 1ph xfmr 6t fuse. Transfer 3 O/H service to new pole, LCS 7-440.

Pt 45. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer ts#220809 to new pole, LCS 9-215. Transfer O/H service to new pole, LCS 7-440

Pt 46. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer ts#220810 to new pole, LCS 9-215. Transfer O/H service to new pole, LCS 7-440

Pt 47. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer ts#220811 to new pole, LCS 9-215. Transfer O/H service to new pole, LCS 7-440. Transfer duplex to new pole

Pt 48. Replace 40' with 45'/3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS 4-107. Transfer duplex to new pole. Transfer Bat box to new pole.

Pt 49. Repla /3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-use controlled backfill, LCS)7. Transfer ts# 220822 to pole, LCS 9-215. Trans O/H services to new p LCS 7-440

Pt 50. Replace 40' wit /3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-us controlled backfill, LCS)7. Install 1ph Vert. Slack to the South, LCS 6-2171 M7F87781 30T.

Pt 51. Add pin, insulat nd replace ties

Pt 52. Replace 45' wit /3 Horz. Bucked arm pole 6-2655. Set 10%+2'-u controlled backfill, LCS)7. Use the same down gu length as existing.

Pt 53. Replace 40' wit /3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-us controlled backfill, LCS)7. Transfer ts#161592 to pole, LCS 9-215. Transf /H service, LCS 7-440. Tra r duplex to new pole

Pt 54. Replace 40' wit /3 Horz. In-line pole, LCS 6-2600. Set 10%+2'-us controlled backfill, LCS)7.

Pt 55. Replace 40' wit /3 Horz. Deadend pole, L 6-2615. Set 10%+2'-us controlled backfill, LCS)7. Down guy South 22',28 Install Vert. 1ph unfus p South, LCS 6-2161. Tra r ts#715262 to new pol 5 9-215. Transfer light t v pole.

Span 31-52. Replace 1 of 3-2acsr with 4-1/0a Use a 200' ruling span LCS 7-120 for the 1/0a ag

Span 52-55. Replace 4 of 2-2acsr with 4-1/0acsr e a 200' ruling span. Use L 7-120 for the 1/0acsr s

Pt 40. Add pin, insulat nd

Attachment: 06.02.23_Evergy_Gardiner Rd (13496 : Highway Use Permit)

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Think Safety!

Title: 12kV - Rebuild Randolph - Sub to Town - RAND 12-00; Phase 2

By: Nickle | WO#: M102382754 | Crew HQ:

Designer Phone: 785-320-3058 | Sub/Ckt: RAND 12-00 | Date: | Sheet

PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: **Shannon Sterling, Administrative Assistant II**

MEETING: **June 12, 2023**

SUBJECT: **Highway Use Permit, Cox Communications**

PRESENTER: **John Ellermann, PE, Director of Public Works**

BACKGROUND
Cox Communications is requesting permission to work in the right of way to bore in approximately 12,608 ft of 2" conduit with a 288ct fiber optic cable along Wildcat Creek Rd between Dry Hop Circle to Skyway Dr then along Skyway Dr to W 68th Ave and then North along W 68th Ave.

RECOMMENDATION(S)
Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)
Move to approve the Highway Use Permit granting Cox Communication permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:
- 05.31.23_Cox Communications_Wildcat Creek Rd (PDF)

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

Project Number: Wildcat Creek Rd
Requesting Party: Cox Communications, 901 George Washington Blvd, Wichita, KS 67211

Processing Procedure: Date and initial completed steps.

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

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

   Signature: _____ 6/2/2023

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

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

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.

4. BOCC Chairman signs and dates permit. County Clerk produces **2** copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.

5. The public works department distributes copies of permit received from County Clerk.
   CC: Petitioner ☐
   Operations Manager ☐
   Township Trustee: _____ (if on Township Road) ☐
   Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: Shannon Sterling Date Submitted: 06/01/2023

Attachment: 05.31.23_Cox Communications_Wildcat Creek Rd (13497 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT
Riley County, Kansas

Cox Communication	Fiber Optic Cable installation in ROW
Applicant Name	Type of Construction

901 George Washington Blvd	Wichita	KS	67211
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: Cox will bore in approx. 12608' of 2" conduit with a 288ct Fiber Optic cable. work starts at Dry Hop Cir, south on Wildcat Creek Rd to Skyway Dr to W 68th Ave and then north on 68th

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

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

A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.

B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.

C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.

D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to riley County or the Township.

E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**

F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.

G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: James Walburn — Submitter's signature
05/31/2023 — Date

James Walburn/Land Use Agent — Printed Name & Title

316-260-7491 — Submitter's Telephone Number
SpliceCo — Contractor Name

wicrow@cox.com — Submitter's Email Address
816-309-6605 — Contractor Telephone Number

07/20/2023 — Proposed Date of Construction
120 Days — Estimated Duration of Construction

RECOMMENDED BY: _____
Riley County Engineer

Permit granted this ____day of _____, 20_____.

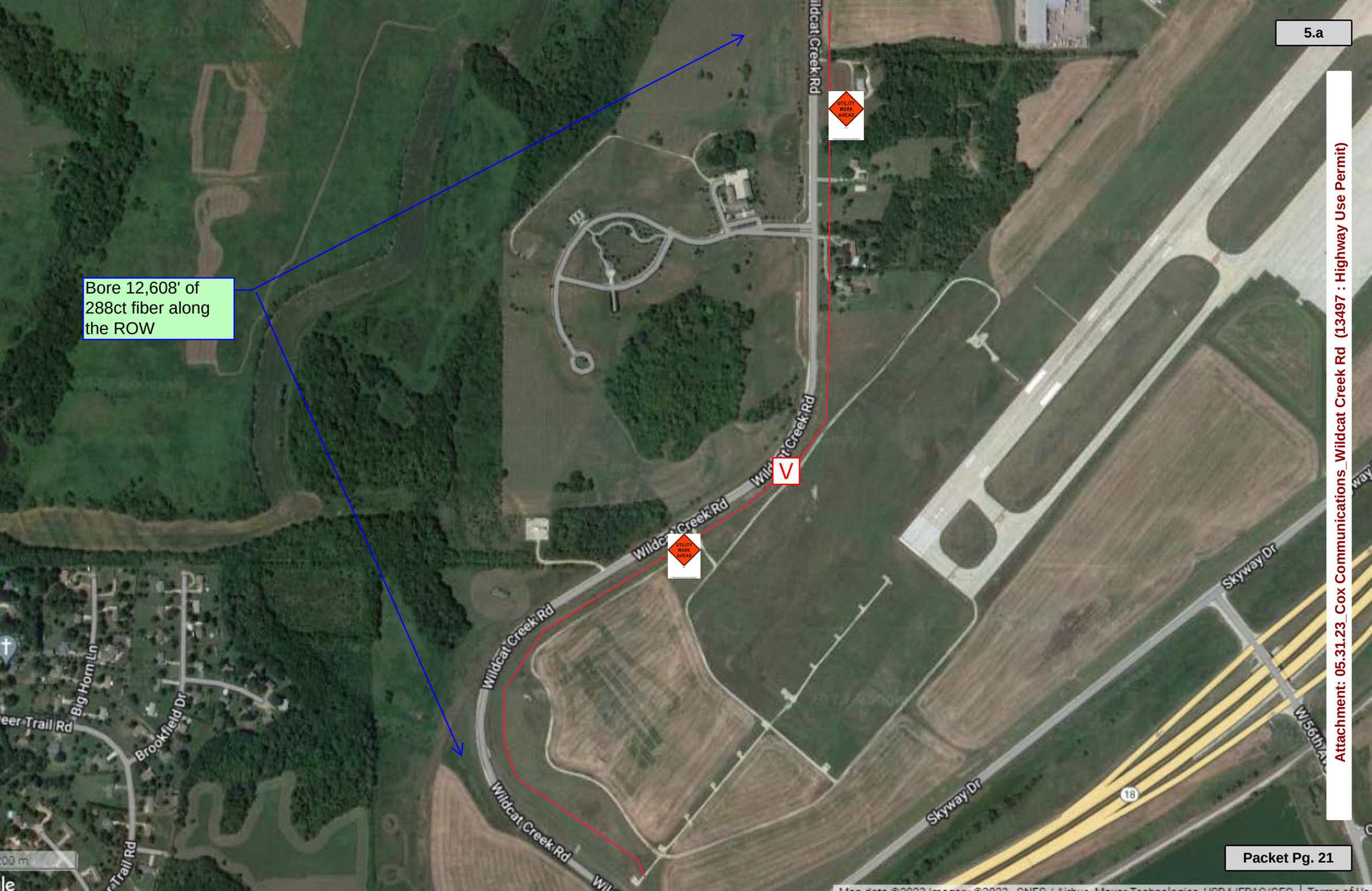
BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

_____
Chairperson

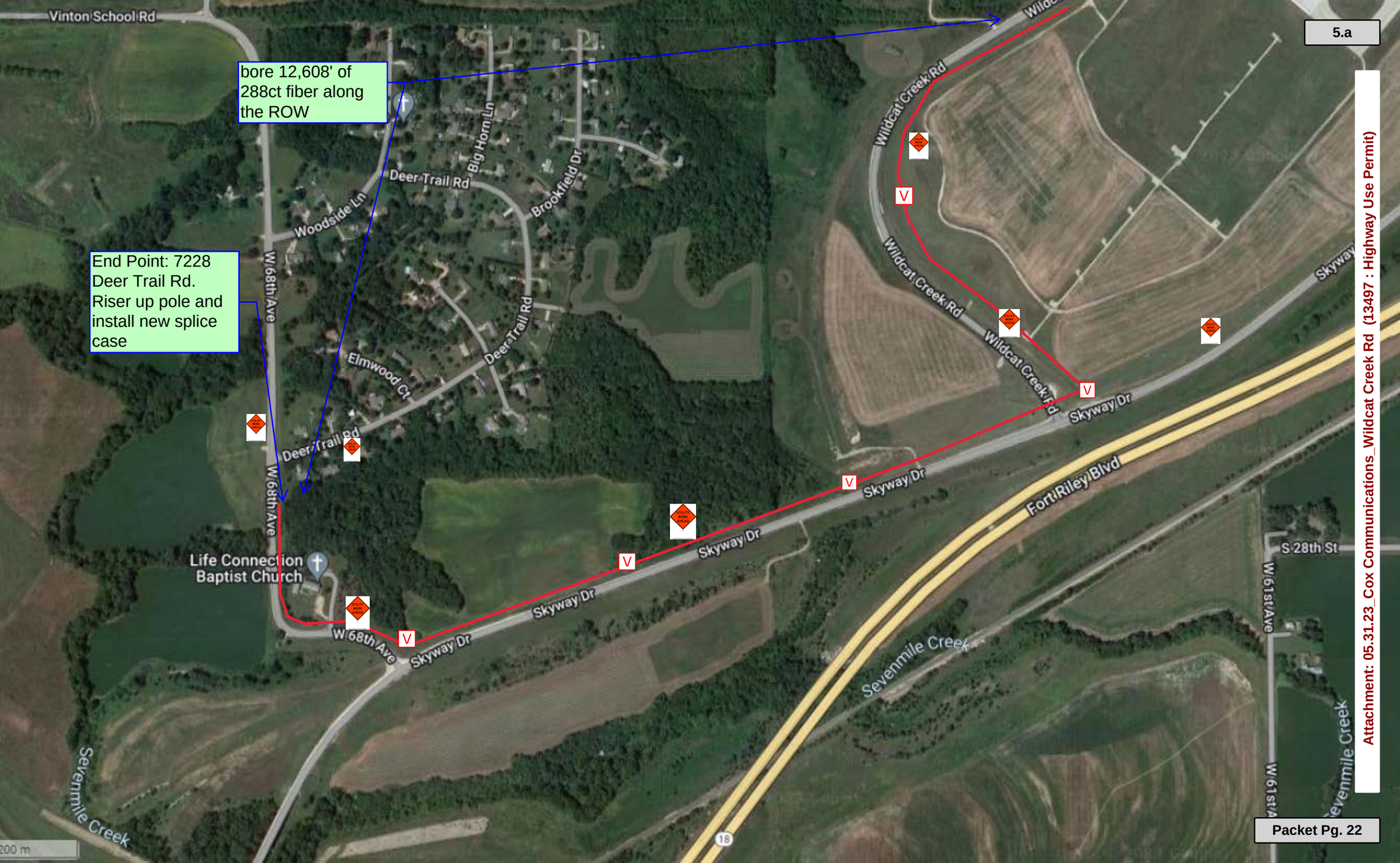
OFFICE USE ONLY:
Application Fee: $100.00
$1,000 Deposit X Bond _ Letter ___
Receipt No. 013099 Date: 6/6/23
Signature: Shauley

Attachment: 05.31.23_Cox Communications_Wildcat Creek Rd (13497 : Highway Use Permit)

Attachment: 05.31.23_Cox Communications_Wildcat Creek Rd (13497 : Highway Use Permit)



Attachment: 05.31.23_Cox Communications_Wildcat Creek Rd (13497 : Highway Use Permit)



Attachment: 05.31.23_Cox Communications_Wildcat Creek Rd (13497 : Highway Use Permit)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: **Clancy Holeman, Riley County Counselor**

MEETING: **June 12, 2023**

SUBJECT: **Support for Broadband Provider Cox Communications for LINC**

PRESENTER: **Clancy Holeman**

POSSIBLE MOTION(S)

Move to approve

Enclosures:
- Broadband Ltr (DOC)

BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
Email: bocc@rileycountyks.gov

June 12, 2023

Ms. Jade Piros de Carvalho
Director, Kansas Office of Broadband Development
1000 SW Jackson, Ste. 100
Topeka, KS 66612

RE: Support for Broadband Provider Cox Communications for LINC

Dear Ms. Piros de Carvalho:

The Board of Riley County Commissioners is writing in support of Cox Communications' commitment expressed to us of expanding high-speed internet to the northwestern portion of Riley County and including Keats, Riley County Fire District #1's Station 4, and the approximately 300 County residents in that area.

Cox advises us they can provide broadband services with residential and commercial broadband speeds of up to 1 Gigabit broadband to residents and up to 10 Gigabit broadband to commercial accounts.

Cox has the local resources and knowledge, community support and engagement, and the backing of a financially secure private company to fund and support successful projects. So, we have no hesitation in supporting this company's grant application.

Sincerely,

BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

_____
Kathryn Focke, Chairwoman

_____
John Ford, Member

_____
Greg McKinley, Member

Attachment: Broadband Ltr (13499 : Letter of Support)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

June 15, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **9:00 AM**

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

9:00 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM **Clancy Holeman, Counselor/Director of Administrative Services**

3. Administrative Work Session

9:50 AM **Gina Snyder, Downtown Manhattan Director**

4. Downtown Manhattan update

10:00 AM **Gary Fike, County Extension Director**

5. Staff update

10:15 AM **Brian Peete, RCPD Director**

6. RCPD update

10:45 AM **Clancy Holeman, Counselor/Director of Administrative Services**

7. Executive Session

4:00 PM **Joint City/County/County Meeting (at County Offices)**

Adjournment

Attachment: 06-15-23 tentative agenda (12845 : Tentative Agenda)

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

Riley County offices will be closed Monday, June 19th due to the observance of Juneteenth holiday.

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

The Law Enforcement Agency Meeting will be held Tuesday, June 20th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz Avenue.

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

Attachment: 06-15-23 tentative agenda (12845 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

June 22, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM	**Call to Order**
	Pledge of Allegiance
	Public Comment
	Commission Comments
	Business Meeting
	Review Minutes
	Review Tentative Agenda
	Press Conference Topics
9:00 AM	**Barry Wilkerson, County Attorney** 1. Staff update
9:15 AM	**Clancy Holeman, Counselor/Director of Administrative Services** 2. Administrative Work Session
9:35 AM	**Cory Meyer, IT/GIS Director** 3. Staff update
9:50 AM	**Shelly Williams, Community Corrections Director** 4. Staff update
10:05 AM	**Vivienne Leyva, PIO** 5. PIO update
10:20 AM	**Bob Isaac, Planner** 6. Public Hearing for a final plat for Lakeside Heights, Unit 6
10:35 AM	**Bob Isaac, Planner** 7. Public Hearing for a final plat for Walnut Grove, Unit 2

Attachment: 06-22-23 tentative agenda (12845 : Tentative Agenda)

10:50 AM **Amanda Webb, Planning/Special Projects Director**

8. Comprehensive Plan update

11:10 AM **Shilo Heger, Treasurer**

9. Staff update

11:25 AM **Gary Fike, County Extension Director**

10. 2024 Extension Budget 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.

Attachment: 06-22-23 tentative agenda (12845 : Tentative Agenda)

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 12, 2023**

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

PRESENTER: **Rich Vargo, County Clerk**

Enclosures:

- 2023-06 YTD Wage and Overtime Summary (PDF)
- 2023-06 YTD Wage and Overtime Detail report (PDF)
- Financial reports 2023 May (PDF)

2023 YTD Wages/Overtime Compared to Budget

% of Year Used 41.67%

May	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2023 Total Budget	Budg Sper
Department								
1 Attorney	$503,767.77	$1,663,906.62	$1,514.17	$4,291.25	0.09%	$505,281.94	$1,668,197.87	30.2
2 Clerk	$264,979.82	$860,540.00	$36.51	$4,723.00	0.00%	$265,016.33	$865,263.00	30.6
3 Commissioners	$61,971.30	$161,125.00	$0.00	$0.00	0.00%	$61,971.30	$161,125.00	38.4
4 Administrative Services	$203,239.81	$539,658.00	$0.00	$1,616.00	0.00%	$203,239.81	$541,274.00	37.5
6 Register of Deeds	$127,690.13	$341,888.00	$0.00	$928.00	0.00%	$127,690.13	$342,816.00	37.2
7 Treasurer	$358,865.92	$944,071.00	$5,930.72	$5,941.00	0.63%	$364,796.64	$950,012.00	38.4
10 Emergency Mgt	$77,457.28	$176,699.00	$44.46	$0.00	0.03%	$77,501.74	$176,699.00	43.8
17 Museum	$136,735.32	$331,141.00	$0.00	$0.00	0.00%	$136,735.32	$331,141.00	41.2
19 Election	$88,202.11	$411,932.00	$0.00	$3,114.00	0.00%	$88,202.11	$415,046.00	21.2
20 EMS/Ambulance	$782,633.41	$2,111,572.00	$330,564.79	$1,293,562.00	15.65%	$1,113,198.20	$3,405,134.00	32.6
22 Appraiser	$433,272.98	$1,083,795.00	$2,094.49	$11,323.00	0.19%	$435,367.47	$1,232,935.00	35.3
24 Planning & Development	$163,727.52	$466,581.00	$45.71	$950.66	0.01%	$163,773.23	$467,531.66	35.0
29 Information Tech-GIS	$224,084.80	$697,157.00	$165.24	$7,081.15	0.02%	$224,250.04	$704,238.15	31.8
30 General Serv.-Separation	$9,227.25	$75,000.00	$0.00	$0.00	0.00%	$9,227.25	$75,000.00	12.3
40 Public Works	$1,265,392.20	$3,588,192.00	$11,899.73	$90,716.00	0.33%	$1,277,291.93	$3,678,908.00	34.7
41 Noxious Weed	$157,005.04	$415,646.14	$1,413.39	$7,770.88	0.34%	$158,418.43	$423,417.02	37.4
NON-GENERAL FUNDS								
Solid Waste payroll	$71,685.14	$200,506.38	$622.69	$12,788.03	0.31%	$72,307.83	$213,294.41	33.9
Fire District #1	$118,221.93	$333,259.00	$14.78	$553.00	2.46%	$118,236.71	$333,812.00	35.4
Subtotal-All County Funds	**$5,048,159.73**	**$14,402,669.14**	**$354,346.68**	**$1,445,357.97**	2.46%	**$5,402,506.41**	**$15,985,844.11**	
Health Dept.-General Fund	$175,020.53	$423,806.43	$717.36	$1,579.79	0.17%	$175,737.89	$425,386.22	41.3
Health Dept.-Grant Funds	$1,012,281.57	$2,602,104.41	$1,160.20	$12,717.45	0.04%	$1,013,441.77	$2,614,821.86	38.7
Grant Funds								
Youth Court Svcs	$20,807.64	$0.00	$579.60	$0.00	#DIV/0!	$21,387.24	$0.00	0.0
Juvenile Services	$99,577.24	$335,248.79	$1,221.63	$0.00	0.36%	$100,798.87	$335,248.79	30.0
Adult Services	$120,057.87	$311,345.38	$2,931.55	$0.00	0.94%	$122,989.42	$311,345.38	39.5
Subtotal Grant Funds	**$240,442.75**	**$646,594.17**	**$4,732.78**	**$0.00**	**0.73%**	**$245,175.53**	**$646,594.17**	
Totals	**$6,475,904.58**	**$18,075,174.15**	**$360,957.02**	**$1,459,655.21**	**2.00%**	**$6,836,861.60**	**$19,672,646.36**	

Prepared by Elizabeth Ward, HR Manager 6/9/2023

Attachment: 2023-06 YTD Wage and Overtime Summary (13486 : Year to date budget and expenditure reports)

Dept				1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget
	Department											
1	**Attorney**	Regular Salaries	1001	$377,874.47	$125,893.30			$125,893.30	$0.00	$0.00	$503,767.77	$1,636,816.62
		Seasonal/ASND	1003		$0.00			$0.00	$0.00	$0.00	$0.00	$27,090.00
		Overtime	1005	$1,105.92	$408.25			$408.25	$0.00	$0.00	$1,514.17	$4,291.25
				$378,980.39	$126,301.55	$0.00	$0.00	$126,301.55	$0.00	$0.00	$505,281.94	$1,668,197.87
2	**Clerk**	Regular Salaries	1001	$195,148.93	$65,049.64			$65,049.64	$0.00	$0.00	$260,198.57	$845,370.00
		Seasonal/ASND	1003	$3,465.00	$1,316.25			$1,316.25	$0.00	$0.00	$4,781.25	$15,170.00
		Overtime	1005	$36.51	$0.00			$0.00	$0.00	$0.00	$36.51	$4,723.00
				$198,650.44	$66,365.89	$0.00	$0.00	$66,365.89	$0.00	$0.00	$265,016.33	$865,263.00
3	**Commissioners**	Regular Salaries	1001	$37,182.78	$12,394.26	$12,394.26		$24,788.52	$0.00	$0.00	$61,971.30	$161,125.00
4	**Administrative Svcs**	Regular Salaries	1001	$119,105.43	$39,701.80	$44,432.58		$84,134.38	$0.00	$0.00	$203,239.81	$539,658.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$1,616.00
				$119,105.43	$39,701.80	$44,432.58	$0.00	$84,134.38	$0.00	$0.00	$203,239.81	$541,274.00
6	**Register of Deeds**	Regular Salaries	1001	$78,547.22	$23,484.26	$25,658.65		$49,142.91	$0.00	$0.00	$127,690.13	$341,888.00
		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	$928.00
				$78,547.22	$23,484.26	$25,658.65	$0.00	$49,142.91	$0.00	$0.00	$127,690.13	$342,816.00
7	**Treasurer**	Regular Salaries	1001	$213,834.26	$72,512.47	$72,512.49		$145,024.96	$0.00	$0.00	$358,859.22	$944,071.00
		Seasonal/ASND	1003	$0.00	$6.70	$0.00		$6.70	$0.00	$0.00	$6.70	$0.00
		Overtime	1005	$346.60	$5,236.12	$348.00		$5,584.12	$0.00	$0.00	$5,930.72	$5,941.00
				$214,180.86	$77,755.29	$72,860.49	$0.00	$150,615.78	$0.00	$0.00	$364,796.64	$950,012.00
10	**Emergency Mgt**	Regular Salaries	1001	$46,479.11	$15,489.09	$15,489.08		$30,978.17	$0.00	$0.00	$77,457.28	$152,041.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$24,658.00
		Overtime	1005	$0.00	$44.46	$0.00		$44.46	$0.00	$0.00	$44.46	$0.00
				$46,479.11	$15,533.55	$15,489.08	$0.00	$31,022.63	$0.00	$0.00	$77,501.74	$176,699.00
17	**Museum**	Regular Salaries	1001	$72,761.08	$24,133.75	$24,446.74		$48,580.49	$0.00	$0.00	$121,341.57	$323,791.00
		Seasonal/ASND	1003	$9,228.75	$3,311.25	$2,853.75		$6,165.00	$0.00	$0.00	$15,393.75	$7,350.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00
				$81,989.83	$27,445.00	$27,300.49	$0.00	$54,745.49	$0.00	$0.00	$136,735.32	$331,141.00
19	**Election**	Regular Salaries	1001	$50,179.82	$16,729.94	$16,729.94		$33,459.88	$0.00	$0.00	$83,639.70	$213,206.00
		Seasonal/ASND	1003	$2,628.23	$1,274.28	$659.90		$1,934.18	$0.00	$0.00	$4,562.41	$198,726.00
		Overtime	1005	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$3,114.00
				$52,808.05	$18,004.22	$17,389.84	$0.00	$35,394.06	$0.00	$0.00	$88,202.11	$415,046.00
20	**EMS/Ambulance**	Regular Salaries	1001	$453,169.44	$152,574.50	$146,879.38		$299,453.88	$0.00	$0.00	$752,623.32	$2,075,167.00
		Seasonal/ASND	1003	$17,061.31	$2,555.89	$10,392.89		$12,948.78	$0.00	$0.00	$30,010.09	$36,405.00

Attachment: 2023-06 YTD Wage and Overtime Detail report (13486 : Year to date budget and expenditure

Prepared by Elizabeth Ward, HR Manager 6/9/2023

Dept				1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget
	Department											
		Overtime	1005	$201,596.53	$61,816.77	$67,151.49		$128,968.26	$0.00	$0.00	$330,564.79	$1,293,562.00
				$671,827.28	$216,947.16	$224,423.76	$0.00	$441,370.92	$0.00	$0.00	$1,113,198.20	$3,405,134.00
22	**Appraiser**	Regular Salaries	1001	$264,019.82	$82,993.51	$83,047.40		$166,040.91	$0.00	$0.00	$430,060.73	$1,206,442.00
		Seasonal/ASND	1003	$2,028.99	$728.16	$455.10		$1,183.26	$0.00	$0.00	$3,212.25	$15,170.00
		Overtime	1005	$499.50	$1,415.13	$179.86		$1,594.99	$0.00	$0.00	$2,094.49	$11,323.00
				$266,548.31	$85,136.80	$83,682.36	$0.00	$168,819.16	$0.00	$0.00	$435,367.47	$1,232,935.00
24	**Planning & Development**	Regular Salaries	1001	$102,754.95	$28,995.66	$28,995.66		$57,991.32	$0.00	$0.00	$160,746.27	$451,411.00
		Seasonal/ASND	1003	$645.00	$1,080.00	$1,256.25		2336.25	$0.00	$0.00	$2,981.25	$15,170.00
		Overtime	1005	$0.00	$45.71	$0.00		$45.71	$0.00	$0.00	$45.71	$950.66
				$103,399.95	$30,121.37	$30,251.91	$0.00	$60,373.28	$0.00	$0.00	$163,773.23	$467,531.66
29	**Information Tech-GIS**	Regular Salaries	1001	$134,450.88	$44,816.96	$44,816.96		$89,633.92	$0.00	$0.00	$224,084.80	$697,157.00
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$0.00	$165.24	$0.00		$165.24	$0.00	$0.00	$165.24	$7,081.15
				$134,450.88	$44,982.20	$44,816.96	$0.00	$89,799.16	$0.00	$0.00	$224,250.04	$704,238.15
30	**General-General**	Regular Salaries	1001	$0.00	0	$0.00		$0.00	$0.00		$0.00	
		Separation Payout	1005	$9,227.25	$0.00	$0.00		$0.00	$0.00	$0.00	$9,227.25	$75,000.00
				$9,227.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,227.25	$75,000.00
40	**Public Works**	Regular Salaries	1001	$755,639.18	$253,764.95	$255,511.04		$509,275.99	$0.00	$0.00	$1,264,915.17	$3,477,827.00
		Seasonal/ASND	1003	$57.04	$259.25	$160.74		$419.99	$0.00	$0.00	$477.03	$110,365.00
		Overtime	1005	$10,344.11	$876.57	$679.05		$1,555.62	$0.00	$0.00	$11,899.73	$90,716.00
				$766,040.33	$254,900.77	$256,350.83	$0.00	$511,251.60	$0.00	$0.00	$1,277,291.93	$3,678,908.00
41	**Noxious Weed**	Regular Salaries	1001	$92,981.24	$32,011.91	$32,011.89		$64,023.80	$0.00	$0.00	$157,005.04	$415,646.14
		Seasonal/ASND	1003	$0.00	0	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,026.56	$40.02	$346.81		$386.83	$0.00	$0.00	$1,413.39	$7,770.88
				$94,007.80	$32,051.93	$32,358.70	$0.00	$64,410.63	$0.00	$0.00	$158,418.43	$423,417.02
150	**Solid Waste Payroll**	Regular Salaries	1001	$43,751.70	$13,750.93	$14,182.51		$27,933.44	$0.00	$0.00	$71,685.14	$128,990.33
		Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$71,516.05
		Overtime	1005	$622.69	$0.00	$0.00		$0.00	$0.00	$0.00	$622.69	$12,788.03
				$44,374.39	$13,750.93	$14,182.51	$0.00	$27,933.44	$0.00	$0.00	$72,307.83	$213,294.41
183	**Fire District #1**	Regular Salaries	1001	$58,030.78	$19,139.57	$19,139.58		$38,279.15	$0.00	$0.00	$96,309.93	$274,896.00
		Seasonal/ASND	1003	$7,625.00	$9,506.00	$4,781.00		$14,287.00	$0.00	$0.00	$21,912.00	$58,363.00
		Overtime	1005	$14.78	$0.00	$0.00		$0.00	$0.00	$0.00	$14.78	$553.00
				$65,670.56	$28,645.57	$23,920.58	$0.00	$52,566.15	$0.00	$0.00	$118,236.71	$333,812.00
400	**Health Dept.-General**	Regular Salaries	1001	$98,898.61	$33,295.98	$30,150.66		$63,446.64	$0.00	$0.00	$162,345.25	$369,385.00
		Seasonal/ASND	1003	$5,475.62	$3,528.50	$3,671.16		$7,199.66	$0.00	$0.00	$12,675.28	$54,421.43

Attachment: 2023-06 YTD Wage and Overtime Detail report (13486 : Year to date budget and expenditure

Prepared by Elizabeth Ward, HR Manager 6/9/2023

Dept				1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2023	2023 Budget
	Department											
		Overtime	1005	$0.00	$241.34	$476.02		$717.36	$0.00	$0.00	$717.36	$1,579.79
				$104,374.23	$37,065.82	$34,297.84	$0.00	$71,363.66	$0.00	$0.00	$175,737.89	$425,386.22
410 -	**Health Dept.-Grants**	Regular Salaries	1001	$607,426.37	$199,818.24	$205,036.96		$404,855.20	$0.00	$0.00	$1,012,281.57	$2,557,401.41
		Part Time	1003	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$44,703.00
		Overtime	1005	$40.50	$356.53	$763.17		$1,119.70	$0.00	$0.00	$1,160.20	$12,717.45
				$607,466.87	$200,174.77	$205,800.13	$0.00	$405,974.90	$0.00	$0.00	$1,013,441.77	$2,614,821.86
500	**Community Corrections**	Regular Salaries	1001	$72,101.12	$23,949.65	$24,007.10		$47,956.75	$0.00	$0.00	$120,057.87	$311,345.38
	-Adult	Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00
		Overtime	1005	$1,541.35	$699.86	$690.34		$1,390.20	$0.00	$0.00	$2,931.55	$0.00
				$73,642.47	$24,649.51	$24,697.44	$0.00	$49,346.95	$0.00	$0.00	$122,989.42	$311,345.38
501	**Community Corrections**	Regular Salaries	1001	$55,511.77	$18,139.32	$18,209.52		$36,348.84	$0.00	$0.00	$91,860.61	$287,602.99
	-Juvenile	Seasonal/ASND	1003	$4,275.87	1812.99	$1,627.77		$3,440.76	$0.00	$0.00	$7,716.63	$47,645.80
		Overtime	1005	$621.25	$90.87	$509.51		$600.38	$0.00	$0.00	$1,221.63	$0.00
				$60,408.89	$20,043.18	$20,346.80	$0.00	$40,389.98	$0.00	$0.00	$100,798.87	$335,248.79
502	**Community Corrections**	Regular Salaries	1001	$12,564.44	$4,121.60	$4,121.60		$8,243.20	$0.00	$0.00	$20,807.64	
	-Youth Court	Seasonal/ASND	1003	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
		Overtime	1005	$96.60	$347.76	$135.24		$483.00	$0.00	$0.00	$579.60	$0.00
				$12,661.04	$4,469.36	$4,256.84	$0.00	$8,726.20	$0.00	$0.00	$21,387.24	$0.00
	Totals			**$4,222,024.36**	**$1,399,925.19**	**$1,214,912.05**	**$0.00**	**$2,614,837.24**	**$0.00**	**$0.00**	**$6,836,861.60**	**$19,672,646.36**
											$6,836,861.60	$19,672,646.36

Attachment: 2023-06 YTD Wage and Overtime Detail report (13486 : Year to date budget and expenditure

Prepared by Elizabeth Ward, HR Manager 6/9/2023

2023 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	$2,529,299	$532,383	$191,240	$184,689		$375,929	$0	$0	$908,312	$1,620,987	35.91%
	Clerk	$1,322,992	$274,991	$88,976	$92,325		$181,301	$0	$0	$456,292	$866,700	34.49%
	County Commissioners	$276,310	$52,164	$22,543	$17,348		$39,892	$0	$0	$92,055	$184,255	33.32%
	Admin. Svcs/Counselor	$803,003	$160,211	$53,893	$59,883		$113,776	$0	$0	$273,987	$529,016	34.12%
	Register of Deeds	$537,353	$103,195	$39,532	$33,495		$73,027	$0	$0	$176,222	$361,131	32.79%
	Treasurer	$1,386,845	$303,700	$102,099	$103,736		$205,835	$0	$0	$509,536	$877,309	36.74%
	District Court	$177,000	$35,666	$16,217	$15,671		$31,888	$0	$0	$67,554	$109,446	38.17%
1.00	Emergency Management	$311,312	$66,747	$26,489	$22,222		$48,711	$0	$0	$115,458	$195,854	37.09%
	Coroner	$117,000	$22,927	$19,695	$13,430		$33,125	$0	$0	$56,052	$60,948	47.91%
	Juvenile Detention	$101,650	$17,409	$17,409	$0		$17,409	$0	$0	$34,818	$66,832	34.25%
	Fair	$110,500	$10,269	$4,296	$52		$4,347	$0	$0	$14,617	$95,883	13.23%
1.00	Museum	$466,472	$105,974	$35,260	$35,286		$70,546	$0	$0	$176,520	$289,952	37.84%
	Election	$732,394	$96,945	$26,435	$107,175		$133,610	$0	$0	$230,554	$501,840	31.48%
	Ambulance	$5,393,865	$1,039,159	$331,932	$351,286		$683,219	$0	$0	$1,722,378	$3,671,487	31.93%
	Appraiser	$1,878,456	$386,705	$121,182	$130,179		$251,361	$0	$0	$638,065	$1,240,391	33.97%
	Planning & Development	$707,392	$168,004	$41,199	$41,544		$82,743	$0	$0	$250,747	$456,645	35.45%
	Budget Appropriations	$1,877,098	$859,499	$0	$0		$0	$0	$0	$859,499	$1,017,599	45.79%
	Insurance	$811,218	$254,210	-$164	-$6,027		-$6,192	$0	$0	$248,018	$563,200	30.57%
	Information Systems	$1,753,072	$281,193	$74,838	$70,191		$145,030	$0	$0	$426,223	$1,326,849	24.31%
	County General-General	$10,369,446	$302,683	$82,046	$100,794		$182,840	$0	$0	$485,524	$9,883,922	4.68%
	Public Works	$9,098,647	$1,406,511	$632,362	$654,930		$1,287,293	$0	$0	$2,693,804	$6,404,843	29.61%
	Noxious Weed	$833,997	$182,800	$97,572	$43,701		$141,273	$0	$0	$324,073	$509,924	38.86%
	Juvenile Supervision	$1,400	$0	$0	$0		$0	$0	$0	$0	$1,400	0.00%
	Payroll Clearing	$0	$0	$0	$0		$0	$0	$0	$0	$0	0.00%
	General Fund Transfers	$3,368,922	$3,368,922	$0			$0	$0	$0	$3,368,922	$0	100.00%
	County General subtotal	$44,965,643	$10,032,268	$2,025,052	$2,071,911	$0	$4,096,963	$0	$0	$14,129,231	$30,836,412	31.42%
	Less Budget Stabilization	$3,050,000										
	General Fund w/out Budget Stabilization	$41,915,643										

Prepared by: Darell Edie
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

2023 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	$5,321,818	$1,295,689	$426,435	$424,468		$850,903	$0	$0	$2,146,592	$3,175,226	40.34%
	Disaster Fund #3	$7,112,736	$206	$85	$1,015		$1,100	$0	$0	$1,306	$7,111,430	0.02%
	EMS Grants #52	$5,356	$833	$0	$0		$0	$0	$0	$833	$4,523	15.55%
	Register of Deeds Tech Fund #106	$166,459	$1,752	$20,979	750.00		$21,729	$0	$0	$23,481	$142,978	14.11%
	Clerk's Tech Fund #107	$163,713	$0	$0	$0		$0	$0	$0	$0	$163,713	0.00%
	Treasurer's Tech Fund #108	$88,985	$0	$0	$0		$0	$0	$0	$0	$88,985	0.00%
	War Memorial #112	$11,370	$0	$0	$0		$0	$0	$0	$0	$11,370	0.00%
	County Auction #118	$238,637	$589	$58	$204		$261	$0	$0	$851	$237,786	0.36%
	P.A.T.F #128	$0	$0	$0	$0		$0	$0	$0	$0	$0	0.00%
	Motor Vehicle Operations #130	$381,700	$4,323	$8,589	$10,261		$18,850	$0	$0	$23,173	$358,527	6.07%
	Special Alcohol Programs #132	$7,883	$5,325	$0	$0		$0	$0	$0	$5,325	$2,558	67.55%
2.00	Community Corrections #144	$1,180,778	$273,158	$80,893	$82,502		$163,395	$0	$0	$436,553	$744,225	36.97%
	Capital Improvements Fund #145	$7,987,210	$340,614	$466,438	$11,539		$477,977	$0	$0	$818,592	$7,168,618	10.25%
	Economic Development #146	$472,636	$84,052	$1,000	$0		$1,000	$0	$0	$85,052	$387,584	18.00%
	Emergency 911 #148	$907,952	$176,295	$7,591	$6,271		$13,862	$0	$0	$190,157	$717,795	20.94%
	Solid Waste #150	$2,700,393	$472,540	$228,375	$225,812		$454,187	$0	$0	$926,727	$1,773,666	34.32%
	County Building #152	$393,000	$72,211	$65,361	$48,445		$113,806	$0	$0	$186,017	$206,983	47.33%
	Road & Bridge Capital Projects #157	$3,736,590	$0	$0	$2,900		$2,900	$0	$0	$2,900	$3,733,690	0.08%
	RCPD Operations #173	$5,362,913	$1,400,594	$1,365,584	$45,820		$1,411,404	$0	$0	$2,811,998	$2,550,915	52.43%
	Landfill Closure #180	$56,143	$1,341	$612	$1,543		$2,154	$0	$0	$3,495	$52,648	6.23%
	Bond & Interest # 181	$545,592	$33,644	$99,535	$0		$99,535	$0	$0	$133,179	$412,413	24.41%
	Riley Co Fire Dist #1 #183	$1,258,295	$227,309	$120,423	$69,354		$189,778	$0	$0	$417,087	$841,208	33.15%
	Riley Co Fire Dist Cap Out #184	$412,666	$0	$0	$0		$0	$0	$0	$0	$412,666	0.00%
	Fire Station Projects #185	$1,014,000	$0	$0	$0		$0	$0	$0	$0	$1,014,000	0.00%
	Keats Capital Project #236	$0	$0	$0	$0		$0	$0	$0	$0	$0	0.00%
	Exp of Univ Park/Lakeside Heights #235	$0	$0	$0	$0		$0	$0	$0	$0	$0	0.00%

Prepared by: Darell Edie
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

2023 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
	University Park W&S #230	$164,165	$13,881	$6,084	$10,897		$16,981	$0	$0	$30,861	$133,304	18.80%
	Univ Park W/S Reserve #284	$141,624	$0	$0	$0		$0	$0	$0	$0	$141,624	0.00%
	Hunters Island Water #238	$31,335	$3,247	$1,365	$3,442		$4,808	$0	$0	$8,055	$23,280	25.71%
	Hunters Island Reserve #241	$10,123	$0	$0	$0		$0	$0	$0	$0	$10,123	0.00%
	Carson Sewer Operations #239	$64,083	$1,636	$948	$1,143		$2,090	$0	$0	$3,726	$60,357	5.81%
	Carson Sewer Reserve #237	$71,533	$0	$0	$0		$0	$0	$0	$0	$71,533	0.00%
	Deep Creek Sewer #242	$15,334	$513	$184	$544		$727	$0	$0	$1,240	$14,094	8.09%
	Deep Creek Reserve #243	$26,056	$0	$0	$0		$0	$0	$0	$0	$26,056	0.00%
	Moehlman Bottoms #244	$18,462	$978	$622	$1,222		$1,844	$0	$0	$2,823	$15,639	15.29%
	Moehlman Bottoms Reserve #245	$7,353	$0	$0	$0		$0	$0	$0	$0	$7,353	0.00%
	Terra Hts Sewer #252	$47,229	$1,986	$436	$1,123		$1,559	$0	$0	$3,545	$43,684	7.51%
	Terra Hts Sinking #254	$85,216	$0	$0	$0		$0	$0	$0	$0	$85,216	0.00%
	Konza Water Operations #256	$109,703	$7,433	$3,636	$7,517		$11,152	$0	$0	$18,586	$91,117	16.94%
	Konza Water Reserve #257	$164,327	$0	$0	$0		$0	$0	$0	$0	$164,327	0.00%
	Valleywood Cap Reserve #282	$94,740	$0	$0	$0		$0	$0	$0	$0	$94,740	0.00%
	Valleywood Operations #248	$42,015	$333	$95	$665		$760	$0	$0	$1,093	$40,922	2.60%
	Mertz/McGehee Drainage #322	$6,183	$0	$0	$0		$0	$0	$0	$0	$6,183	0.00%
	Lakeside Heights Sewer #285	$2,500	$71	$2	$78		$81	$0	$0	$152	$2,348	6.08%
	Lakeside Heights Sewer Capital #286	$5,759	$0	$0	$0		$0	$0	$0	$0	$5,759	0.00%
		$40,634,565	$4,420,554	$2,905,329	$957,515	$0	$3,862,844	$0	$0	$8,283,398	$32,351,167	
	Total including General Fund	$85,600,208	$14,452,823	$4,930,380	$3,029,426	$0	$7,959,807	$0	$0	$22,412,629	$63,187,579	

Prepared by: Darell Edie
Budget and Finance Officer

1) Partially Grant Funded
2) Fully Grant Funded

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

2023 COUNTY GENERAL-GENERAL

% of Year: 41.7
%

COUNTY GENERAL-GENERAL		BUDGET	JAN EXP.	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	$87,883	$0	**$9,636**	$0	$0		**$0**	**$0**	**$0**	$9,636	$78,247	10.96%
Contractual	2000	$1,292,150	$88,470	**$292,801**	$81,798	$100,317		**$182,115**	**$0**	**$0**	$474,916	$817,234	36.75%
Commodities	3000	$2,500	$0	**$247**	$248	$972		**$1,220**	**$0**	**$0**	$1,467	$1,033	58.68%
Misc-Budget Stabilization		$3,050,000	$0	**$0**	$0	$0		**$0**	**$0**	**$0**	$0	$3,050,000	0.00%
Capital Outlay	4000	$2,508,389	$0	**$0**	$0	$0		**$0**	**$0**	**$0**	$0	$2,508,389	0.00%
Transfers Out	604	$3,428,524	$0	**$0**	$0	$0		**$0**	**$0**	**$0**	$0	$3,428,524	0.00%
Grand Total		$10,369,446	$88,470	$302,683	$82,046	$101,289	$0	$183,335	$0	$0	$486,019	$9,883,427	4.69%

Other Expense Totals	**Year-To-Date**	**Budget**
Indigent Attorney	$166,909	$400,550
Incidentals:		
Postage	$72	
Computer Software	$0	
Mileage	$492	
Copies	$0	
Misc Fees	$2,445	
Meals	$0	
	$3,009	
Base Panel fees	$0	
Off Panel	$166,909	

Prepared by: Darell Edie
Budget and Finance Officer

6/5/2023

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	May 2022	May 2023	May DIFFERENCE	YEAR-TO-DATE THRU May 2022	YEAR-TO-DATE THRU May 2023	Y-T-D DIFFERENCE	2023 BUDGET
Attorney	$145,233	$184,689	$39,456	$710,287	$723,623	$13,336	$2,529,299
Clerk	$76,363	$92,325	$15,962	$365,141	$363,967	-$1,174	$1,322,992
County Commissioners	$14,573	$17,348	$2,775	$79,773	$74,707	-$5,066	$276,310
Admin. Svcs/Counselor	$45,132	$59,883	$14,751	$223,645	$214,104	-$9,541	$803,003
Register of Deeds	$31,495	$33,495	$2,000	$170,345	$142,727	-$27,618	$537,353
Treasurer	$66,198	$103,736	$37,538	$325,723	$405,799	$80,076	$1,386,845
District Court	$12,643	$15,671	$3,028	$70,927	$51,882	-$19,045	$177,000
Emergency Management	$17,263	$22,222	$4,959	$91,589	$93,236	$1,647	$311,312
Coroner	$6,694	$13,430	$6,736	$31,468	$42,622	$11,154	$117,000
Juvenile Detention	$0	$0	$0	$22,074	$34,818	$12,744	$101,650
Fair	$18,866	$52	-$18,814	$32,284	$14,565	-$17,719	$110,500
Museum	$24,388	$35,286	$10,898	$113,392	$141,234	$27,842	$466,472
Election	$26,071	$107,175	$81,104	$196,915	$123,380	-$73,535	$732,394
Ambulance	$272,741	$351,286	$78,545	$1,349,659	$1,371,092	$21,433	$5,393,865
Appraiser	$106,567	$130,179	$23,612	$554,321	$507,887	-$46,434	$1,878,456
Planning & Development	$43,671	$41,544	-$2,127	$214,628	$209,203	-$5,425	$707,392
Budget Appropriations	$0	$0	$0	$817,851	$859,499	$41,648	$1,877,098
Insurance	-$6,222	-$6,027	$195	$268,398	$254,046	-$14,352	$811,218
Information Systems/GIS	$101,205	$70,191	-$31,014	$457,929	$356,032	-$101,897	$1,753,072
County General-General	$77,159	$100,794	$23,635	$377,059	$384,730	$7,671	$6,612,038
Public Works	$545,882	$654,930	$109,048	$2,265,864	$2,038,873	-$226,991	$9,098,647
Noxious Weed	$46,531	$43,701	-$2,830	$279,215	$280,372	$1,157	$833,997
General Fund	$1,672,453	$2,071,911	$399,458	$9,018,487	$8,688,398	-$330,089	$37,837,913

Prepared By: Darell Edie
Budget and Finance Officer

6/5/2023

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	May 2022	May 2023	May DIFFERENCE	YEAR-TO-DATE THRU May 2022	YEAR-TO-DATE THRU May 2023	Y-T-D DIFFERENCE	2023 BUDGET
Health Department	$379,119	$424,468	$45,349	$1,823,028	$1,722,124	-$100,904	$5,321,818
Disaster Fund	$1,862	$1,015	-$847	$0	$291	$291	$7,112,736
EMS Grants Fund	$0	$0	$0	$53	$833	$780	$5,356
Register of Deeds Tech Fund	$15,917	$750	-$15,167	$28,855	$22,731	-$6,124	$166,459
Clerk's Tech Fund	$0	$0	$0	$0	$0	$0	$163,713
Treasurer's Tech Fund	$0	$0	$0	$0	$0	$0	$88,985
War Memorial	$0	$0	$0	$0	$0	$0	$11,370
County Auction	$656	$204	-$452	$1,440	$647	-$793	$318,637
P.A.T.F	$0	$0	$0	$0	$0	$0	$0
Motor Vehicle Operations	$71,237	$10,261	-$60,976	$171,838	$12,912	-$158,926	$381,700
Special Alcohol Programs	$0	$0	$0	$0	$5,325	$5,325	$7,883
Community Corrections	$70,023	$82,502	$12,479	$362,863	$354,051	-$8,812	$1,180,778
Capital Improvements Fund	$9,035	$11,539	$2,504	$350,315	$807,053	$456,738	$7,987,210
Economic Development	$0	$0	$0	$82,394	$85,052	$2,658	$472,636
Emergency 911	$7,820	$6,271	-$1,549	$164,041	$183,885	$19,844	$907,952
Solid Waste	$218,237	$225,812	$7,575	$831,465	$700,915	-$130,550	$2,700,393
County Building	$15,898	$48,445	$32,547	$85,240	$137,572	$52,332	$393,000
Road & Bridge Capital Projects	$10,458	$2,900	-$7,558	$28,671	$0	-$28,671	$3,736,590
RCPD Operations	$17,594	$45,820	$28,226	$2,392,241	$2,766,177	$373,936	$5,362,913
Landfill Closure	$665	$1,543	$878	$3,232	$1,953	-$1,279	$56,143
Bond & Interest	$0	$0	$0	$37,909	$133,179	$95,270	$545,592
Riley Co Fire Dist #1	$99,922	$69,354	-$30,568	$431,451	$347,732	-$83,719	$1,258,295
Riley Co Fire Dist Cap Ou	$0	$0	$0	$86,006	$0	-$86,006	$412,666

Prepared By: Darell Edie
Budget and Finance Officer

6/5/2023

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	May 2022	May 2023	May DIFFERENCE	YEAR-TO-DATE THRU May 2022	YEAR-TO-DATE THRU May 2023	Y-T-D DIFFERENCE	2023 BUDGET
Fire Station Projects	$0	$0	$0	$150	$0	-$150	$1,014,000
University Park W&S	$8,298	$0	-$8,298	$29,772	$19,964	-$9,808	$164,165
University Park Sewer Cap	$0	$0	$0	$0	$0	$0	$0
Keats Capital Project	$0	$0	$0	$0	$0	$0	$0
Exp of Univ Park/Lakeside Heights	$0	$0	$0	$0	$0	$0	$0
Univ Park W/S Reserve	$0	$10,897	$10,897	$0	$0	$0	$141,624
Hunters Island Water	$2,609	$3,442	$833	$10,271	$4,613	-$5,658	$31,335
Hunters Island Reserve	$0	$0	$0	$0	$0	$0	$10,123
Carson Sewer Operations	$868	$1,143	$275	$4,956	$2,583	-$2,373	$64,083
Carson Sewer Reserve	$0	$0	$0	$0	$0	$0	$71,533
Deep Creek Sewer	$881	$544	-$337	$2,671	$696	-$1,975	$15,334
Deep Creek Reserve	$0	$0	$0	$9,146	$0	-$9,146	$26,056
Moehlman Bottoms	$655	$1,222	$567	$2,652	$1,601	-$1,052	$18,462
Moehlman Botoms Reserve	$0	$0	$0	$0	$0	$0	$7,353
Terra Hts Sewer	$779	$1,123	$344	$4,752	$2,422	-$2,330	$47,229
Terra Hts Sinking	$1,000	$0	-$1,000	$2,809	$0	-$2,809	$85,216
Konza Water Operations	$6,076	$7,517	$1,441	$19,954	$11,069	-$8,885	$109,703
Konza Water Reserve	$0	$0	$0	$815	$0	-$815	$164,327
Valleywood Cap Reserve	$0	$0	$0	$0	$0	$0	$94,740
Valleywood Operations	$250	$665	$415	$774	$428	-$346	$42,015
Mertz/McGehee Drainage	$0	$0	$0	$0	$0	$0	$6,183
Lakeside Heights Sewer	$36	$78	$42	$181	$73	-$108	$2,500
Lakeside Heights Sewer Cap	$0	$0	$0	$0	$0	$0	$5,759
Total Including General Fund	$2,612,348	$3,029,426	$417,078	$15,988,432	$16,014,281	$25,849	$78,552,478

Prepared By: Darell Edie
Budget and Finance Officer

6/5/2023

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
2023 YTD EXPENSES

	BUDGET	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	**$165,000**	$17,456	$16,162	$16,162	**$49,781**	16,219.26	$27,467		**$43,687**	**$0**	**$0**	**$93,468**	**$71,532**
Laboratory	**$0**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Hospital	**$10,000**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$10,000**
Advertising/Legal	**$0**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Prescriptions/ Medical Supplies	**$1,000**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$1,000**
Bldg Maintenance	**$100,000**	$1,200	$3,886	$2,235	**$7,321**	7,700.32	$17,418		**$25,118**	**$0**	**$0**	**$32,439**	**$67,561**
Land Rental/Lease	**$0**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Office Supplies	**$500**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$500**
Office Space Rental	**$10,500**	$900	$900	$900	**$2,700**	900.00	$900		**$1,800**	**$0**	**$0**	**$4,500**	**$6,000**
Juvenile Transport	**$6,000**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$6,000**
Water, Electric	**$15,000**	$32	$0	$32	**$64**	35.00	$35		**$70**	**$0**	**$0**	**$134**	**$14,866**
Storm Drainage	**$2,000**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$2,000**
Other Commodities/Contractual	**$0**	$0	$0	$0	**$0**	0.00	$0		**$0**	**$0**	**$0**	**$0**	**$0**
Budget Appropriation	**$5,362,913**	$1,340,728	$0	$0	**$1,340,728**	1,340,729	$0		**$1,340,729**	**$0**	**$0**	**$2,681,457**	**$2,681,456**
TOTAL	**$5,672,913**	**$1,360,316**	**$20,948**	**$19,330**	**$1,400,594**	**$1,365,584**	**$45,820**	**$0**	**$1,411,404**	**$0**	**$0**	**$2,811,998**	**$2,860,915**

Prepared By:Darell Edie
Budget and Finance Officer

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2016 - 12/31/2023

	2016	2017	2018	2019	2020	2021	2022	2023	Total
Dental	$131	$0	$0	$0	$0	$0	$0	$0	**$131**
Physician	$134,751	$113,307	$136,454	$145,388	$163,648	$191,373	$206,854	$93,468	**$1,185,242**
Laboratory	$69	$0	$0	$0	$0	$0	$0	$0	**$69**
Hospital	$3,323	$0	$500	$0	$0	$0	$0	$0	**$3,823**
Advertising/Legal	$0	$210	$473	$0	$0	$0	$0	$0	**$683**
Prescriptions	$15	$391	$0	$0	$0	$0	$0	$0	**$406**
Bldg Maintenance	$97,115	$106,071	$51,596	$88,000	$103,569	$71,043	$60,486	$32,439	**$610,319**
Land Rental/Lease	$1,216	$0	$2,480	$1,272	$0	$0	$0	$0	**$4,969**
Office Supplies	$125	$251	$0	$125	$0	$0	$0	$0	**$501**
Office Space Rental	$10,225	$10,200	$10,200	$10,525	$9,625	$10,500	$10,500	$4,500	**$76,275**
Juvenile Transport	$9,313	$10,749	$3,001	$3,735	$2,144	$152	$237	$0	**$29,332**
Water, Electric	$0	$0	$0	$0	$252	$444	$352	$134	**$1,182**
Storm Drainage	$1,917	$1,826	$1,958	$203	$0	$0	$0	$0	**$5,904**
Other Commodities/Contractual	$0	$0	$400,000	$8,091	$693,906	$91,239	$21,447	$0	**$1,214,683**
Budget Appropriation	$3,946,560	$4,055,796	$4,134,000	$4,291,380	$4,420,348	$4,391,746	$4,597,175	$2,681,457	**$29,837,005**
Total	**$4,204,762**	**$4,298,801**	**$4,740,663**	**$4,548,719**	**$5,393,492**	**$4,756,498**	**$4,897,050**	**$2,811,998**	**$32,970,525**

Prepared by: Darell Edie
Budget and Finance Officer

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2023 $31,000 POOL

	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	$0			**$0**				**$0**	**$0**	**$0**	**$0**
Physician	$0			**$0**		$3,711		**$3,711**	**$0**	**$0**	**$3,711**
Laboratory	$0			**$0**	45.00			**$45**	**$0**	**$0**	**$45**
Hospital	$0			**$0**				**$0**	**$0**	**$0**	**$0**
Prescriptions	$309		$1,729	**$2,039**	1,382.20	$496		**$1,878**	**$0**	**$0**	**$3,917**
Supplies	$0			**$0**				**$0**	**$0**	**$0**	**$0**
TOTAL	**$309**	**$0**	**$1,729**	**$2,039**	**$1,427**	**$4,207**	**$0**	**$5,634**	**$0**	**$0**	**$7,673**
Savings from Medicaid Rate	$0			**$0**				**$0**	**$0**	**$0**	**$0**
$31,000 Pool Balance	**$30,691**	**$30,691**	**$28,961**	**$28,961**	**$27,534**	**$23,327**	**$23,327**	**$17,693**	**$17,693**	**$17,693**	**$17,693**

Quarterly ADP: (Contract)											
County Inmate (72 base census)	102	109	115	326	117.5	113					
Non-County Inmate (0 base census)	0	0	0	0	0	0					
Billing Adjustments for prior years	$0	$0	$0	**$0**	$0	$0	$0	**$0**	**$0**	**$0**	**$0**

Attachment: Financial reports 2023 May (13486 : Year to date budget and expenditure reports)

MUSEUM
Staff Update

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

STAFF REPORT

FROM: **Katharine Hensler, RCHM Director**

MEETING: **June 12, 2023**

SUBJECT: **Museum Staff Report**

PRESENTER: **Katharine Hensler, RCHM Director**

Riley County Historical Museum - Director's Report

June 12, 2023

1. Visitation and Tours - In the month of May, there were 227 visitors to the Museum and 139 to the Goodnow House, 27 at the Wolf House Museum, and 113 to the Pioneer Log Cabin.

   Volunteer hours for the month totaled 77.75 hours and were generated by 13 volunteers. Our RCHS Board of Directors contributed an additional minimum of 43.5 hours. The Museum also had one community service worker in May who assisted with outdoor cleanup of the site with 10 hours.

2. Education and Outreach - May was a busy month for the team as we continued to host field trips at the Museum and Goodnow House. 37 students/teachers from Bluemont Elementary and 45 students/teacher from Lee Elementary visited. Staff and volunteers assisted with these programs which included tours of the buildings and a trivia game for the kids. The Riley County Historical Society provides grant funding to the classes to offset the cost of bus transportation to our field trip locations.

   Curator Highsmith, Director Hensler, and three volunteers staffed a booth at the annual Flint Hills Festival at Blue Earth Plaza on Saturday, May 6. Over 5,500 attended the event, which provided an excellent outreach opportunity for the Museum. Our exhibit featured a history of Kansas quilts, Victorian hair art, and hands-on activities of quilt pattern puzzles and make your own Victorian calling cards.

On May 9, Curator Highsmith and Director Hensler provided the first Fireside Chat in collaboration with Flight Crew Coffee. The topic of discussion was Seldon B. Lard, an early Riley County Sheriff killed in the line of duty in Leonardville on October 20, 1897. 27 guests attended and the Museum received very positive feedback on the new program. Due to inclement weather that evening, we learned that quite a few people were unable to make the presentation so the team has decided to continue their research on the story and offer additional speaking programs on the topic in the future.

The May 15 KMAN In-Focus segment was about the same topic presented by Curator Highsmith and Director Hensler. We invited Charlene Brownson of the Riley County Genealogical Society as a guest speaker to provide information on the upcoming Genealogy and History Fair set for August 19.

Curator Highsmith authored an article for the Riley County Genealogical Society's publication, Kansas Kin, May 2023 edition, titled, "Tips on Preserving History- Installment 2: Sharing Your Findings."

A new exhibit has been installed in the County Office Building case titled, "Summer Baseball in Manhattan." The exhibit features a short history of the sport in our community and centers around the civic baseball leagues established for youth. The Museum has brought out some of their artifacts for display which include a woolen uniform and cap, baseball glove, a bat, score cards, and collectable cards. Please stop by and see the exhibit while it is up. It is free and in a publicly accessible area just outside of the Clerk's Office.

Curator Highsmith is also working on a new temporary exhibit at the Museum to replace the "Votes for Women," which has been up since 2020. The new exhibit, "Faces of Innovation: Medical Pioneers of Riley County," will open to the public on July 1. *"From its pioneer days to modern times, Kansas has served as a bastion of innovation in various fields due to its geographic location and the strong-willed residents who have called it home. Regarding medicine, prolific doctors and surgeons such as Dr. E.L. Pattee, Dr. William Clarkson, and Dr. Belle Little operated state-of-the-art facilities which implemented novel treatments that greatly benefited life in the Flint Hills. By focusing on the accomplishments of these professionals, the exhibit will also highlight early ambulances, door-to-door wellness checks, and responses to past pandemics such as the Flu of 1918."* Admission to the RCHM and our exhibits is always free.

At the same time, Highsmith is working to update the content on the permanent exhibit's section known as "The Land and the People." This section is about Riley County's Indigenous People. This section is currently under restoration and will reopen on or before July 1.

3. Collections - In the month of May, seven donations of items came into the Museum. Amongst those donations, 84 individual items were included. Curator Munger was able to process 15 backlogged collections which totaled 70 individual items. Of those, 16 were accessioned and added to the Museum collection. The Museum accepted one temporary loan - a collection of negatives - which will be digitized and returned to the donor.

   Curator Munger assisted with the field trips at the Museum and Goodnow House through preparation, set up, logistics, group rotations, and cleaning afterward.

Munger has been working with Marla Day and Heather Bigwood, both of the KSU Costume and Textile Museum in preparation for the June 20 RCHS Quarterly Meeting titled, "Sunbonnets and Calico: Clothing of the Kansas Frontier." The Museum will be providing a few artifacts for exhibit during this program. Bigwood and RCHM Assistant, Derrick Doty will be providing a demonstration of clothing items and accessories popular on frontier Kansas from 1830s-1860s.

4. Archives and Library - Curator Glasglow managed 12 new incoming patron requests for the public and 3 requests for research support internally from both Museum staff and County employees in the month of May. There were 5 appointments made to use the research library and 2 walk-in patrons. She continues to follow up with outstanding requests submitted previously.

5. Building and Grounds - No items of note concerning the RCHM's buildings and grounds. The team will be cleaning out more of the storage spaces on-site which will include going though the education collection and the Dallas Gallery. As of July 1, the Dallas Gallery will be cleared out and made available for internal and institutional meetings, Museum Trustee meetings, and RCHS Board of Director meetings. Moving forward, the Dallas Gallery will no longer be used as exhibit or storage space, but will be utilized as meeting and educational programming space. This space has not been functional for these purposes since 2020.

6. Special Projects - The Goodnow Interpretive Kitchen Garden was plowed and prepared by Extension Master Gardener Jim Crawford, through coordination by Gregg Eyestone. Thank you! The garden was planted on the evening of June 6 by Derrick Doty, Director Hensler, and 5 additional volunteers coordinated by Doty. More volunteers are needed to support the maintenance and programming of the garden, but we are excited to watch this project develop. Further conversations will take place to develop and present relevant educational programs.

7. RCHS - The Riley County Historical Society Board of Directors will hold their last board meeting on June 14 before going on administrative break during the months of July and August. Regular board meetings will resume in September, 2023.

8. Upcoming Events - Fireside Chat with the Museum on Tuesday, June 13 at 5:30pm. The presenters will be Kevin Larson and Director Hensler. The topic will be "Lost Communities of Riley County." (at Flight Crew Coffee); Free and open to the public.

   RCHS Quarterly Meeting with Marla Day: "Sunbonnets and Calico: Clothing of the Kansas Frontier," Tuesday, June 20 at 7pm (at the Manhattan Public Library); Free and open to the public.

   New Temporary Exhibit Opening, "Faces of Innovation: Medical Pioneers of Riley County," opens on Saturday, July 1 (at the Riley County Historical Museum), regular hours 2-5pm; Free and open to the public.

   Lemonade on the Lawn on Tuesday, July 11 at 10am (at the Goodnow House State Historic Site), An event for current and potential volunteers; free.

   Quarterly meeting of the RCHM Board of Trustees. Tuesday, July 18 at 4pm (at the Riley County Historical Museum's Dallas Gallery).

   Genealogy and History Fair on Saturday, August 19 from 10am-4pm (at Pottorf Hall, CICO Park); Free and open to the public.

Enclosures:

PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: **John Ellermann, Public Works Director**

MEETING: **June 12, 2023**

SUBJECT: **Public Works Project Update**

PRESENTER: **John Ellermann**

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 061223 Project Update (PDF)
- Location Map (PDF)

Project Update

Public Works Department

6/12/2023

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds.
- Looking for grants and property for lagoons

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Bid documents and bid date

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021
- Considered Historic by State Historic Preservation Office
- SHPO approval of documentation of bridge – No letter from them yet

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Office check plans and permits.

Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Bid opening June 5th. Ebert low bid.

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Bid opening June 5th. Reece low bid

Attachment: 061223 Project Update (13494 : Public Works Project Update)

Parks:

- 2nd Application for weeds on football fields.
- Work on landscape beds.
- Planted annuals in flagpole area at Keats Park. Buffalo grass planted soon.
- Mowing
- Storage container with fair equipment relocated behind Wreath Hall

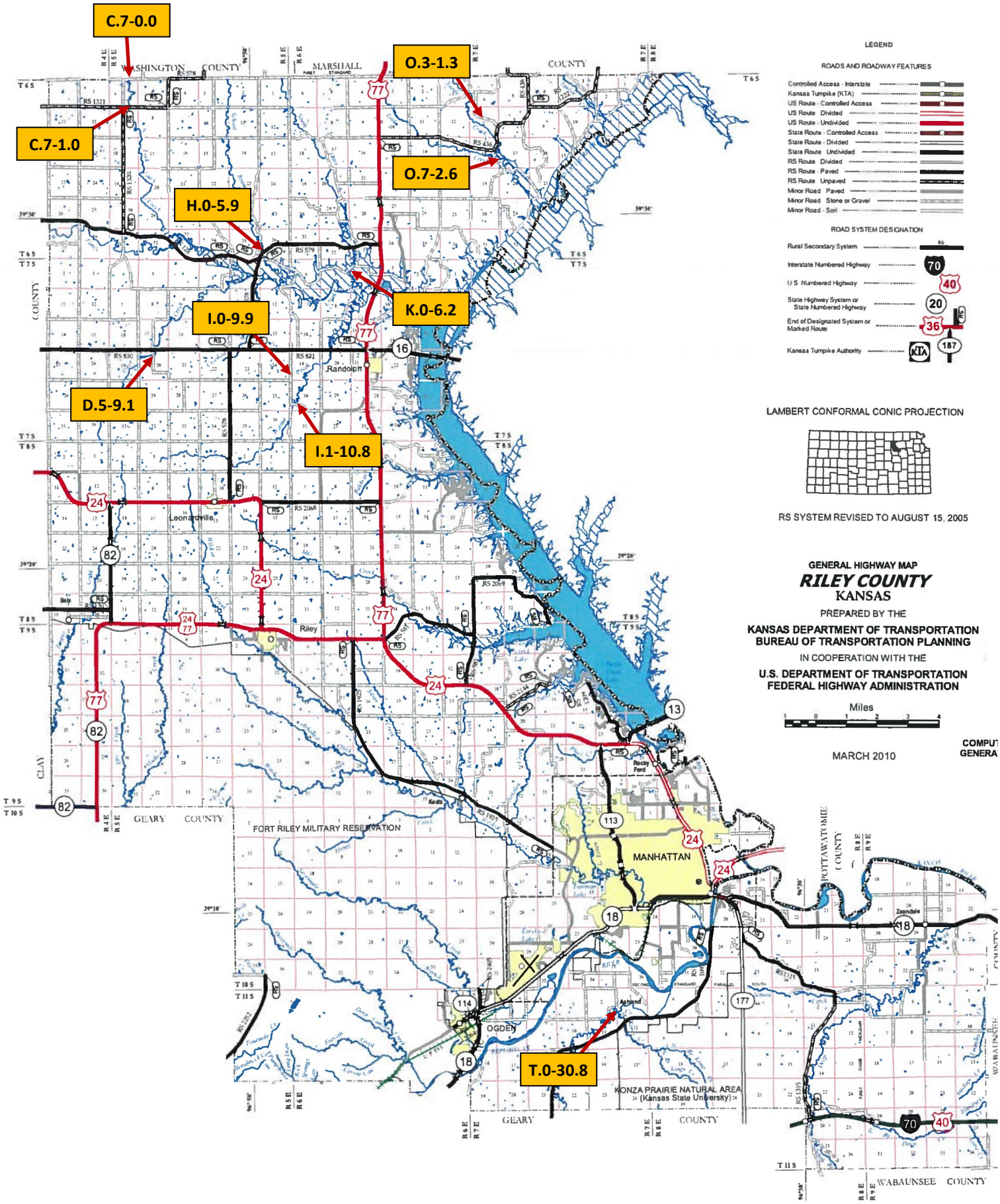
Operations:

- Patching work in preparation for the Asphalt Overlay Project is complete.
- Schilling has not started overlay.
- Gravel road maintenance.
- Dust control - still waiting on supplier's schedule.
- Lasita Rd culvert project is scheduled to start June 20th. 5-days.
- Concrete work and patching at HHW
-

Miscellaneous

- Dump Trucks: Hopefully soon
- RCPS Headquarters Station –Working through scoping changes.
- North County Station – Schultz Construction. Site work started and footings poured.
- University Park Lagoon Project-Lagoon size determined. Land search has begun. Continue to work on grant and funding applications.
- Open Positions: Purchasing Agent, Seasonals
- Working with Clancy to get a Transfer Station contract with Hamm. Lithium-Ion batteries and unacceptable waste have been the biggest hurdle.
- Parking lot agreement for Wildcat Park.
- Tuttle Cove Rd r/w vacation – Public Hearing June 26th @ 9:15

Attachment: 061223 Project Update (13494 : Public Works Project Update)



Attachment: Location Map (13494 : Public Works Project Update)

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 12, 2023**

SUBJECT: **Pending County Projects County Counselor**

PRESENTER: **Clancy Holeman**

Enclosures:
- FINAL Commission List 06.12.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ January, 2023 and through June 7, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department's staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities' sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarrax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from

Attachment: FINAL Commission List 06.12.2023 (13498 : Clancy's Commission List)

insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23**.** Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23;4-10-23; 4-11-23;4-12-23*)* Attend and participate in BOCC public meetings (4-13-23;4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23) ***)*** Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed "Interlocal Services Agreement" (Small Cities Sales Tax Reimbursement Agreement).(4-26-23) Attend and participate in previously described "Teams" meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23***)*** Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming 'field trip' by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a "fence view." Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a "fence view." I'll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue.(5-21-23) Work on scheduling future executive session. (5-22-23) ***Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden "Interlocal Service Agreement"—fourth of those agreements presented to our 4 "small cities". Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of "Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23)***

"Constitutional Protection of County Home Rule":

County Counselors Association of Kansas:

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

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

Attachment: FINAL Commission List 06.12.2023 (13498 : Clancy's Commission List)

Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

"Dark Store":

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

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is "listed" as a "historic site," there are state law restrictions applicable whenever a "project" is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court's ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) ***Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23)***

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

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in

Attachment: FINAL Commission List 06.12.2023 (13498 : Clancy's Commission List)

support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 ('competition' and a host of other legislative issues. (4-27-23)

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

Legislation:

National Opioid Litigation Settlement: Notice of Deadline to "opt in" to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding "opt in" to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this

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matter state-wide. (4-6-23) Submit electronically our "opt in" to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that "opt in" accomplished. (4-14-23)

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

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

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

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. <u>Projects by Department</u>:

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

Riley County Appraiser's Office: Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23)

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

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) ***Discuss contract issue. (6-2-23)***

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

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

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teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of ne4w fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Riley County GIS: ***Assist with provision of "shapefile" requested by company. Communicate with company representative and GIS staff. (6-5-23;6-6-23)***

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

Riley County Historical Museum:

Riley County Human Resources: (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23;4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Asist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23)

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Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23)

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22) ***Follow up on "shapefile" request from company. (6-5-23)***

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

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23)

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss \benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) ***Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23)***

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

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Riley County Public Works: Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (310-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station

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operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup . (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) ***Communicate with Staff on completion of review of contract issue. (5-19-23***) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) ***Continue work on lease issue.(5-24-23; 6-6-23)***

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

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

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

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

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

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22;12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; "Practical Law" updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff.(4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23)

Attachment: FINAL Commission List 06.12.2023 (13498 : Clancy's Commission List)

Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) ***Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23)***

Continuing Legal Education:

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

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

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

Kansas Association of Counties:

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

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

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

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