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

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2025 Equipment & Vehicle Internet Auction
4. Amendment No. 1 Biennial Bridge Inspection Services Contract
5. US-24 Corridor Management Study Memorandum of Understanding & Funding Agreement
6. Sign a Tax Roll Corrections

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jun 12, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM **Shilo Heger, Treasurer**

10. May 2025 Revenue Reporting - Riley County Treasurer

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

11. Staff Update
12. Outside Agency Request

9:30 AM **Press Conference**

13. United Way Recognition - Tara Claussen (5 minutes)

9:35 AM **Jacob Hansen, Interim County Counselor**

14. Administrative Work Session
15. Pending County Projects County Counselor
16. Resolution Controlling the Sale & Use of Fireworks in Riley County, Kansas, Outside the Corporate Limits of Any City

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

17. Law Board Meeting Agenda

Adjournment

Announcement

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

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

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

PUBLIC WORKS
Auction

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

COMMISSION AGENDA REPORT

FROM: **Andrea Rose Administrative Assistant II**

MEETING: **June 16, 2025**

SUBJECT: **2025 Equipment & Vehicle Internet Auction**

PRESENTER: **Alvin Perez, Operations Manager**

BACKGROUND

Periodically the county conducts a public auction to dispose of excess County property. We currently have vehicles and equipment stored at the Public Works facility that are no longer usable by Riley County. All items have been inventoried and are ready to sell. We would like to request permission to move forward with the 2025 Equipment & Vehicle Internet Auction. Attached is a list of the vehicles and equipment for sale.

DISCUSSION

If approved all items will be auctioned by "Internet Only". The equipment will be sold on-line and can be viewed at the Riley County Public Works facility located at 6215 Tuttle Creek Blvd., Manhattan, Kansas.

Purple Wave, Inc. is currently contracted to conduct sales for the State of Kansas. All normal procedures will be followed in accordance with the statutory requirements for the sale of surplus County property as adopted in Riley County Commission RESOLUTION NO. 011107-03.

The notice of intent to sell excess personal property will be published in the legal notice section of the "The Manhattan Mercury" newspaper according to the statutes outlined.

FISCAL IMPACT

There are no costs to Riley County for contracting with Purple Wave to conduct this auction. Buyers will pay a 10% premium to Purple Wave to cover auction cost

RECOMMENDATION(S)

Staff recommends the Commission authorize the Public Works Department to begin the process of disposing of the surplus property through Purple Wave Inc., by public auction.

POSSIBLE MOTION(S)

Move to authorize staff to move forward and to authorize Public Works to contract with Purple Wave, Inc, of Manhattan, Kansas to conduct an "Internet Only" auction to sell surplus vehicles and equipment and to begin the process to dispose of surplus property.

Enclosures:

- Intent to Sell 2025 (DOCX)
- 2025 Purple Wave Auction Units (XLSX)

EXHIBIT 1

NOTICE OF INTENT TO SELL EXCESS PERSONAL PROPERTY BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

Public notice is hereby given pursuant to K.S.A. 19-211(b)(1) that the Board of County Commissioners of Riley County, Kansas intends to offer for sale at public auction excess personal property, generally described as follows:

- 2011 Ford F550 4 x 4
- 2015 Chevrolet 2500 4 x 4
- 2013 Ford F550 4 x 4
- 2005 Chevrolet 1500
- 2010 Ford F550 4 x 4
- 2007 Chevrolet Uplander
- 2000 Trail King Trailer
- 2012 Pental F15 Trailer
- 2005 Miller Bobcat Welder
- 2012 Bobcat Rotary Mower
- 2006 8.5 Meyer Snow Plow
- 2016 Grasshopper Mower
- 2013 Toro Mower
- 2013 Snow Blade For Toro
- 2012 8.5 Meyer Snow Plow
- 2019 Snow Ex Salt Spreader
- 2014 Snow Ex Salt Spreader
- (2) Belt beds for Dump Trucks
- 2012 8.5' Meyer Snow Plow
- 2012 New Holland tractor
- Snow Ex Salt Spreader
- 3 pt. sickle
- 2005 Dodge Ram 3500
- 2012 Chevrolet Suburban 2500
- 1985 Onan Generator
- 1990 E-One Fire Truck
- 1986 Chevrolet C70
- 2003 Pierce Dash fire truck
- Nissan Pump Motor
- Fire tank bed
- Fire hose
- 2008 Chevrolet
- Snow Plow

Said sales are subject to the following terms and conditions:

1. The auction will take place July 2025 and will be sold through an "Internet-only" auction conducted through Purple Wave, Inc.'s online marketing platform at www.purplewave.com. The equipment may be viewed at the Riley County Public Works facility located at 6215 Tuttle Creek Blvd., Manhattan, Kansas. Items offered for sale are also listed on the Riley County website at www.rileycountyks.gov. A printed list of such items may be obtained at the Public Works office, 6215 Tuttle Creek Blvd., Manhattan, KS 66503. Additionally, a list of items for sale and information regarding terms of the sale may be obtained by contacting Purple Wave, Inc., 825 Levee Dr., Manhattan, Kansas, 66502 Telephone 866-608-9283.

2. The items offered for sale are for sale in their present "as is" condition, and each bidder agrees to satisfy himself or herself that any item purchased is suitable for the bidder's intended purpose. No warranties of any kind are made by either Riley County or Purple Wave Auction Inc.

Attachment: Intent to Sell 2025 (15925 : 2025 Equipment & Vehicle Internet Auction)

EXHIBIT 1

3. Time is of the essence in the interpretation and enforcement of these conditions, and the sale herein authorized shall be closed according to the terms of the Purple Wave Auction, Inc. and all such sales are final.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chairperson

_____
Kathryn Focke, Vice Chair

_____
John Ford, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk **(SEAL)**

Attachment: Intent to Sell 2025 (15925 : 2025 Equipment & Vehicle Internet Auction)

Public Works		
Unit #	Description	Mileage
0007	2011 Ford F550 4 x 4	104,000
0029	2015 Chevrolet 2500 4 x 4	141,000
0036	2013 Ford F550 4 x 4	120,000
0023	2005 Chevrolet 1500	100,000
0086	2010 Ford F550 4 x 4	114,000
0083	2007 Chevrolet Uplander	127,000
0534	2000 Trail King Trailer	
0561	2012 Pental F15 Traier	
0515	2005 Miller Bobcat Welder	
0528	2012 Bobcat Rotary Mower	
3120	2006 8.5 Meyer Snow Plow	
1205	2016 Grasshopper Mower	
1271	2013 Toro Mower	
3124	2013 Snow Blade For Toro	
3113	2012 8.5 Meyer Snow Plow	
1235	2019 Snow Ex Salt Spreader	
1237	2014 Snow Ex Salt Spreader	
	(2) Belt beds for Dump Trucks	

Weed Dept.		
Unit #	Description	Mileage
	2012 8.5' Meyer snow plow	
0406	2012 New Holland tractor	
	Snow Ex Salt Spreader	
	3 pt. sickle	
0104	2005 Dodge Ram 3500	164,000

EMS		
Unit #	Description	Mileage
1634	2012 Chevrolet Suburban 2500	70,000

Emergency Management		
Unit #	Description	Mileage
1912	1985 Onan Generator	

Rural Fire		
1527	1990 E-One Fire Truck	99,664
1535	1986 Chevrolet C70	14,580
1516	2003 Pierce Dash fire truck	
	Nissan Pump Motor	
	Fire tank bed	
	Fire hose	

Health Department		
Unit #	Description	Mileage
1006	2008 Chevrolet	103,000

Transfer Station		
Unit #	Description	Mileage
UNK	Snow plow	

Attachment: 2025 Purple Wave Auction Units (15925 : 2025 Equipment & Vehicle Internet Auction)

PUBLIC WORKS
Amendment

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

COMMISSION AGENDA REPORT

FROM: **Andrea Rose, Administrative Assistant II**

MEETING: **June 16, 2025**

SUBJECT: **Amendment No. 1 Biennial Bridge Inspection Services Contract**

PRESENTER: **Evan McMillan, Assistant Director/ County Engineer**

BACKGROUND

Amendment No 1 is related to the changes in scope made to the Biennial Bridge Inspection Services Agreement dated December 19,2024. These changes are necessary due to the additional scour evaluation for structure F.6-7.0 located on South otter Creek Road. This work may remove the Plan of Action (POA) for the structure and may reduce the inspection frequency from annual to biennial.

FISCAL IMPACT

The additional scour evaluation for the above mentioned structure is $2465.00

RECOMMENDATION(S)

Staff recommends approving the additional $2465.00 for the scour evaluation.

POSSIBLE MOTION(S)

Move to sign and approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- RL Co Amendment No. 1 Biennial Br Insp Services (PDF)
- Signed Biennial Bridge Inspection 2024 SE_RC (PDF)

AMENDMENT NO. 1

Biennial Bridge Inspection Services
Contract dated December 19, 2024
Riley County, Kansas

DESCRIPTION OF SERVICES

Amendment No. 1 is related to the changes in scope made to the Biennial Bridge Inspection Services Agreement. These changes are necessary due to the additional scour evaluation for structure F.6-7.0 on South Otter creek Rd. This work may remove the Plan of Action (POA) for the structure and reduce the inspection frequency from annual to biennial. The revised total for additional work is as follows:

The additional scour evaluation comprised of:

20.5 total hours billed for a total of $2465.00.

Contractor

Schwab Eaton

By: _____
David Beach

6/4/2025
Date

County

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
Greg McKinley, Chairman

_____
Date

ATTEST:

(seal)

_____
Rich Vargo, County Clerk

Approved as to Form

By: _____
Jacob Hansen
Interim Riley County Counselor

Date: _____

Attachment: RL Co Amendment No. 1 Biennial Br Insp Services (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

AGREEMENT FOR PROFESSIONAL SERVICES

Between

Riley County, Kansas

And

Schwab-Eaton, P.A.
5410 Ledge Stone Drive, Suite 100
Manhattan, Kansas 66502

Agreement Date December 19, 2024.

This AGREEMENT made and entered into by and between the Board of County Commissioners of **Riley County, KS.** (OWNER) and Schwab-Eaton, P.A. (ENGINEER), for obtaining Professional Engineering Services. The scope of services shall be as set out in Attachment A, the compensation to the ENGINEER shall be set out in Attachment B, and Contractual Provisions set out in Attachment C and made a part hereof the attached hereto.

ARTICLE 1. SCOPE OF SERVICES

The Scope of Services is set forth in Attachment A.

ARTICLE 2. COMPENSATION

ENGINEER's compensation is set forth in Attachment B.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

ARTICLE 3. TERMS OF PAYMENT

Payment to the Engineer will be made as follows:

A. INVOICES AND TIME OF PAYMENT
ENGINEER will issue itemized monthly invoices for all work performed under this Agreement. Invoices are due and payable on receipt. Upon completion of services enumerated in ATTACHMENT A, the final payment of any balance will be due upon receipt of the final invoice.

B. COMPENSATION FOR INSURANCE AND BONDING.
The OWNER will compensate the ENGINEER for insurance required by this agreement in excess of the ENGINEER'S current level of coverage as specified in Article 4 B (a) thru (d).

ARTICLE 4. OBLIGATIONS OF THE ENGINEER

A. STANDARD OF CARE
The standard of care applicable to ENGINEER'S services will be the degree of care and diligence normally employed by professional engineers or engineers performing the same or similar services. The ENGINEER will perform any services not meeting this standard without additional compensation.

B. ENGINEER'S INSURANCE AND BONDS
The ENGINEER will maintain throughout this AGREEMENT the following insurance:

(a) Worker's compensation and employer's liability insurance as required by the State of Kansas.
(b) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with $1,000,000 combined single limits.
(c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the ENGINEER or of any of its employees, agents, or subcontractors, with $1,000,000 per occurrence and in the aggregate.
(d) Professional liability insurance of $500,000 per claim and in the aggregate.
(e) OWNER will be named as an additional insured with respect to ENGINEER'S liabilities hereunder in insurance coverage identified in items "b" and "c", and ENGINEER waives subrogation against OWNER as to said policies.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

C. GENERAL INFORMATION

Engineer will be solely responsible for the adequacy and accuracy of the design plans, specifications, estimates, surveys and any necessary studies or investigations, including, but not limited to environment, hydraulics, and geological investigations or studies. Any review of these items performed by the County, or their representatives is not intended to and shall not be construed as a release of the Engineer's duty to provide adequate and accurate design plans, specifications, estimates, surveys, and any necessary studies or investigations, including, but not limited to environmental, hydraulic and geological investigations or studies.

ARTICLE 5. OBLIGATIONS OF THE OWNER

A. OWNER – FURNISHED DATA

The OWNER will provide to the ENGINEER all technical data in the OWNER'S possession relating to the ENGINEER'S services on the PROJECT. ENGINEER will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the OWNER.

B. ADVERTISEMENTS, PERMITS, AND ACCESS

Unless otherwise agreed to in the Scope of Services, the OWNER will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, province, or federal authorities; and land, easements, rights-of-way, and access necessary for the ENGINEER'S services or PROJECT construction.

C. TIMELY REVIEW

The OWNER will examine the ENGINEER'S studies, reports, sketches, drawings, specifications, proposals, and other documents; obtain advice of an attorney, insurance counselor, accountant, auditor, and other consultants as OWNER deems appropriate; and render in writing decisions required of OWNER in a timely manner.

D. CHANGES

The OWNER may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect the ENGINEER'S cost of or time required for performance of the services, an equitable adjustment will be made through an amendment of this AGREEMENT.

E. SERVICES OF ENGINEER

Unless this AGREEMENT is modified or terminated, the OWNER will have all services specified in the AGREEMENT performed by the ENGINEER, employing ENGINEER'S standard form and content of drawings, specifications and contract documents, all subject to OWNERS review and approval.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

ARTICLE 6. GENERAL LEGAL PROVISIONS

Amendments to Article 6, if any, are included in Attachment C.

A. AUTHORIZATION TO PROCEED
Execution of the AGREEMENT by OWNER will be authorization for ENGINEER to proceed with the work, unless otherwise provided for in this AGREEMENT.

B. REUSE OF PROJECT DOCUMENTS
All engineering documents prepared in connection with this Project shall be the property of ENGINEER, whether the Project for which they are made is executed or not. However, ENGINEER will provide OWNER with a copy of final documents, including but not limited to prints and reproductions. Reports, plans, specifications and related documents are ENGINEERS copyrighted document, and ENGINEER, at his option may so identify them by appropriate markings. Provided that ENGINEER is paid in full for services, then OWNER may subsequently reuse these final documents without any additional compensation or agreement of ENGINEER. However, such reuse without written verification or adaptation by ENGINEER for specific purpose intended by OWNER shall be at OWNER'S sole risk and without any liability or legal exposure to ENGINEER whatsoever.

C. FORCE MAJEURE
The OWNER is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the OWNER.

D. TERMINATION
This AGREEMENT may be terminated for convenience on 30 days written notice or for cause if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, ENGINEER will be paid for all authorized work performed up to the termination date.

E. SUSPENSION, DELAY, OR INTERRUPTION OF WORK
The OWNER may suspend, delay, or interrupt the services of the ENGINEER for the convenience of the OWNER. In the event of such suspension, delay, or interruption, an equitable adjustment in the PROJECT'S schedule, commitment and cost of ENGINEER'S personnel and subcontractors, and ENGINEER'S compensation will be made.

F. NO THIRD-PARTY BENEFICIARIES
This AGREEMENT gives no rights or benefits to anyone other than the OWNER and ENGINEER and has no third-party beneficiaries.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

G. INDEMNIFICATION

ENGINEER agrees to indemnify the OWNER from any damage, liabilities, or costs by third parties for property damage and bodily injury, including death to the extent caused by the negligence or willful misconduct of ENGINEER or its employees in connection with the PROJECT. OWNER agrees to indemnify ENGINEER from any damage, liabilities, or cost by third parties for property damage and bodily injury, including death, caused by the negligence or willful misconduct of OWNER or its employees in connection with the PROJECT. If the negligence or willful misconduct of both the ENGINEER and OWNER (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost, or expense shall be shared between ENGINEER and OWNER in proportion to their relative degrees of negligence or willful misconduct and the right of indemnity shall apply for such proportion.

H. ASSIGNMENT

Neither party will assign all or any part of this AGREEMENT without prior written consent of the other party.

I. INTERPRETATION

Limitations on liability and indemnities in this AGREEMENT are business understandings between the parties and shall apply to all the different theories of recovery, including breach of contract or warranty, tort including negligence, strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence. Parties mean the OWNER and the ENGINEER, and their officers, employees, agents, affiliates and subcontractors.

J. JURISDICTION

The law of the State of Kansas shall govern the validity of this AGREEMENT, its interpretation and performance, and any other claims related to it.

K. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision, and this AGREEMENT shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Articles 4, 5, and 6 shall survive termination of this AGREEMENT for any cause.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

ARTICLE 7. ATTACHMENTS, SCHEDULES, AND SIGNATURES

The AGREEMENT, including its Attachments and Schedules, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following Attachments and Schedules are hereby made a part of this AGREEMENT.

Attachment A - Scope of Services
Attachment B - Compensation / Hourly Billing Rates
Attachment C - Contractual Provisions

IN WITNESS WHEREOF, the parties execute below:

For Riley County, Kansas, dated this 4th day of December, 2024.

By: _____
John Ford, Chair

By: _____
Greg McKinley, Commissioner

By: _____
Kathryn G. Focke, Commissioner

For the ENGINEER, Schwab-Eaton, P.A., dated this 26th day of November, 2024.

By: _____ Project Manager
Name Title

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

ATTACHMENT A

The Engineer shall provide the services required for the Biennial Routine Update Bridge Inspection and Analysis for the 134/134 bridges located in Riley County that includes an inventory inspection for a newly constructed bridge, and the addition of 1 bridge from the City of Ogden (Cimarron Trail Bridge).

ARTICLE 1. SCOPE OF SERVICES

The services to be performed by the ENGINEER will include:

1. Field Inspection of each bridge to observe and record the current physical condition with particular emphasis on deterioration or repairs that have occurred since the last inspection.

2. Determine the load-carrying capacity of each bridge that is observed to have deteriorated, or to have been repaired or replaced since the last capacity analysis.

3. Perform routine inspections on 132 designated structures.

4. Perform Inventory Bridge Inspection, Load Rating, Scour Appraisal, and portal entry for new Structure: C.7-0.0 - Parallel Road (000810865603600)

5. Perform routine inspection for City of Ogden Bridge No. 0081-069, to be billed separately to Riley County, with a due date of 06/01/2025.

6. Update the bridge file for each bridge to include field notes, structural analyses, and other supporting information as necessary.

7. Include for each bridge, new photographs showing roadway views, elevations, under deck, one upstream and one downstream view with any additional photos necessary to show major defects. Approach photographs should include the weight limit posting signs for all load posted bridges. A record of all pictures, sorted by bridge and which can be transferred to Riley County's existing electronic bridge files, shall be submitted on a DVD or flash drive.

8. Prepare for the County's bridges updated data disks containing all of the County's bridge data for the County and the Kansas Department of Transportation Bureau of Local Projects, and updated copies of the Structure Inventory and Appraisal (SI&A) Form for each bridge that has deteriorated, been repaired or replaced.

9. Prepare an inspection update form for each bridge to be inserted in the file for the County's records and an electronic copy of this information, sorted by bridge, which can be transferred to Riley County's existing electronic bridge files.

10. If any load limit signs are found missing, knocked down, damaged to the point of not being legible, or obscured by vegetation; the inspector shall report this information to the Owner on the same day as discovered by cell phone (if in range/service) or in person.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

11. If, during the routine inspection, the bridge inspector observes any items affecting the safety of the public, structural integrity of the bridge, or any existing warning signs (i.e. low clearance, one lane bridge, narrow bridge, sharp turn ahead, etc.) that have been knocked down, damaged to the point of not being legible, or obscured by vegetation; the inspector shall report this information to the Owner on the same day as discovered by cell phone (if in range/service) or in person.

12. Prepare, and furnish six copies of a written report containing:

    a. All correspondence pertaining to the submittal of project generated data.
    b. A brief summary of the current condition of each bridge. Include structure description, posting & scour rating, sufficiency rating as set forth in the 2022 Riley County Biennial Report as submitted by Schwab-Eaton, P.A.
    c. Update the County's Master List as needed.
    d. Existing posting and recommended posting for the structures that have deteriorated or been repaired or replaced since the last inspection.
    e. A general description of recommended repair or rehabilitation.
    f. A listing of bridges that need immediate attention.
    g. Establish a listing of all bridges with a sufficiency rating (SR) less than 50 if possible, InspectX no longer supports SR) and replacement costs.
    h. Listings of FC and scour critical structures.
    i. A table listing each bridge and include the following items.

        - County bridge number
        - NBI structure number
        - Type of structure
        - Sufficiency rating (InspectX no longer supports SR)
        - Recommended weight limits
        - Existing weight limit signing
        - Missing weight limit signing
        - Date of inspection
        - Inspector name
        - If a load rating update is needed
        - If scour analysis/assessment is needed

    j. Separate tables for each of the following:

        - All bridges with current and "unresolved" Critical Inspection Findings (CIF)'s.
        - All bridges with current and "unresolved" Scour Plan of Actions (POA)'s.
        - All bridges that need an annual inspection, the inspection due date, the reason for the annual inspection, and the items that need to be inspected.
        - All bridges that are fracture critical, a general description of the type of bridge, type of equipment needed to perform a future "Hands-On" inspection, and any items of concern.
        - All bridges with pin and hangers.
        - All bridges with or requiring an Underwater inspection and Type (I, II, III, or IV).
        - All bridges where substructure elements are in the channel (wet) and were inaccessible due to water depth during the time of inspection.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

13. Any work requested by the Owner that is not included in the services listed above will be classified as Supplemental Services. Supplemental Service shall include, but are not limited to the following:

    Changes in general scope, extent, or character of the project or its design, including but not limited to changes in size, complexity, Owner's schedule, character of construction or method of financing; and revising previously accepted studied, reports, or design documents when such revisions are required by changes in laws, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports, documents or designs or due to any other causes beyond the Engineer's control. **Supplemental Services must be authorized by the Owner in writing prior to performance of the work. Any Supplemental Services work performed without written approval will not be compensated.**

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

ATTACHMENT B

Schwab-Eaton
Compensation

Attachment B to the AGREEMENT between Schwab-Eaton, (the ENGINEER), and Riley County, Kansas, (the OWNER), for a PROJECT generally described as:

The Biennial Update Bridge Inspection and Analysis for the bridges located on the FAS and Off-System Road in Riley County in accordance with the detailed Scope of Services listed in Attachment A included herein.

Compensation by the OWNER to the ENGINEER will be as follows:

A. COST REIMBURSABLE – PERDIEM (TIME AND EXPENSE):
For services enumerated in Attachment A, the OWNER will compensate ENGINEER based on ENGINEERS's actual costs which may be less than the estimated amount. Payment shall utilize billing rates as set forth in this attachment. Payment shall be considered full compensation for salary costs, expenses, overhead, profit, and other costs required in performing the work described herein.

B. BUDGET
A project budget amount of Thirty Thousand, Two Hundred, Fifty and 00/100's Dollars ($30,250.00), excluding taxes, is hereby established for services in Attachment A. The total payments to the ENGINEER shall not exceed the budget unless approved by the OWNER.

C. BILLING RATES

PRINCIPAL ENGINEER	$210.00	PROFESSIONAL GEOLOGIST	$116.00
SENIOR PROJECT MANAGER	$190.00	LANDSCAPE ARCHITECT III	$135.00
PROJECT MANAGER	$182.00	LANDSCAPE ARCHITECT II	$121.00
STRUCTURAL ENGINEER	$180.00	LANDSCAPE ARCHITECT I	$112.00
DESIGN ENGINEER V	$168.00	ADMINISTRATIVE PROFESSIONAL II	$107.00
DESIGN ENGINEER IV	$156.00	ADMINISTRATIVE PROFESSIONAL I	$60.00
DESIGN ENGINEER III	$138.00	CONSTRUCTION INSPECTOR V	$126.00
DESIGN ENGINEER II	$127.00	CONSTRUCTION INSPECTOR IV	$99.00
DESIGN ENGINEER I	$115.00	CONSTRUCTION INSPECTOR III	$90.00
ENGINEER IN TRAINING (EIT) II	$101.00	CONSTRUCTION INSPECTOR II	$83.00
ENGINEER IN TRAINING (EIT) I	$87.00	CONSTRUCTION INSPECTOR I	$71.00
2 MAN SURVEY CREW	$170.00	DESIGN TECHNICIAN V	$127.00
1 MAN SURVEY CREW (GPS/ROBOT)	$135.00	DESIGN TECHNICIAN IV	$108.00
PROFESSIONAL SURVEYOR III	$121.00	DESIGN TECHNICIAN III	$95.00
PROFESSIONAL SURVEYOR II	$115.00	DESIGN TECHNICIAN II	$88.00
PROFESSIONAL SURVEYOR I	$105.00	DESIGN TECHNICIAN I	$80.00
SURVEY CREW CHIEF III	$106.00	CADD TECHNICIAN III	$69.00
SURVEY CREW CHIEF II	$84.00	CADD TECHNICIAN II	$65.00
SURVEY CREW CHIEF I	$80.00	CADD TECHNICIAN I	$58.00
SURVEYOR II	$66.00	INTERN	$50.00
SURVEYOR I	$63.00		

Any work outside the scope of this contract shall be approved in writing by the OWNER prior to commencement of additional work.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

The total payments to the ENGINEER shall not exceed the budget unless approved by the OWNER.

All invoices shall be submitted to the OWNER on a monthly basis.

This Attachment B supersedes all prior written or oral understandings of the compensation and may only be changed by a written amendment executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

FOR THE OWNER, **RILEY COUNTY, KANSAS**

Dated this 19th day of December, 2024.

By: _____
John Ford, Chairman

By: _____
Kathryn G. Focke, Commissioner

By: _____
Greg McKinley, Commissioner

For the ENGINEER, Schwab-Eaton

By: _____ Project Manager
Name Title

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

ATTACHMENT C

Attachment C to "Contract" Between Riley County, Ks (hereinafter "County"), and Schwab Eaton P.A. (hereinafter "Engineer").

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.

2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Engineer agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.

3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
   - 3.1. **Service Standards and Procedures.** Engineer shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
   - 3.2. **Compliance With Law.** Engineer shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.

4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one- year term.

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

County mails written notice to Engineer. In the event of such termination, County agrees to give written notice of termination to Engineer. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Engineer.

6. **ANTI-DISCRIMINATION CLAUSE.**
   - 6.1. In carrying out the Contract, Engineer shall comply with K.S.A. 44-1001 *et seq*.
   - 6.2. Engineer shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
   - 6.3. In all solicitations or advertisements for employees, Engineer shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
   - 6.4. If Engineer fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
   - 6.5. If Engineer is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
   - 6.6. Engineer shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Engineer.
   - 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Engineer employs fewer than four employees or if Engineer's contracts with the County cumulatively total $5,000 or less during the County's fiscal year.

7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Engineer thereby represents that such person is duly authorized by Engineer to execute the document on behalf of Engineer and Engineer agrees to be bound by the provisions thereof. Engineer shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Engineer for, any federal, state, or local taxes that may be imposed or levied upon the subject matter of the contract.

11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.),* Engineer shall bear the risk of any loss or damage to any personal property to which Engineer holds title.

12. **TERM AND TERMINATION.**
    - 12.1. **Term**. This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
    - 12.2. **Termination for Cause**. If Engineer shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Engineer shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Engineer of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.
    - 12.3. Notwithstanding the above, Engineer shall not be relieved of liability to County by virtue of any breach of the Contract by Engineer.
    - 12.4. **Termination for Convenience**. County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Engineer, stating the effective date of the termination for convenience.
    - 12.5. **Payment Calculation upon Termination**. In the event of termination under the Contract by either party, any amount owed Engineer will be calculated based solely upon payment for fair value of acceptable services provided by Engineer to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.

13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Engineer and County is of a contractual nature. Both parties assert and believe that Engineer is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Engineer is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Engineer, and employees of Engineer, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Engineer, and employees of Engineer, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Engineer. Engineer shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Engineer's sole expense.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

14. **PERSONNEL.**
    14.1. **Qualified Personnel.** Engineer represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.
    14.2. **Minimum Wages.** Engineer will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
    14.3. **Employee Conflict of Interest.** Engineer shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. **PROHIBITION OF CONFLICTS OF INTEREST.**
    15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.
    15.2. **Interest of Engineer.** Engineer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
    15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Engineer to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

18. **RECORDS, REPORTS, AND INSPECTION.**
    18.1. **Documentation of Costs.** All costs incurred by Engineer for which Engineer purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.

18.2. **Maintenance of Records.** Except as otherwise authorized by County, Engineer shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

18.3. **Reports.** During the term of this contract, Engineer shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Engineer will be withheld by County if Engineer fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.

18.4. **Audit.** Engineer shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit to County, if requested.

18.5. **Availability of Records.** Upon advance written notice Engineer agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.

18.6. **Confidentiality.** Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.

18.7. **Engineer's Purchasing Procedure.** Engineer certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Engineer agrees to make available a written description of its purchasing procedures if requested by County.

19. **METHOD OF BILLING AND PAYMENT.**

19.1. **Billing Procedures.** Engineer agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

19.2. **Support Documentation.** Billing shall be supported with documentation required by the County including, but not necessarily limited to, that documentation described in paragraph 18, above.

19.3. **Reimbursement Restrictions.** Payments shall be made to Engineer only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Engineer if County believes that such item or service was not provided to support the Contract purpose or was not authorized by the Contract.

19.4. **Pre-disbursement Requirements.** Engineer must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Engineer.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

19.5. **Mailing Address.** Payments shall be mailed to Engineer's address as set forth herein.

20. **LICENSES AND PERMITS.** Engineer shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Engineer shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.

21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk and will be open to public inspection.

22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.

23. **MERGER/SALE/TRANSFER OF ENGINEER ASSETS.** Engineer will notify County in writing at least thirty (30) calendar days in advance of Engineer's merger with any other business entity, or of any sale or other transfer of Engineer's assets to any other business entity. In the event of any such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Engineer assets. After such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Engineer under this Contract.

24. **LIABILITY INSURANCE.** Engineer agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal. Liability insurance coverage must be considered as primary and not as excess insurance (excluding Workers' Compensation and Professional Liability). Engineer shall furnish a certificate evidencing such coverage, with County named as an additional insured (excluding Workers' Compensation and Professional Liability), which shall be delivered to the Office of the Riley County Counselor for approval. Such certificate shall contain a provision that coverage afforded under the policies will not be canceled, or non-renewed until thirty (30) days after County receives notice of such change by registered mail.

25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Vendor to perform the services hereunder, Vendor agrees to promptly replace that person with an individual approved by County.

26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.

27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

COUNTY

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
John Ford, Chairman

12/19/24
Date

ATTEST:

_____
Rich Vargo, County Clerk

Date: 12/19/24

Approved as to Form

By: _____
Bryant E. Parker
Deputy Riley County Counselor

Date: 12/11/2024

ENGINEER

SCHWAB EATON P.A.

By: _____
Name: David Beach, Project Manager

11/26/24
Date

COUNTY CLERK (Seal) RILEY COUNTY, KANSAS

Attachment: Signed Biennial Bridge Inspection 2024 SE_RC (15918 : Amendment No.1 to Biennial Bridge Inspection Services)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Agreement

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

COMMISSION AGENDA REPORT

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

MEETING: **June 16, 2025**

SUBJECT: **US-24 Corridor Management Study Memorandum of Understanding & Funding Agreement**

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

Jared Tremblay presented the US-24 Corridor Management Plan to the Board on April 3, 2025, asking for the Board to approve Riley County's portion of the funding in the amount of $17,500. It was approved by all members. The Funding Agreement is attached.

On April 24, 2025 Jared Tremblay presented the US-24 Study & Cost/Benefit Analysis, asking if the Board would agree to moving forward with funding in the amount of $115,800. It was approved by all members. The Memorandum of Understanding is attached.

Attached for signature by the Board chairman are both the Funding Agreement for the US-24 Corridor Management Plan and the Memorandum of Understanding for the funding of the US-24 Study & Cost/Benefit Analysis.

POSSIBLE MOTION(S)

1) "Move to sign both the Funding Agreement and the Memorandum of Understanding as presented."

2) "Move to sing both the Funding Agreement and the Memorandum of Understanding as once the following changes are made..."

3) "Move to table for further discussion."

Enclosures:

- MPO Funding Agreement (DOCX)
- MPO MOU (DOCX)

FUNDING AGREEMENT

THIS FUNDING AGREEMENT is made and entered into this __ day of _____, 2025, by and between the Flint Hills Metropolitan Planning Organization ("MPO"); and by MPO member jurisdictions the City of Manhattan, Kansas, a municipal corporation, ("City"); the Board of Pottawatomie County Commissioners ("PT County"); and the Board of Riley County Commissioners, ("RL County").

WHEREAS, K.S.A. 68-169 authorizes the parties to execute this Agreement to facilitate their cooperation in planning public highway, road, street, connecting link or related improvements; and,

WHEREAS, the MPO intends to undertake an MPO-administered project known as the Big Blue River 2nd Connection Cost-Benefit Analysis ("Big Blue Study") that will benefit the member jurisdictions; and,

WHEREAS, the governing body of PT County approved and authorized its Chair to execute this Agreement by official vote on the _____ day of _____, 2025; and,

WHEREAS, the governing body of RL County approved and authorized its Chair to execute this Agreement by official vote on the _____ day of _____, 2025; and,

WHEREAS, the governing body of the City approved and authorized its Mayor to execute this Agreement by official vote on the _____ day of _____, 2025.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. **Contingency**. The parties' obligation to pay for the Big Blue Study is contingent upon the MPO commencing the Big Blue Study in 2025 and diligently pursuing it to completion.

2. **Scope of Work.** The parties agree that the scope of work for the Big Blue Study will be set forth in the RFP prepared by the MPO in relation to this project, which is generally described as follows:

   The idea of a second roadway crossing (2nd Connection) of the Big Blue River between Manhattan and Blue Township in Pottawatomie County has long been discussed. The purpose of this Cost-Benefit Analysis project is to study and analyze a series of proposed 2nd Connection routes, with the final documents used to inform and guide future conversations and plans and help move the MPO region towards a long-term 2nd Connection solution.

3. **Big Blue Study Cost Shares.** The lump sum project cost is $150,000. The parties agree to pay the following contributions to the MPO to reimburse the MPO for the Big Blue Study costs, in the manner and timeframes specified by the MPO:

   - City (11.67% share): $17,500
   - RL County (11.67% share): $17,500
   - PT County (76.66% share): $115,000

Field Code Changed

Attachment: MPO Funding Agreement (15932 : US-24 Study MOU & Funding Agreement)

4. **Financing.** The City, PT County and RL County shall each pay their portion of the Big Blue Study Cost with budgeted and appropriated funds.

5. **Study Administration.** The MPO agrees to administer the Big Blue Study and to seek input from the City, PT County and RL County as needed. However, this Agreement shall not be construed as creating any contractual or legal liability for the City, PT County or RL County related to the MPO's performance of the Big Blue Study or any contracts the MPO executes related to it.

6. **Miscellaneous Provisions.**
   a. **Modification and amendment.** This Agreement cannot be modified or amended by any verbal statement, promise or agreement, and no modification or amendment shall be binding on the parties unless agreed in writing and signed by each party.
   b. **Applicable law, venue and jurisdiction.** This Agreement shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this Agreement shall reside only in courts located in the State of Kansas.
   c. **Enforceability.** Only the parties may enforce this Agreement; no other person or entity shall have rights enforceable hereunder.
   d. **Subject to Kansas Law.** The right of the parties to enter into this Agreement is subject to the provisions of the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113) and the Kansas Budget Law (K.S.A. 79-2935). This Agreement shall be construed and interpreted to ensure that the parties remain in compliance, at all times, with these laws.
   e. **Counterparts.** This Funding Agreement may be executed in any number of counterparts, each of which will be an original and all of which together will constitute the same document.

IN WITNESS WHEREOF; the parties have caused this Agreement to be signed by their duly authorized representatives as of the date first above written.

CITY OF MANHATTAN: ATTEST:

_____ _____
Karen McCulloh, Mayor Brenda K. Wolf, City Clerk

BOARD OF RILEY COUNTY COMMISSIONERS: ATTEST:

_____ _____
Greg McKinley, Chair Rich Vargo, County Clerk

BOARD OF POTTAWATOMIE COUNTY COMMISSIONERS: ATTEST:

_____ _____
Terry Force, Chair Dawn Henry, County Clerk

Field Code Changed

Attachment: MPO Funding Agreement (15932 : US-24 Study MOU & Funding Agreement)

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, is made and entered into this __ day of _____, 2025, by and between the City of Manhattan, Kansas, a municipal corporation, ("City"); the Board of Pottawatomie County Commissioners ("PT County") and the Board of Riley County Commissioners, ("RL County").

WHEREAS, K.S.A. 68-169 authorizes the parties to execute this Agreement to facilitate their cooperation in planning public highway, road, street, connecting link or related improvements; and,

WHEREAS, the Kansas Department of Transportation ("KDOT") has requested local participation for a future KDOT-administered project known as the US-24 Corridor Management Study Update ("US-24 Study") that will benefit the parties; and,

WHEREAS, the parties desire to express their intent to provide local participation in the US-24 Study; and,

WHEREAS, the governing body of PT County approved and authorized its Chair to execute this Agreement by official vote on the _____ day of _____, 2025; and,

WHEREAS, the governing body of RL County approved and authorized its Chair to execute this Agreement by official vote on the _____ day of _____, 2025; and,

WHEREAS, the governing body of the City approved and authorized its Mayor to execute this Agreement by official vote on the _____ day of _____, 2025.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. **Non-Binding.** This memorandum is a non-binding expression of intent of the parties' contribution to local participation for the US-24 Study. The parties acknowledge and agree that KDOT will require the parties to execute a project-related agreement addressing required funding if KDOT proceeds with the US-24 Study.

2. **Local Participation.** KDOT has requested local participation in the US-24 Study in a total amount of Two Hundred Fifty Thousand Dollars ($250,000). The parties express their intent to contribute to local participation, as follows:
   - City (46.34% share): $115,834
   - RL County (46.33% share): $115,833
   - PT County (7.33% share): $18,333

3. **Counterparts.** This agreement may be executed in any number of counterparts, each of which will be an original and all of which together will constitute the same document.

[The balance of this page intentionally left blank]

Field Code Changed

Attachment: MPO MOU (15932 : US-24 Study MOU & Funding Agreement)

IN WITNESS WHEREOF; the parties have caused this Memorandum of Understanding to be signed by their duly authorized representatives as of the date first above written.

CITY OF MANHATTAN:

_____
Karen McCulloh, Mayor

ATTEST:

_____
Brenda K. Wolf, City Clerk

BOARD OF RILEY COUNTY COMMISSIONERS:

_____
Greg McKinley, Chair

ATTEST:

_____
Rich Vargo, County Clerk

BOARD OF POTTAWATOMIE COUNTY COMMISSIONERS:

_____
Terry Force, Chair

ATTEST:

_____
Dawn Henry, County Clerk

Attachment: MPO MOU (15932 : US-24 Study MOU & Funding Agreement)

Field Code Changed

COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: **Joe Godown**

MEETING: **June 16, 2025**

SUBJECT: **Sign a Tax Roll Corrections**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- 06-16-25 tax roll corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/06/11

Taxpayer ID OLDD0002
Owner ID OLDD0002

Control # 2025000219

Tax Year 2024
Tract # 004412

OLD DANGER II LLC

CAMA # 204-18-2-70-05-009-00-0-01

WARD 4
LOTS 447, 448

1026 POYNTZ AVE

TU 2 Manhattan City
Parcel 14580
USD 383

MANHATTAN, KS 66502-5459

Property Address 1030 POYNTZ AVE

APPRAISER SECTION (Value) 2025/06/11 JGODOWN APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
CU	214500	520220	734720	CU	214500	458350	672850	61870-
Total	214500	520220	734720	Total	214500	458350	672850	61870-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
CU	53625	130055	183680	CU	53625	114588	168213	15467-
Total	53625	130055	183680	Total	53625	114588	168213	Total 15467-
SB41				SB41				SB41

CLERK SECTION (Tax) 2025/06/11 JGODOWN ORDER PRINTED

Tax Prior to Correction:		Tax After Correction:		Net Change
Levy 152.66600 Gen Tax	28041.70	Levy 152.66600 Gen Tax	25680.42	2361.28-
SB41 $		SB41 $		
SB41 Tax Dollars	28041.70	SB41 Tax Dollars	25680.42	2361.28-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 15467-
Applicable Mill Levy 152.66600
Net Change in Levied Tax Dollars | 2361.28- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 2361.28- |

Type of Correction DECREASE
Correction Code TP TAX PROTEST Rate 7.00%
Tax Statement # 23798
Comments PUP Adjustment Per Appraiser

Owner OLDD0002
OLD DANGER II LLC

By order of the Board of County Comissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 06-16-25 tax roll corrections (15933 : Tax Roll Corrections)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

June 23, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM **Daniel Skucius, Extension Director**

1. Staff update

9:15 AM **Bob Isaac, Planner**

2. Public Hearing for Thomas Addition Unit 1 Final Plat

9:30 AM **Press Conference**

9:35 AM **Brittany Phillips, Budget and Finance Officer**

3. OPIOID Funds

9:50 AM **Amanda Webb, Planning/Special Projects Director**

4. Comprehensive Plan update

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

5. Administrative Work Session

10:30 AM **Megan Lewis, Community Corrections Director**

6. Staff update
7. LIne item adjustment

Attachment: 06-23-25 tentative agenda (15829 : Tentative Agenda)

12:00 PM **Intergovernmental Luncheon**

Adjournment

Announcement

An Open House and Ribbon Cutting for the EMS/Ambulance Headquarters will be held today at 2:30 p.m. at 1115 Charles Little Road, Manhattan, Kansas.

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: 06-23-25 tentative agenda (15829 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

June 26, 2025

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Barry Wilkerson, Attorney**

2. Staff update

9:15 AM **Bob Isaac, Planner**

3. Public hearing for a request for rezone and plat for Western Shores Acres Subdivision Unit Four

9:35 AM **Cory Meyer, IT/GIS Director**

4. Staff update

9:50 AM **Jessie Hubbard, Administrative Assistant II**

5. Bid opening for SUV

10:05 AM **Jacob Hansen, Interim County Counselor**

6. Administrative Work Session

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

7. Public hearing for Peterson Ranch Street

Attachment: 06-26-25 tentative agenda (15829 : Tentative Agenda)

10:40 AM **Vivienne Leyva, PIO**

8. PIO update

Adjournment

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

Attachment: 06-26-25 tentative agenda (15829 : Tentative Agenda)

COUNTY TREASURER'S OFFICE
Staff Update

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

STAFF REPORT

FROM: **Shilo Heger**

MEETING: **June 16, 2025**

SUBJECT: **May 2025 Revenue Reporting - Riley County Treasurer**

PRESENTER: **Shilo Heger**

Enclosures:
- May Financials (PDF)

Riley County Balance Sheet
May 31, 2025

Assets		Liabilities/Fund Balances	
KS State Bank-Checking	96,744,504.38	County General	17,750,334.65
KS State Bank-ARP	4,652,950.60	Disaster Fund (ARPA Funds)	4,652,950.60
Riley State Bank	446,800.87	Health Department	2,251,217.22
Outdoor Bank	5,000.00	Capital Improvements Fund	28,758,514.63
		Economic Development	356,356.37
Cash on Hand	39,965.54	RCPD Levy/Inmate Medical	2,598,642.26
CD/CDARS	15,000,000.00	Bond & Interest	493,044.49
		Road & Bridge Capital Projects	5,254,632.04
		Road & Bridge .20 Sales Tax	5,940,074.69
		Landfill Closure	52,160.11
		Special Parks & Recreation	30,448.78
		County Building	485,127.63
		County Auction	421,588.28
		Solid Waste	870,704.65
		Emergency Management	698,380.61
		Fire District #1	1,456,405.02
		Register of Deeds Tech Fund	179,145.88
		Clerk Tech Fund	200,793.92
		Treasurer Tech Fund	130,479.70
		Motor Vehicle Operations	191,853.95
		RCPD Ops/IT Reserve/Seizure	3,059,609.52
		District Court-Technology	139,348.38
		Court Services	2,850.00
		EMS Grants	5,185.21
		Museum Bequest	6,582.25
		War Memorial Fund	11,160.07
		KS Opioid Settlement	238,141.69
		LATCF Funds	100,000.00
		LEPP Grant	10,486.46
		Miscellaneous	15,703.58

Community Corrections		369,959.45
JJA Prevention	Teen Court	Adult Services
Juvenile Intake Case Manager	Juvenile Service	Special Alcohol

County Attorney		3,345.80
Special Prosecutor Trust	PATF	

Benefit Districts		1,234,702.47
University Park	Moehlman Bottoms	Deep Creek
Carson Sewer	Valleywood	Lakeside Heights
Hunters Island	Terra Heights	Konza
Mertz/McGehee Drainage		

Funds to be Distributed		35,089,017.24
City Funds	Wildlife & Parks	School Funds
Township Funds	Special Assessments	State Funds
Cemetery Funds		

Tax Holding Funds		3,830,273.79
Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
Motor Vehicle Tax	Delinquent PP Tax	Driver's License
Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise

TOTAL ASSETS	**$ 116,889,221.39**	**TOTAL LIABILITIES & FUND BAL**	**116,889,221.39**

Attachment: May Financials (15911 : May Treasurer's Report-2025)

Investments and Interest
May 31, 2025
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2024 Interest
KS State Bank	$0.00	$101,397,454.98	$1,259,333.46	
Riley State Bank	$5,800,000.00	$446,800.87	$172,574.08	
Peoples State Bank	$0.00	$5,000.00	$24.95	
Sunflower	$0.00	$0.00	$0.00	
UMB	$0.00	$0.00	$0.00	
Landmark National Bank	$0.00	$0.00	$0.00	
Intrust	$0.00	$0.00	$75,069.35	
Capitol Federal	$0.00	$0.00	$0.00	
Community 1st National Bank	$2,900,000.00	$0.00	$0.00	
United Bank	$6,300,000.00	$0.00	$0.00	
Municipal Investment Pool	$0.00	$0.00	$0.00	
Commerce Bank	$0.00	$0.00	$22,810.67	
Central National Bank	$0.00	$0.00	$0.00	
Total	**$15,000,000.00**	**$101,849,255.85**	**$1,529,812.51**	**$4,105,242.72**
Cash & Transfer items	$39,965.54			
Total on Deposit	**$116,889,221.39**			

	2025	2024
Interest Transfers		
Capital Improvements #145	$649,185.02	$1,052,690.08
Emergency 911 #148	$14,884.80	$38,967.79
Reg of Deeds Technology #106	$4,132.59	$9,245.12
Clerk Technology #107	$4,430.89	$9,595.45
Treasurer Technology #108	$2,833.55	$6,085.66
RCPD Seizure Funds	$6,910.56	$16,201.97
Total Transfers	$682,377.41	$1,132,786.07
Net Interest to County General	**$847,435.10**	**$2,972,456.65**
Budget	**$ 2,100,000.00**	**$2,000,000.00**
% Collected	40.35%	148.62%
Interest - ARPA Fund	**$129,279.58**	**$695,016.71**

Interest rate on active checking account	4.42%
Interest rate on one year investments	4.17%

Attachment: May Financials (15911 : May Treasurer's Report-2025)

General Fund Revenue Detail
Through May 31, 2025

	May		Year To Date		
	Actual	Budget	Actual	Budget	Over/Under Budget
Motor Vehicle					
Motor Vehicle	511,958	445,182	1,117,338	1,025,854	91,484
Vehicle Rental Excise	0	0	23,422	21,609	1,813
Recreational Vehicle	3,725	4,149	8,201	9,561	-1,360
Commercial Vehicles	57,840	61,645	74,589	82,194	-7,605
Ad Valorem					
RL/Oil/PP	8,584,316	9,576,054	23,060,371	23,940,135	-879,764
Intangible	38,256	147,472	417,331	368,680	48,651
16/20 M Trucks	2,940	6,001	15,331	15,002	329
Watercraft	1,172	6,045	12,290	15,112	-2,822
Delinquent Tax	57,665	0	288,528	0	288,528
Sales Tax	190,484	183,333	924,770	916,665	8,105
Payment In Lieu of Tax	0	0	0	0	0
City/County Highway	0	0	499,647	513,040	-13,393
Interest/Penalties	40,771	25,000	186,013	125,000	61,013
Investment Interest	269,032	175,000	847,435	875,000	-27,565
Recording Fees	36,262	26,667	148,207	133,335	14,872
Hertiage Trust Fund	2,689	0	11,024	0	11,024
Juvenile Supervision Fees	148	42	198	210	-12
Diversion Fees	4,041	5,000	29,041	25,000	4,041
Franchise Fees	0	8,750	11,260	17,500	-6,240
Miscellaneous	89	0	6,198	0	6,198
Departments					
Clerk	1	250	348	1,250	-902
Register of Deeds	12,782	2,083	21,156	10,415	10,741
Treasurer	493	667	1,829	3,335	-1,506
Clerk of the District Court	6,610	3,333	17,695	16,665	1,030
Emergency Management	0	0	130,111	85,907	44,204
Coroner	0	0	0	0	0
Fair	4,665	1,667	11,049	8,335	2,714
Museum	0	0	99	0	99
Election	1,025	333	1,195	1,665	-470
Ambulance/EMS	144,075	152,231	739,831	761,155	-21,324
Appraiser	50	1,167	5,986	5,835	151
Planning & Development	4,380	3,167	16,930	15,835	1,095
Information Systems	0	0	13,297	0	13,297
General-General	2,911	0	25,600	0	25,600
Public Works	67,890	33,333	336,724	166,665	170,059
Noxious Weed	13,171	8,333	37,792	41,665	-3,873
Total Before Transfers	**10,059,441**	**10,876,904**	**29,040,836**	**29,202,624**	**-161,788**
Transfers In	64,567	0	64,567	0	64,567
Total After Transfers	**10,124,008**	**10,876,904**	**29,105,403**	**29,202,624**	**-97,221**
Over/Under Budget Before Transfers	**-7.52%**		**-0.55%**		
Over/Under Budget After Transfers	**-6.92%**		**-0.33%**		

Prepared by Shilo Heger
06/04/2025

Attachment: May Financials (15911 : May Treasurer's Report-2025)

2025 General Fund Revenue
Year To Date

	May		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	511,958	445,182	1,117,338	1,935,572	57.73%
Vehicle Rental Excise	0	0	23,422	43,217	54.20%
Recreational Vehicle	3,725	4,149	8,201	18,039	45.46%
Commercial Vehicles	57,840	61,645	74,589	82,194	90.75%
Ad Valorem					
RL/Oil/PP	8,584,316	9,576,054	23,060,371	25,200,141	91.51%
Intangible	38,256	147,472	417,331	388,083	107.54%
16/20 M Trucks	2,940	6,001	15,331	15,791	97.08%
Watercraft	1,172	6,045	12,290	15,907	77.26%
Delinquent Tax	57,665	0	288,528	0	0.00%
Sales Tax	190,484	183,333	924,770	2,200,000	42.03%
Payment In Lieu of Tax	0	0	0	40,000	0.00%
City/County Highway	0	0	499,647	1,026,080	48.69%
Interest/Penalties	40,771	25,000	186,013	300,000	62.00%
Investment Interest	269,032	175,000	847,435	2,100,000	40.35%
Recording Fees	36,262	26,667	148,207	320,000	46.31%
Hertiage Trust Fund	2,689	0	11,024	0	0.00%
Juvenile Supervision Fees	148	42	198	500	39.65%
Diversion Fees	4,041	5,000	29,041	60,000	48.40%
Franchise Fees	0	8,750	11,260	35,000	32.17%
Miscellaneous	89	0	6,198	0	0.00%
Departments					
Clerk	1	250	348	3,000	11.60%
Register of Deeds	12,782	2,083	21,156	25,000	84.62%
Treasurer	493	667	1,829	8,000	22.87%
Clerk of the District Court	6,610	3,333	17,695	40,000	44.24%
Emergency Management	0	0	130,111	85,907	0.00%
Coroner	0	0	0	0	0.00%
Fair	4,665	1,667	11,049	20,000	55.25%
Museum	0	0	99	0	0.00%
Election	1,025	333	1,195	4,000	29.88%
Ambulance/EMS	144,075	152,231	739,831	1,826,767	40.50%
Appraiser	50	1,167	5,986	14,000	42.75%
Planning & Development	4,380	3,167	16,930	38,000	44.55%
Information Systems	0	0	13,297	0	0.00%
General-General	2,911	0	25,600	0	0.00%
Public Works	67,890	33,333	336,724	400,000	84.18%
Noxious Weed	13,171	8,333	37,792	100,000	37.79%
Total Before Transfers	**10,059,441**	**10,876,904**	**29,040,836**	**36,345,198**	**79.90%**
Transfers In	64,567	0	64,567	325,000	19.87%
Total After Transfers	**10,124,008**	**10,876,904**	**29,105,403**	**36,670,198**	**79.37%**
Over/Under Budget Before Transfers	**-7.52%**				
Over/Under Budget After Transfers	**-6.92%**				
May = 41.70% of the Budget					

Attachment: May Financials (15911 : May Treasurer's Report-2025)

Sales Tax Received
May 31, 2025

	County General				
	2024	2025	Prior Year Variance	2025 Budget	% Over Budget
January (Nov)	183,689.10	206,769.34	12.56%	183,333	12.78%
February (Dec)	207,797.81	201,922.45	-2.83%	183,334	10.14%
March (Jan)	170,859.67	163,747.64	-4.16%	183,333	-10.68%
April (Feb)	174,539.13	161,846.65	-7.27%	183,333	-11.72%
May (Mar)	188,313.31	190,483.57	1.15%	183,333	3.90%
June (Apr)	186,323.40	0.00	-100.00%	183,333	-100.00%
July (May)	195,968.02	0.00	-100.00%	183,333	-100.00%
August (June)	193,612.81	0.00	-100.00%	183,333	-100.00%
September (July)	207,620.11	0.00	-100.00%	183,334	-100.00%
October (Aug)	231,452.41	0.00	-100.00%	183,334	-100.00%
November (Sept)	193,728.85	0.00	-100.00%	183,333	-100.00%
December (Oct)	205,577.99	0.00	-100.00%	183,334	-100.00%
Year to Date	**$2,339,482.61**	**$924,769.65**		**$ 2,200,000.00**	**-57.97%**

	2024	2025
Sales Tax Collected	**$2,339,482.61**	**$924,769.65**
Budget	**$2,000,000.00**	**$2,200,000.00**
% of Budget Collected	**116.97%**	**42.03%**
% Over Budget	**16.97%**	**0.37%**

Attachment: May Financials (15911 : May Treasurer's Report-2025)

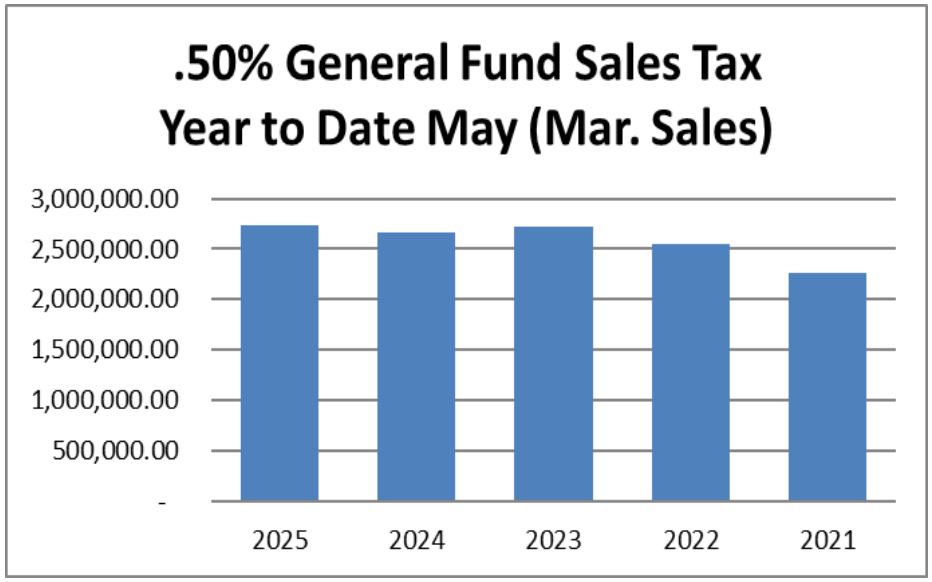
Sales Tax Received
May 31, 2025

	Road & Bridge				
	2024	2025	Prior Year Variance	2025 Budget	% Over Budget
January (Nov)	212,079.24	236,121.43	11.34%	166,667	41.67%
February (Dec)	239,257.27	241,460.32	0.92%	166,667	44.88%
March (Jan)	196,726.95	195,810.56	-0.47%	166,667	17.49%
April (Feb)	200,963.47	193,537.38	-3.70%	166,667	16.12%
May (Mar)	216,822.94	227,781.59	5.05%	166,667	36.67%
June (Apr)	214,531.81	0.00	-100.00%	166,667	-100.00%
July (May)	225,636.56	0.00	-100.00%	166,667	-100.00%
August (June)	221,097.24	0.00	-100.00%	166,667	-100.00%
September (July)	237,092.96	0.00	-100.00%	166,667	-100.00%
October (Aug)	264,308.42	0.00	-100.00%	166,667	-100.00%
November (Sept)	221,229.73	0.00	-100.00%	166,667	-100.00%
December (Oct)	234,760.95	0.00	-100.00%	166,667	-100.00%
Year to Date	**$2,684,507.54**	**$1,094,711.28**		**$ 2,000,000.00**	**-45.26%**

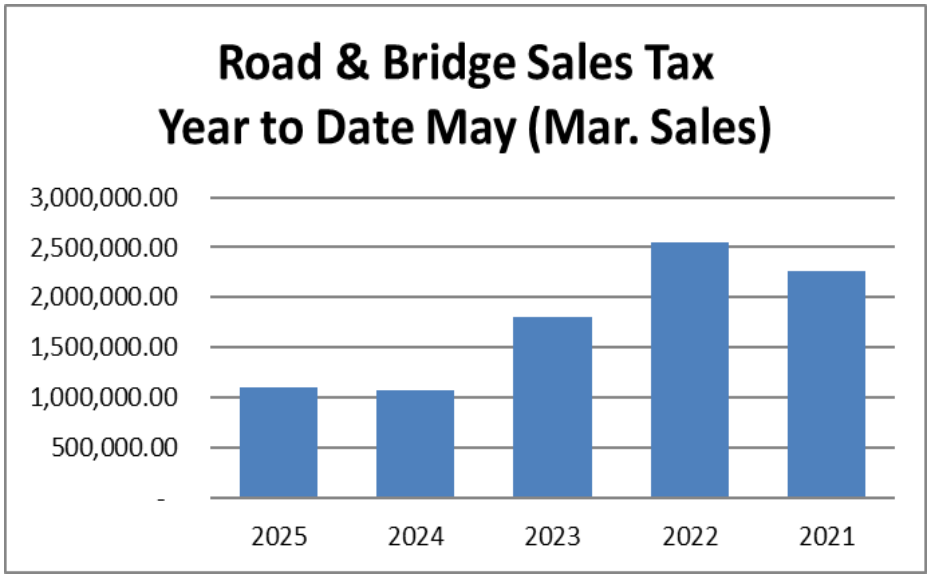
	2024	2025
Sales Tax Collected	**$2,684,507.54**	**$1,094,711.28**
Budget	**$2,000,000.00**	**$2,000,000.00**
% of Budget Collected	**134.23%**	**54.74%**
% Over Budget	**34.23%**	**13.07%**

Attachment: May Financials (15911 : May Treasurer's Report-2025)

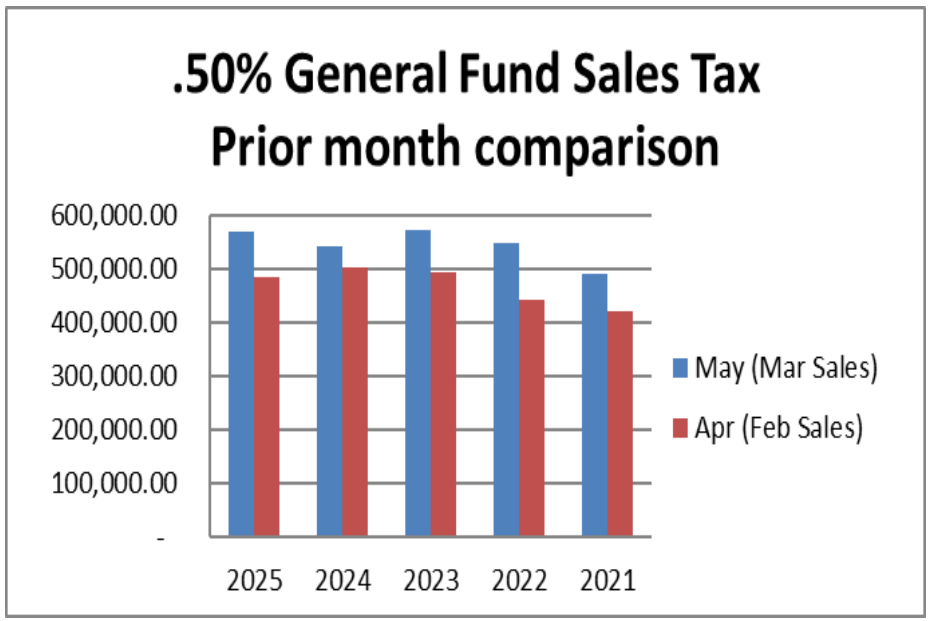
Sales Tax Data
May 2025



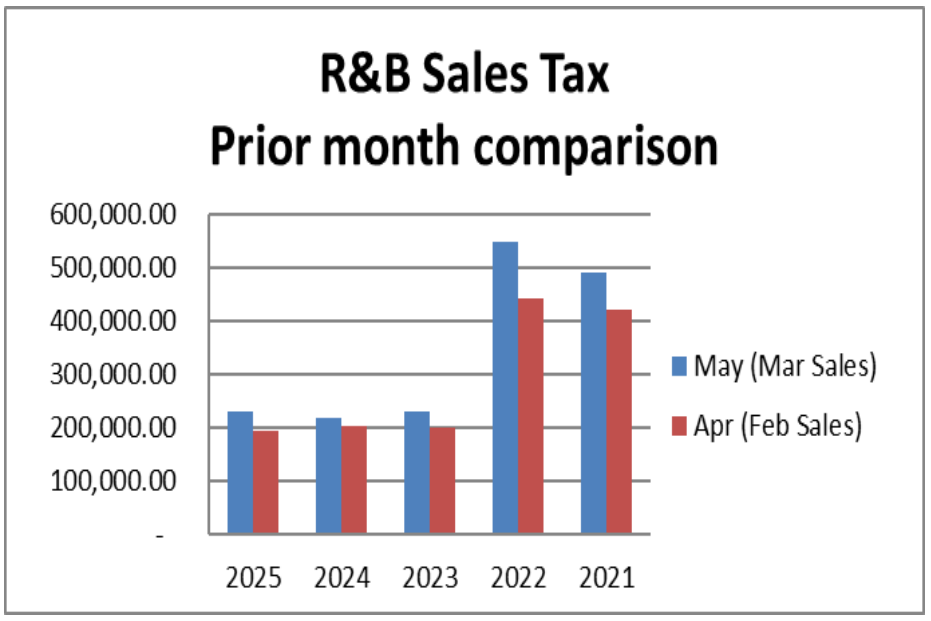
General Fund Sales Tax year to date is 2.71% higher than May 2024



Road & Bridge Sales Tax year to date is 2.17% higher than May 2024



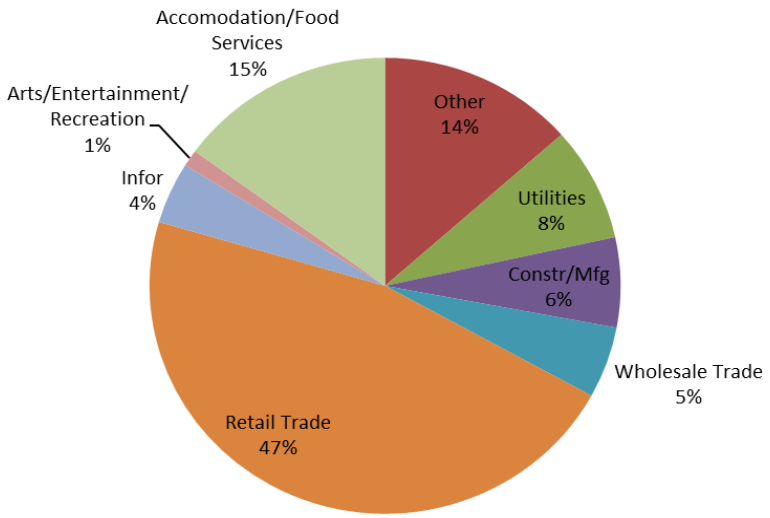
General Fund Sales Tax is 17.69% higher than April 2025.



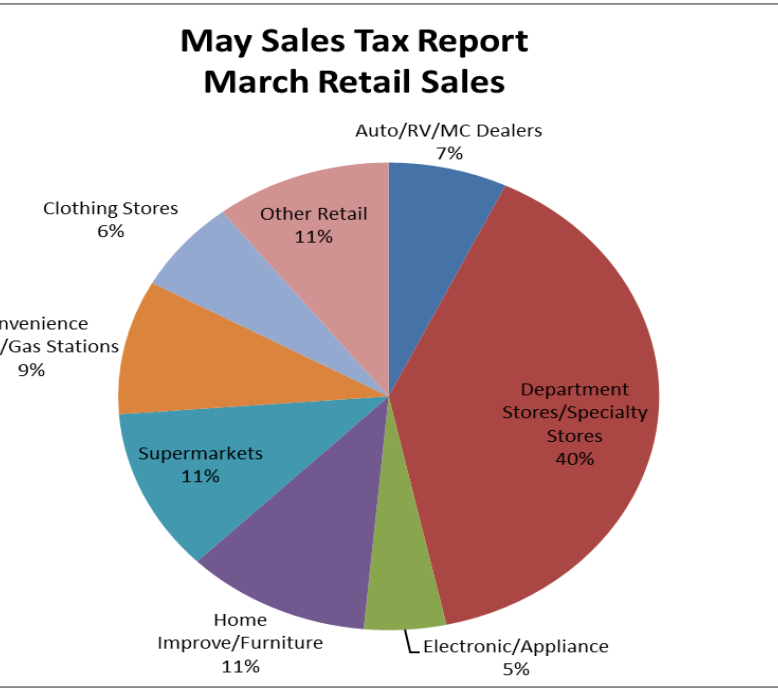
Road & Bridge Sales Tax is 17.69% higher than April 2025.

Attachment: May Financials (15911 : May Treasurer's Report-2025)

NAICS Sales Tax Data
May 2025



Other	13.47%	107,265.42
Utilities	8.10%	64,542.63
Constr/Mfg	6.37%	50,729.54
Wholesale Trade	5.06%	40,311.04
Retail Trade	46.51%	370,456.92
Infor	4.36%	34,720.43
Arts/Entertainment/ Recreation	1.17%	9,352.91
Accomodation/Food Services	14.95%	119,060.25
		796,439.14



Auto/RV/MC Dealers	7.10%	26,315.75
Department Stores/Specialty Stores	39.47%	146,226.94
Electronic/Appliance	4.90%	18,155.25
Home Improve/Furniture	11.04%	40,904.88
Supermarkets	11.26%	41,731.24
Convenience Stores/Gas Stations	9.28%	34,386.67
Clothing Stores	6.40%	23,713.43
Other Retail	10.53%	39,022.76
		370,456.92

Attachment: May Financials (15911 : May Treasurer's Report-2025)

May 2025 (March 2025 Sales)

			State Treasurer
Sales Tax			
Leonardville	455,296.27	0.003692	1,680.96
Ogden	455,296.27	0.014960	6,811.25
Randolph	455,296.27	0.001228	559.19
Riley	455,296.27	0.009811	4,467.08
Manhattan	455,296.27	0.635338	289,266.92
County	455,296.27	0.334970	152,510.87
		0.999999	455,296.27
Use Tax			
Leonardville	113,361.28	0.003692	418.53
Ogden	113,361.28	0.014960	1,695.89
Randolph	113,361.28	0.001228	139.22
Riley	113,361.28	0.009811	1,112.23
Manhattan	113,361.28	0.635338	72,022.71
County	113,361.28	0.334970	37,972.70
		0.999999	113,361.28
	568,657.55		568,657.55
	R&B Sales Tax		227,781.59
			796,439.14

Attachment: May Financials (15911 : May Treasurer's Report-2025)

EMS/AMBULANCE
Staff Update

David Adams
EMS/Ambulance Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: **David Adams, EMS/Ambulance Director**

MEETING: **June 16, 2025**

SUBJECT: **Staff Update**

PRESENTER: **David Adams, EMS/Ambulance Director**

Operations:

Calls for service:

May- 438

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 177

Medic 21 located at 11th & Poyntz: 134

Medic 31 located at 3060 TCB (Riley County Public Works): 24

Medic 41 located at Manhattan Regional Airport: 48

Medic 51- Leonardville: 24

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Active Violence Training

Working on new building construction related topics.

Quality Improvement and Safety Course

Participating in Mental Health Working Group (Josh) and Task Force (David)

Participate in Substance Misuse Working Group (Josh) and Task Force (David)

Observing field performance.

Event Standbys:

Education

Cardiac Response Guidelines with VC-Manhattan and KU Med- Topeka

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

Community Outreach:

Car seat check lanes.

Enclosures:

- May 2025 Stats (XLSX)
- Riley County EMS Weekly Progress Report WE 5-23-25 (PDF)
- Riley County EMS Weekly Progress Report WE 5-30-25 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	**Count**	**Percent**
01 - Sunday	54	12%
02 - Monday	49	11%
03 - Tuesday	43	10%
04 - Wednesday	57	13%
05 - Thursday	73	17%
06 - Friday	83	19%
07 - Saturday	79	18%
TOTAL	**438**	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	**Count**	**Percent**
00:00:00 - 00:59:59	12	3%
01:00:00 - 01:59:59	13	3%
02:00:00 - 02:59:59	7	2%
03:00:00 - 03:59:59	9	2%
04:00:00 - 04:59:59	10	2%
05:00:00 - 05:59:59	10	2%
06:00:00 - 06:59:59	11	3%
07:00:00 - 07:59:59	7	2%
08:00:00 - 08:59:59	8	2%
09:00:00 - 09:59:59	23	5%
10:00:00 - 10:59:59	26	6%
11:00:00 - 11:59:59	24	5%
12:00:00 - 12:59:59	23	5%
13:00:00 - 13:59:59	34	8%
14:00:00 - 14:59:59	26	6%
15:00:00 - 15:59:59	17	4%
16:00:00 - 16:59:59	25	6%
17:00:00 - 17:59:59	28	6%
18:00:00 - 18:59:59	25	6%
19:00:00 - 19:59:59	29	7%
20:00:00 - 20:59:59	28	6%
21:00:00 - 21:59:59	14	3%
22:00:00 - 22:59:59	15	3%
23:00:00 - 23:59:59	14	3%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	**COUNT**	**PERCENT**
Medic 11	177	40%
Medic 21	134	31%
Medic 31	24	5%
Medic 41	48	11%
Medic 51	24	5%

TOP 5 EMS RESPONSES BY DISPATCH REASON

Attachment: May 2025 Stats (15934 : Staff Update)

Complaint	Count	Percent
Falls	84	19%
Sick Person	80	18%
Breathing Problem	31	7%
None	29	7%
Transfer	28	6%

Attachment: May 2025 Stats (15934 : Staff Update)

Attachment: May 2025 Stats (15934 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 56

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 5.23.25

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Finished installing lightning protection and termination of the fire alarm panel.	**Electrical**	Finish putting cover plates on and tie up and loose end items.
Concrete	Place sidewalk and curb and gutter on the East side of the building. Placed the FCRC replacement to tie in to curb and gutter.	**Concrete**	Pour the North drive lane, more sidewalk on the East, dig the trash enclosure footings, and pour some of the apparatus.
Paint	Final paint in Area A and cut ins in Area C.	**Paint**	Paint the exterior patio columns and miscellaneous cut in and touchups.
Flooring	Started installing the LVT in Area C.	**Low Voltage**	Finish installing the LVT in Area C and walk off mat in Area C vestibule.
Plumbing	Finished turning on water and checking for leaks and prepping for appliance install	**Plumbing**	Install appliances.
Sitework	Finished grading the East and South side of the building.	**Sitework**	No new.
BHS	Finishing loose end door hardware and accessory install. Exterior site clean. Installing handrail sleeves.	**BHS**	Building clean and punch list finish digging handrail sleeves.

Outstanding/Hot Items:

Nothing Outstanding

Attachment: Riley County EMS Weekly Progress Report WE 5-23-25 (15934 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 56

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24-104

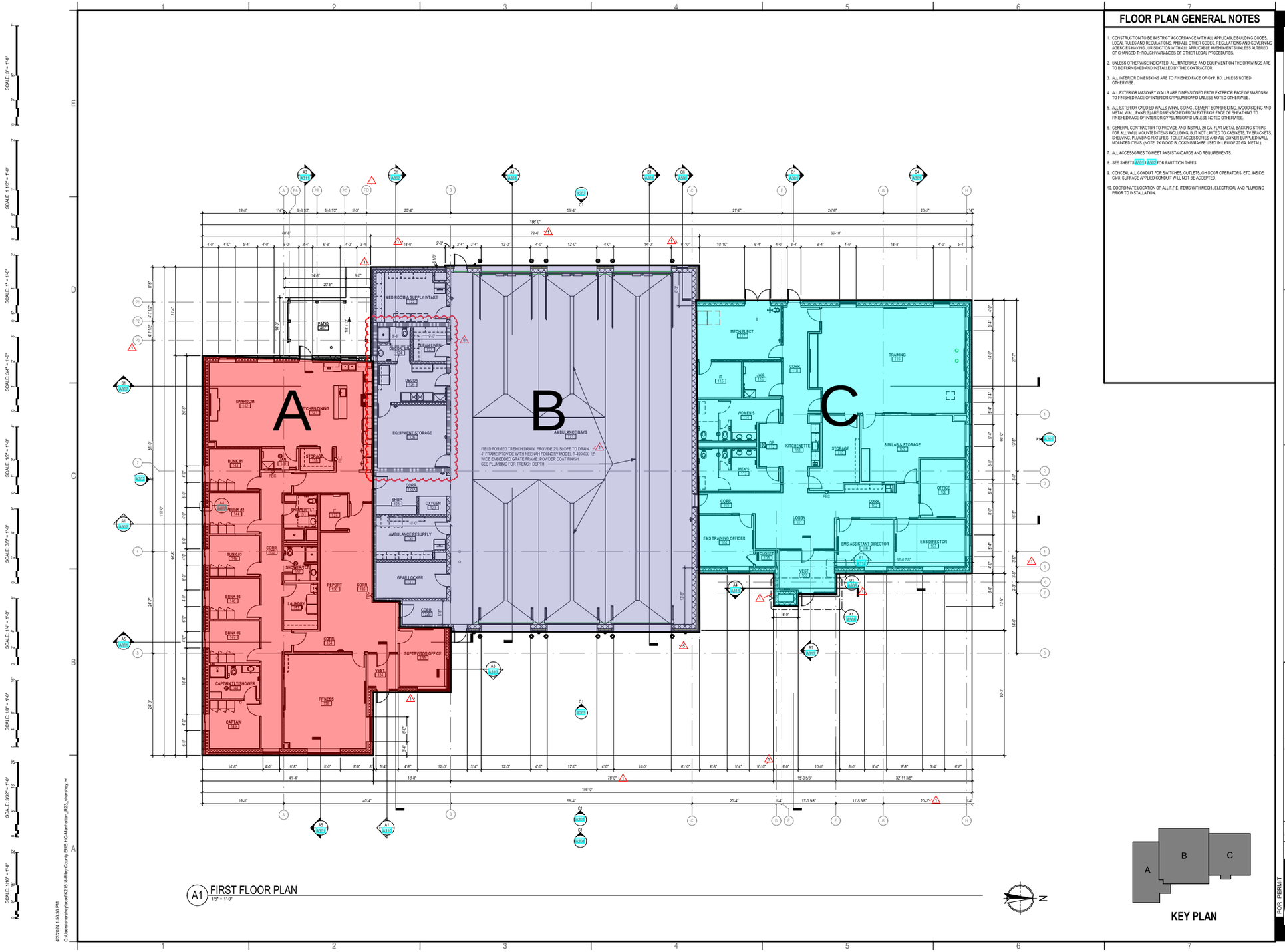
FCRC Existing Repour

Area A Walk Pad

Doors Operating and Fully Functional

Area C LVT

Attachment: Riley County EMS Weekly Progress Report WE 5-23-25 (15934 : Staff Update)



A1 FIRST FLOOR PLAN
1/8" = 1'-0"

FLOOR PLAN GENERAL NOTES

1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OF CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
5. ALL EXTERIOR CADDED WALLS (VINYL SIDING , CEMENT BOARD SIDING, WOOD SIDING AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SHEATHING TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAYBE USED IN LIEU OF 20 GA. METAL)
7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
8. SEE SHEETS A001 & A002 FOR PARTITION TYPES
9. CONCEAL ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. INSIDE CMU, SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.

KEY PLAN

JOSEPH DAVID CHRIST LICENSED 7524 KANSAS ARCHITECT
4-3-2024

Archimages architecture | interiors
KS Architectural Corporation Archimages, Inc. # A1313389
14205 W. 95th Street Lenexa, Kansas 66215
t | www.archimages-ae.com | p/f (913) 378-9533

PROJECT:
RILEY COUNTY EMS
STATION NO. 1
1115 CHARLES LITTLE RD Manhattan, KS 66502-0109

[Consultants]

No.	Date	Revision
1	10-23-23	ADDENDUM NO. 1
2	02-21-24	ASI NO. 1
3	04-03-24	ASI NO. 3 - STORM SHELTER PER REVIEW COMMENTS RESPONSE

OVERALL FLOOR PLAN

FOR PERMIT
Project No. K21518
Sheet No. A101
Date 02/29/202

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Attachment: Riley County EMS Weekly Progress Report WE 5-23-25 (15934 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 57

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 5.30.25

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Cover plates and Back Patio lights and ceiling fan.	**Electrical**	Finalize everything.
Concrete	North drive lane and Apparatus lanes	**Concrete**	Trash enclosure and sidewalks
Paint	Patio and final paint in Area A.	**Paint**	Paint the exterior patio columns and miscellaneous cut in and touchups.
Flooring	Finished installing LVT and Walk off mat in Area C vestibule. Installed the remaining base in Area C.	**Final Clean**	Cleaning Area B and Area C.
Plumbing	Installed appliances.	**Plumbing**	Ensure all equipment is running properly
Sitework	No New	**Sitework**	Finish backfill on the North and east.
BHS	Finished installing handrail sleeves. Demobilizing equipment in the building. Punch List	**BHS**	Punch List and Final Clean.

Outstanding/Hot Items:

Nothing Outstanding

Attachment: Riley County EMS Weekly Progress Report WE 5-30-25 (15934 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 57

BHS CONSTRUCTION

Riley County EMS Station 1

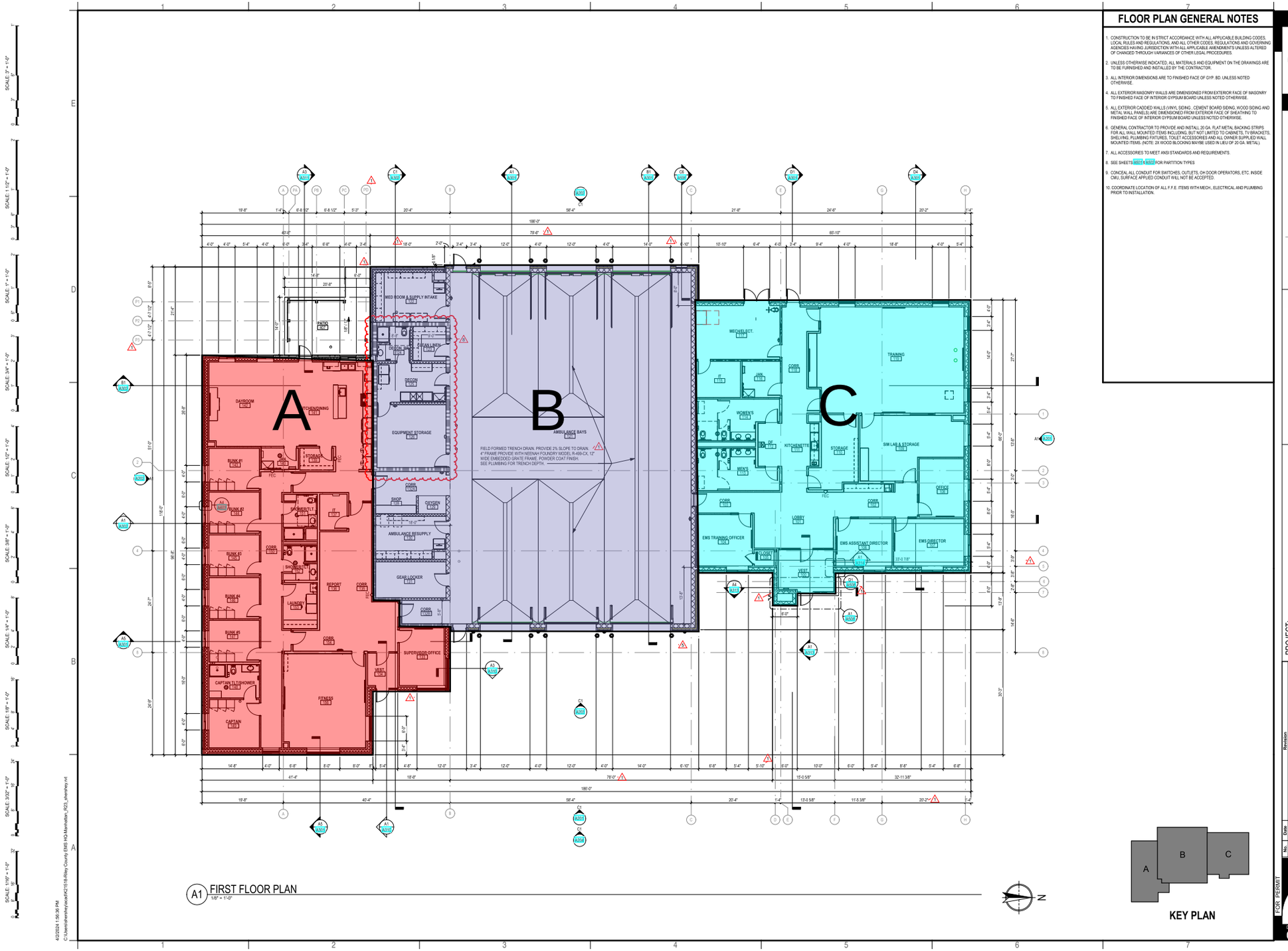
LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24-104

North Drive Lane

Apparatus

Patio

Area C LVT



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RILEY COUNTY EMS
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[Consultants]

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FOR PERMIT
Project No. K21518
Sheet No. A101
Date 02/29/202

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Attachment: Riley County EMS Weekly Progress Report WE 5-30-25 (15934 : Staff Update)

EMS/AMBULANCE
Outside Agency Request

David Adams
EMS/Ambulance Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: **David Adams**

MEETING: **June 16, 2025**

SUBJECT: **Outside Agency Request**

PRESENTER: **David Adams, EMS/Ambulance Director**

BACKGROUND

Pottawatomie County EMS has requested the use of one of our patient hauler UTV's during their annual July 4th celebration and fireworks display. The UTV would be scheduled to be used from July 3rd - July 5th.

DISCUSSION

RCEMS and Riley County have supported PCEMS for at least the past 8 years as we understand the magnitude of the event and the stress it puts on their operations.

PCEMS has always taken good care of our equipment and it is returned clean, full of fuel and undamaged.

FISCAL IMPACT

There will be minimal if no costs.

RECOMMENDATION(S)

It is recommended to deploy the resource they have requested.

POSSIBLE MOTION(S)

Move to approve the request from Pottawatomie County EMS to use an RCEMS UTV/Patient Hauler from July 3rd- July 5th for the 4th of July fireworks and celebration.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- PCEMS UTV (PDF)

Jennifer Merrow
Director of Emergency Management

406 C Miller Drive
Wamego, KS 66548

Phone (785) 457-3358
Fax (785) 457-3359
Email: jmerrow@pottcounty.org

Riley County Emergency Medical Services
Dave Adams or Josh Gehring
2011 Claflin Rd
Manhattan, KS 66502

June 9, 2025

Greetings!

This letter is a formal request for equipment to support the annual 4th of July Celebration put on by the City of Wamego and Chamber of Commerce. This 4-day event is Jun 28-July 4th, which consists of a car show, parade, carnival, free concert, and a large fireworks show that brings in thousands of people from surrounding areas. Our request from you, is for 1 UTV Patient Hauler to support Emergency Services for this event. If approved, we would like to pickup July 3, 2025 if possible.

Respectfully,

Jennifer A. Merrow
Director of Emergency Management
Pottawatomie County, KS

Attachment: PCEMS UTV (15935 : Deploy Resource to Assist Pottawatomie County EMS)

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Staff Update

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

STAFF REPORT

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

MEETING: **June 16, 2025**

SUBJECT: **Pending County Projects County Counselor**

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

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

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

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

ONGOING TASKS

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

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

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

CURRENT PROJECTS

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

- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Draft Letter in Opposition to Animal Control Services Transfer
- Review and Approve FRA Certification Form
- First Christian Church RFP and Overveiw
- 6 On-Going Nuisance Abatement Cases in District Court
- Fire Department Benevolent Organization Bylaws Update
- University Park Fire Station Utilities Services
- Keats Sewer Project
- Peterson Ranch Benefit District Formation at Request of Property Owners
- Remediation of Former Firing Range
- Review Draft Electronic Medical Records RFP
- Marlatt Improvements
- Elevator Refurbishment
- Advise Department on Zoning and Federal laws
- Review benefit district legal issues
- Process and submit 2 Prosecutorial notices for violation of County regulations
- Prepare contract for monthly sewer pumping agreement
- Advise Department on subpoenaed records
- Advise Department on election records requested via KORA
- Prepare Resolution regarding K.S.A. 79-1613
- Prepare Fence View Order on Hargrave Salzman Fence View
- Prepare Resolution and Advise staff on the LK Townhomes RHID Application
- Monitor current records and evaluation of twelve (12) active cases
- Attend off-site meetings regarding nuisance abatement cases
- Review HB 2134 and advise Budget & Planning Committee

Enclosures:

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Policy

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

COMMISSION AGENDA REPORT

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

MEETING: **June 16, 2025**

SUBJECT: **Resolution Controlling the Sale & Use of Fireworks in Riley County, Kansas, Outside the Corporate Limits of Any City**

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

BACKGROUND

On May 12, 2025, the Board received a presentation on the recently enacted legislation permitting fireworks sales to occur in an extended period of time. During that discussion, the Board directed the Counselor's Office in conjunction with the Fire Chief's Office prepare a resolution to allow sales and discharge of fireworks between June 28th and July 4th, modernize the regulations to match the Kansas State Fire Marshall regulations regarding fireworks, and increase the seasonal fireworks sales county license fee to $100.

DISCUSSION

The attached Resolution will replace the resolution which currently governs the sale and use of fireworks in its entirety and update local law to reflect an extended sale and discharge of fireworks between June 28th and July 4th, and increase the seasonal fireworks sales county license fee to $100.

Additionally, this Resolution includes a prohibition on any sky lanterns, flying lanterns, fire balloons, sky candles or any other similar device which is an unmanned, free-floating device designed to contain an open flame within Riley County, Kansas, outside the corporate limits of any city as recommended by Fire Chief Stukey.

FISCAL IMPACT

Unknown if the expanded dates of sale will lead to additional sales tax revenue. There is an increase of $75.00 to the license fee, which will lead to a small increase in revenue.

RECOMMENDATION(S)

I recommend the Board approve the Resolution.

POSSIBLE MOTION(S)

a. "I move the Board execute the Resolution Controlling the Sale and Use of Fireworks in Riley County, Kansas, Outside the Corporate Limits of Any City as presented."

b. "I move the Board execute the Resolution Controlling the Sale and Use of Fireworks in Riley County, Kansas, Outside the Corporate Limits of Any City as presented with the following revisions. . ."

Enclosures:

- Resolution on Firework Sales (DOC)

RESOLUTION NO. 061625-

A RESOLUTION CONTROLLING THE SALE AND USE OF FIREWORKS IN RILEY COUNTY, KANSAS, OUTSIDE THE CORPORATE LIMITS OF ANY CITY

WHEREAS, Riley County passed Resolution 1978-064, ("Original Resolution") which regulates the sale and discharge of fireworks within Riley County, outside of any incorporated city;

WHEREAS, the Original Resolution limits the sale and discharge of fireworks in Riley County to July 1 through July 4 of any given year, except for permits issued for special display; and,

WHEREAS, the legislature of the State of Kansas, in its 2025 session, amended K.S.A. 31-502 to allow the sale of fireworks for "Permanent retailers" year-round, and "Seasonal retailers" between June 20 through July 7 of any given year for the July 4 holiday.

WHEREAS, Riley County desires to repeal and replace the Original Resolution to modernize regulations to match the Kansas State Fire Marshall regulations regarding fireworks, to permit the sale and discharge of fireworks from June 28 through July 4 of any given year for the purpose of the celebration of the July 4 holiday, and increase the seasonal fireworks sales county license fee to $100.00.

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

Section 1. FIREWORKS DEFINED. The term "fireworks" shall mean and include any combustible or deflagrating composition, article or device suitable for the use of the public for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation and previously approved for transportation by the chemical laboratory of the United States Department of Transportation. Nothing in this resolution shall be construed as applying to toy smoke devices defined as smoke balls, or tubes containing a pyrotechnic mixture which upon ignition produces a visible cloud of colored smoke (white and black smokes are considered colored); or to toy paper caps containing not more than twenty-five hundredths (.25) of a grain of explosive composition per cap, and to the manufacture, storage, sale or use of signals necessary for the safe operation of railroads or other classes of public or private transportation, nor applying to the military or naval forces of the United States or of this state, or to peace officers, nor as prohibiting the sale or use of blank cartridges for ceremonial or theatrical or athletic events, nor as prohibiting the firing of sky rockets or missiles when produced by a science class of any school and when under supervision of the science instructor and when the place and time of firing the sky rockets or missiles has been approved by the Chief of the Riley County Rural Fire District #1.

Section 2. WHEN SALE OF FIREWORKS IS LAWFUL. It shall be unlawful for any person, firm or corporation to sell at retail, or offer to sell at retail, deliver or give away to individuals any fireworks as defined in Section 1 except on June 28 through July 4 of any year.

Attachment: Resolution on Firework Sales (15931 : Fireworks Resolution)

Section 3. LICENSE FEE AND PERMIT, FIRE AND OTHER CODE INSPECTIONS. Any person, firm or corporation shall, prior to selling at retail, offering to sell at retail, delivering or giving away to any individuals any fireworks as defined in Section 1, apply to the Chief of the Riley County Rural Fire District #1 on or before June 22 of any year for a license permit to so operate on June 28 through July 4 of that year.

Prior to the issuance of the permit an inspection will be made of the applicant's facility for compliance with the regulations of the State Fire Marshall and other pertinent codes. No permit shall be issued for any facility not in compliance with such codes. Upon qualifying for the permit, the licensee shall prominently display the same at the facility. A license fee in the amount of $100.00 shall be charged for each application. The fee shall not be refundable upon failure to qualify for the license or withdrawal or cancellation of the application or permit.

Section 4. DISCHARGE OF FIREWORKS; TIME PROHIBITED. It shall be unlawful for any person to discharge, fire or ignite any fireworks as defined in Section 1 of this resolution except during the hours of 8:00 A.M. to 12:00 P.M. (midnight) on each day of the period of June 28 through July 4 of any year, except for permits obtained under Section 5 of this resolution. Provided, however, that the section shall not prohibit the discharge, firing or ignition, at any time, of approved fireworks as set forth in Section 6, herein, upon land zoned for agricultural purposes pursuant to the zoning regulations of Riley County, Kansas, and with the permission of the landowner or tenant, provided any such discharge, firing or ignition does not occur within 200 feet of any property line.

Section 5. PERMITS FOR FIREWORKS DISPLAYS, JUNE 28 THROUGH JULY 4 AND OTHER TIMES. Any person, firm, or corporation desiring to provide a fireworks display for the public or for organized groups shall obtain a permit to do so by making application at least thirty (30) days in advance of the desired display. Approval of the permit shall be by the Board of Commissioners of Riley County, Kansas. No permit shall be approved unless the applicant furnishes a certificate of public liability insurance for the display in a minimum amount of $1,000,000.00, written by an insurance carrier licensed to do business in Kansas, conditioned as being non-cancellable except by ten (10) days advance written notice to the County Clerk of Riley County, Kansas. In the event of cancellation of the insurance prior to the display, the permit shall automatically be revoked and void. The application for the permit shall clearly state:

a. The name of the applicant.
b. The group for which the display is planned.
c. The location of the display.
d. The date and time of the display.
e. The nature or kind of fireworks to be used.
f. The name of the person, firm or corporation that will make the actual discharge of the fireworks
g. Anticipated need for police, fire or other governmental services. No permit shall be issued if the location, nature of the fireworks or other relevant factor is such as to create an undue hazard or risk of harm or damage to persons or property.

Attachment: Resolution on Firework Sales (15931 : Fireworks Resolution)

Section 6. APPROVED FIREWORKS. All fireworks offered for sale and discharged within Riley County, Kansas, outside the corporate limits of any city, shall be of a type that has been tested and approved for sale and use within the State of Kansas by the State Fire Marshall, provided, however, that bottle rockets and other similar self-propelled firework or fireworks devices consisting of a tube and attached guiding stick or rod shall not be sold or discharged within Riley County, Kansas, outside the corporate limits of any city. Furthermore, any sky lanterns, flying lanterns, fire balloons, sky candles or any other similar device which is an unmanned, free-floating device designed to contain an open flame shall not be sold or discharged within Riley County, Kansas, outside the corporate limits of any city.

Section 7. DISCHARGE IN STREETS UNLAWFUL. It shall be unlawful for any person to discharge, ignite, or fire any fireworks upon the public streets, highways, roads or right-of-ways or in any park or public place within Riley County, Kansas, outside the corporate limits of any city.

Section 8. THROWING PROHIBITED. It shall be unlawful for any person to throw, cast or propel fireworks of any kind in the direction of or into the path of any person or group of persons, or from, in the direction of, or into any vehicle of any kind.

Section 9. SALE OF FIREWORKS: WHERE PROHIBITED. Fireworks shall not be sold or kept for sale in a place of business where paint, oils, varnishes, turpentine or gasoline or other flammable substances are kept in unbroken containers, unless in a separate and distinct section or department of the store. Where the Chief of the Riley County Rural Fire District #1 deems there is a fire hazard, he is hereby authorized to have such hazard abated.

Section 10. RETAIL DISPLAY OF FIREWORKS. All retailers are forbidden to expose fireworks where the sun shines through glass on the merchandise displayed, expect where such fireworks are in the original package, and all fireworks kept for sale on front counters must remain in original packages, except where an attendant is on constant duty at all times at counters where such fireworks are on display, provided, however, that fireworks in open stock maybe kept in show cases or counters out of the reach of the public without an attendant being on duty. Signs reading “Fireworks for Sale—No Smoking Allowed” shall be displayed in the section of the store set aside for the sale of fireworks.

Section 11. FIRE EXTINGUISHERS REQUIRED. Two (2) approved fire extinguishers must be provided and kept in close proximity to the stock of fireworks in all buildings where fireworks are sold. Small stands, temporarily erected to be used as a place for storing and selling fireworks only, shall have a fire extinguisher, or in lieu of the one fire extinguisher, a loaded water hose with nozzle end within five feet (5’) of the fireworks stand.

Section 12. RESTRICTIONS AS TO GASOLINE INSTALLATIONS. Fireworks shall not be stored, kept, sold or discharged within fifty feet (50’) of any gasoline pump, gasoline filling station, gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one gallon, except in stores where cleaners, paints and oils are handled in sealed containers only.

Attachment: Resolution on Firework Sales (15931 : Fireworks Resolution)

Section 13. PENALTY. Any person violating any of the provisions of this resolution shall, upon conviction thereof, be fined in any sum not exceeding one hundred dollars ($100), or be imprisoned not to exceed thirty (30) days, or be both so fined and imprisoned.

Section 14. EFFECTIVE DATE. This resolution shall take effect on the date of adoption.

Adopted this 16th day of June, 2025.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chairman

_____
Kathryn Focke, Vice-Chairwoman

_____
John Ford, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution on Firework Sales (15931 : Fireworks Resolution)

RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
June 16, 2025 12:00 p.m.
Agenda

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by tl Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

Pages 1-7 A. Approve May 19, 2025 Law Board Meeting Minutes
Pages 8-20 B. Approve 2025 Expenditures/Credits
Pages 21-23 C. 2025 Adjusted Financial Journal Entries- *(Review)*
Pages 24-27 D. RCPD Related County Expenditures- *(Review)*
Page 28 E. Riley County Jail Average Daily Inmate Population- *(Review)*
Page 29 F. Seizure Expenditure- *(Review)*
Pages 30-45 G. Monthly Crime Report- *(Review)*
Pages 46-47 H. Monthly Financial Reports- *(Review)*

IV. GENERAL AGENDA

I. Additions or Deletions
J. Public Comment
K. Fraternal Order of Police Lodge #17 Comments
L. Board Member Comments
M. Community Advisory Board Update- CAB Chairperson Kirk Crabtree & Vice Chairperson April Zimmermann- *(Discussion)*
Page 48 N. Promotion Announcement of Corrections Sergeant David Russell- Director Peete & Deputy Director Freidline
O. Awards Presentation- Director Peete & Deputy Director Freidline
Page 49 1. Live-Saving Award Presented to Police Officer Michael Wagenblast for Actions Performed on January 11, 2025
Page 50 2. Life-Saving Award Presented to Police Officer Brandon Gadia for Actions Performed on January 16, 2025
3. Life-Saving Award Presented in Recognition of Live-Saving Actions Performed on March 2 2025
Page 51 a. Dispatcher II Teresa Taitano
Page 52 b. Police Sergeant Jared Hayes
P. Public Hearing for 2026 Budget- Director Peete & Deputy Director Freidline- *(Discussion)*
Pages 53-78 Q. Approve 2026 Budget- Board- *(Vote Required)*
Pages 79-83 R. Security North America SOTER RS Full Body Security Scanning System- Major French- *(Vote Required)*
Pages 84-85 S. Resolution Authorizing Lease of Full Body Security Scanning System & Equipment- Major Frenc *(Vote Required)*
Pages 86-91 T. Audit Engagement Letter, James Gordon & Associates CPA, P.A.- Deputy Director Freidline – *(Vote Required)*

Continued on Rever

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

U. Budget Expenditure Draft Guidelines- Board- *(Discussion)*
V. Executive Session- *(Vote Required)*
   1. Non-Elected Personnel Matters
   2. Attorney Client Privilege
W. Adjournment

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at http://rileycountypolice.org/law-board. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the City of Manhattan's website at http://cityofmhk.com/tv. A recording will be made available on the City website after the meeting.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

Monday, June 16, 2025
12:00 p.m.

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

Contact Director Peete with any questions
(785) 537-2112 ext. 2468

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
May 19, 2025 12:00 p.m.
Minutes

Members Present:	Chairperson John Matta	Vice Chairperson Kathryn Focke
	Secretary Barry Wilkerson	Member Craig Beardsley
	Member Kaleb James (Attended Virtually)	Member Greg McKinley
	Member Wes Maupin	
Absent:	Major Mark French	
Staff Present:	Director Brian Peete	Deputy Director Erin Freidline
	Major Daryl Ascher	Major Scott Hajek
	Major Brad Ingalls	Major Brad Jager
	Major Greg Steere	
Recorder:	Executive Offices Manager Nichole Glessner, Riley County Police Department (RCPD or Department)	

I. **Establish Quorum:** By Chairperson Matta at 12:00 p.m.

II. **Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.

III. **Consent Agenda:**

- **A.** Approve April 21, 2025 Law Board Meeting Minutes
- **B.** Approve 2025 Expenditures/Credits
- **C.** 2025 Adjusted Financial Journal Entries- *(Review)*
- **D.** RCPD Related County Expenditures *(Review)*
- **E.** Riley County Jail Average Daily Inmate Population- *(Review)*
- **F.** Reports: Synopsis- *(Review)*
  1. Monthly Crime Report
  2. Quarterly
     a) 1st Quarter Uniform Crime Report (82.1.4)
     b) 1st Quarter Traffic Accident & Enforcement Analysis (61.1.1 A&C)

Director Peete noted a correction to the meeting minutes on page 19 of the Law Board packet. Under Agenda Item V, Executive Session, the text should read: "At 2:51 p.m., the open meeting reconvened."

Chairperson Matta opened for public comment on the Consent Agenda.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Gary Olds, a Manhattan resident, addressed the Law Board to offer a correction to the meeting minutes. He acknowledged that he had not reviewed the video recording and could not be entirely certain, but believed the April 21, 2025, minutes may have misrepresented his comments. The minutes reflected him stating that Board members should not vote on the budget; however, he recalled saying that non-elected members of the Board should abstain from the budget so that they are not taxing the people because they are not representing the people.

Member Beardsley moved to approve the Consent Agenda as corrected. Member Maupin seconded the motion. Chairperson Matta polled the Board, and the motion passed with Beardsley, Focke, James, Matta, McKinley, Maupin, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

General Agenda:

G. Additions or Deletions: None.

H. Public Comment: Dennis Cook, Executive Director of the Aggieville Business Association (ABA), addressed the Law Board regarding road restrictions in Aggieville. He stated that two months ago, a few individuals, including himself, attended a Law Board Meeting to discuss the road restrictions taking place in Aggieville on Friday and Saturday nights. At that time, they emphasized the importance of maintaining open dialogue and ensuring coordination around those closures.

Cook noted that for the next 30 days, Aggieville will be restricted primarily to foot traffic due to road construction. However, follow-up efforts are still ongoing regarding the road restrictions. He expressed appreciation for the responsiveness from Director Peete, and noted that he has a meeting scheduled with Major Hajek on Wednesday to further discuss plans for the remainder of the summer and into the next school year.

Cook emphasized that there is continued concern over how these restrictions are being handled. In the coming days, the ABA will also be coordinating with BHS Construction regarding the replacement of all the bollards around Aggieville. It is an effort they hope to complete before the fall. This project will require coordination with the City, BHS Construction, and other stakeholders. He concluded by expressing his appreciation for the Board's attention to this issue in past discussions.

Gary Olds raised concerns about a narrative that compares the percentage of funding that the Law Board needs for RCPD in comparison to the City and County Budgets. He argued the comparison was misleading because the RCPD is funded almost entirely through property taxes, unlike the broader budgets of the City and County. He stressed that accurate comparisons must focus only on property tax revenues, not total budgets. Olds urged the RCPD to "compare apples to apples" when presenting budget information to the public, noting that current comparisons distort the true financial picture.

I. Fraternal Order of Police Lodge #17 Comments: Corporal Rachel Pate, Vice President of Fraternal Order of Police (FOP) Lodge #17, addressed the Law Board on behalf of President Chris Combs, who was unable to attend.

Corporal Pate provided an update on the upcoming Special Olympics Torch Run, scheduled for June 5, 2025. She explained that the RCPD team will receive the torch from Pottawatomie County around 11:30

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

a.m., then dive to the Ogden Community Center. From there, they'll continue the run and join participants from Fort Riley, Junction City Police Department, Dickinson County, and Chapman. This year's event is especially exciting as athletes from Special Olympics will be running alongside RCPD team to support the cause.

Turning to the budget, Corporal Pate noted that the FOP has been in ongoing discussions with RCPD Command Staff. She expressed appreciation for the measured approach being taken toward salary adjustments based on the market survey. However, she emphasized that frontline police officers and corrections staff have yet to receive the full implementation of those adjustments. She urged the Law Board to strongly consider the needs of these employees particularly in light of rising living costs. She expressed the FOP's support for full implementation of the salary survey findings and the 2.7% Cost-of-Living Adjustment (COLA). She thanked the Board for their time and consideration.

J. Board Member Comments: Secretary Wilkerson took a moment to congratulate Craig Beardsley on his induction into the Kansas National Guard Hall of Fame, calling it a distinguished and well-deserved honor. He noted that Colonel Beardsley's résumé is extremely impressive and expressed how proud the Board is to have someone of his caliber among its members.

K. Policy 31.1.1 Agency Recruitment: Major Ascher provided an update on Policy 31.1.1 – Agency Recruitment, noting minor revisions. The number of paid recruiters is being reduced from seven to three, and recruitment meetings will now be held on a regular basis rather than quarterly. He explained that these changes reflect the strong performance of the agency's current recruitment efforts.

Chairperson Matta noted that the updated policy appeared to remove Human Resources involvement in recruitment efforts and asked for clarification.

Major Ascher explained that while HR will still provide training, the shift reflects a strategy to have recruiters take a more active role in outreach. Previously, HR was more involved in developing recruitment efforts, but the agency now wishes to engage more directly with potential candidates rather than relying solely on attending scheduled recruitment events.

Member McKinley moved to approve the revised policy 31.1.1 Agency Recruitment as presented. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, Maupin, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

L. 2026 Budget Development: Director Peete addressed the Law Board and the public to explain RCPD's upcoming budget request, highlighting the Department's commitment to transparency and fiscal responsibility, noting that departmental practices reflect the highest accounting standards. Director Peete outlined a series of cost-saving measures undertaken by the Department, including internal cuts, reallocation of existing resources, elimination or renegotiation of contracts, consolidation of responsibilities, and attrition of positions. These efforts account for approximately $933,000.

Director Peete noted that RCPD has helped keep crime rates low for 21 consecutive years and will be recognized at the 2025 International Association of Chiefs of Police Conference. He clarified that the requested budget increases are focused on completing the salary survey implementation and providing cost-

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

of-living adjustments for staff. He addressed some recent public comments suggesting that RCPD receives raises annually while others do not, calling such claims misleading. He explained that, to avoid placing financial strain on the community, RCPD has deliberately phased in salary adjustments over several years rather than implementing large, one-time increases. Now in the fourth year of this phased approach, he emphasized that RCPD's budget requests are data-driven, defensible, and aligned with market comparisons provided by The Arnold Group.

Director Peete emphasized that while RCPD is unique as a consolidated agency, its salary and benefit increases remain consistent with law enforcement agencies of similar size, population, and responsibility. He clarified that average increases have been around 4–8%, countering inaccurate public claims of 20–60% hikes.

He noted that the goal for this year is to complete the salary survey, allowing future budget requests to focus on modest cost-of-living adjustments, essential operational needs, and investments in technology not covered by grants, ultimately aiming to keep the Department's budget as flat and sustainable as possible.

Chairperson Matta expressed concerns about increasing staffing given the lack of population growth and the impact on taxpayers.

Director Peete responded that growth is not just about population. He explained that Manhattan's status as a destination not only brings visitors but also external threats like drug traffickers and other crimes. He noted that the Department continues to be understaffed for its current responsibilities, yet it has consistently performed at a high level with the fewest personnel possible. The Department must ensure its proactive and reactive efforts are aligned.

Deputy Director Freidline clarified that currently, the Department does not plan to request additional patrol or correctional officers, aside from a potential corrections sergeant position under consideration which is outlined in the budget options.

Deputy Director Freidline explained that in light of recent budget discussions, RCPD reevaluated staffing needs and explored cost-sharing options for school resource officers (SROs). Blue Valley, a 1A school district, expressed appreciation for the conversation but confirmed they cannot contribute financially at this time. Riley County School District remains interested in a limited cost-share arrangement, likely under 20 hours per week. In conversations with USD 383 (Manhattan-Ogden), the district is considering reducing to one SRO at the high school. No formal agreements have been made, but RCPD is prepared to reassign personnel to other priority areas should the number of SROs decrease.

Deputy Director Freidline stated that following last month's discussion, RCPD met with the City to explore cost-recovery options for staffing parades, races, and festivals, which are typically covered by officers working overtime. She noted that the City supports having event sponsors help cover these costs, though some ordinance changes may be necessary. While the estimated savings are modest (around $8,000 annually) it represents funding the Department currently does not recoup. The City provided guidance on who will lead this effort at their end, with Major Hajek designated as one of the Department's spokespersons. Ongoing meetings are expected, aiming to have a plan in place by January 2026.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Deputy Director Freidline discussed exploring alternatives for courthouse officers, suggesting a bailiff system without full police powers might be a less costly option, though more discussions with City and district courts and judges are needed. She also mentioned ongoing reviews of the Animal Control Program.

Regarding the budget, Deputy Director Freidline explained that in response to last month's Law Board feedback, three additional budget proposals were developed: a 5.5% increase budget (Draft 2a), which delays adding a corrections sergeant and includes reductions to contracts, health and workers compensation insurance, and IT reserve funding; a 4.5% increase budget (Draft 3a), which proposes similar reductions and scaling back the mental health co-responder on-call program, eliminating an unfilled dispatcher position, and extending vehicle lifespans; and a 3.5% increase budget (Draft 4a), which removes the mental health co-responder position and one corporal position. These reductions were made from the originally proposed budget Draft 1a.

Major Ascher outlined the projected costs for RCPD to assume animal control services, including vehicle retrofitting and veterinary services. In addition, Major Ascher recently met with Prairie Paws Chief Executive Officer Vanessa Cowie and Animal Shelter Director Brandon Sokol to discuss the City's current Memorandum of Understanding (MOU) with Prairie Paws. Major Ascher noted uncertainty about Riley County's formal adoption of the amended agreement and raised concerns about how RCPD would fit into the MOU and assume associated costs if the City were to leave the agreement.

Chairperson Matta suggested looking to Topeka as a model, noting that their animal control services are operated by the City of Topeka and Shawnee County, and partner with Helping Hands Humane Society through separate agreements. He noted that it's not unusual for police departments to manage animal control.

Member Beardsley wished to know how much of an administrative trail this will bring.

Deputy Director Freidline noted that there is currently no supervisor assigned to handle animal control. The responsibility would likely fall under Major Ascher's purview within the Operational Services and Community Outreach division. Historically, the Department has not managed animal control services, and in her opinion, adding additional services will likely lead to an increase in calls for service.

Deputy Director Freidline expressed uncertainty about whether three staff members would be sufficient for the program, estimating it would take 12 to 18 months to accurately assess staffing needs. She noted the importance of supervisory oversight and acknowledged a lack of personal clarity around the full scope of administrative and veterinary costs. While she has experience with the Department's canine program, she recognized this situation would involve broader and more frequent veterinary care.

Deputy Director Freidline also shared concerns raised by Prairie Paws, which recommended allocating more funds for animal care than what the City currently authorizes for cases where animals are injured. She discussed the importance of avoiding liability by ensuring animals receive appropriate care prior to euthanasia.

Finally, she reiterated the Department's commitment to due diligence and transparency with City, County, and Law Board. She acknowledged that Prairie Paws lies in Pottawatomie County and the city limits of Manhattan, and that County Commissioners are always cognizant of the Department's facility needs.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Major Ascher noted that while a number of police departments oversee animal control, some cities (e.g. Salina) assign that responsibility elsewhere; in Salina's case, possibly to Parks and Recreation. He stated that one of the key concerns raised in his meeting with Prairie Paws was the need for clear MOUs, particularly regarding how the partnership and responsibilities would be structured moving forward, as well as the lease.

Chairperson Matta stated that his understanding was the City would contract with Prairie Paws, the County would also contract with Prairie Paws, and if the County adopts the necessary resolutions to include the smaller cities, then those areas would be covered as well.

Member McKinley clarified that the County has a short-term agreement in place and is negotiating an extension, but noted that the partner has not been cooperative.

Deputy Director Freidline commented that while RCPD manages a number of contracts, the future of any agreement with Prairie Paws remains uncertain. She acknowledged the potential value of investing in technology and other policing tools and stated that, as a private entity, Prairie Paws may eventually seek a contract with RCPD.

Secretary Wilkerson asked if there are any accreditation standards the Department should consider when taking over animal control services.

Director Peete responded that he would need to review the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards but noted that best practice guides exist through organizations like the American Society for the Prevention of Cruelty to Animals (ASPCA). While many of them focus on shelter operations, there are also legal considerations related to animal care that should be addressed.

Member James noted that a bid was put out for retrofitting future vehicles, and the City had previously done this work at cost. He asked whether the Department had engaged the City to see if they'd be willing to retrofit any new vehicles.

Major Ascher responded that they had not, and the last retrofit by the City was in 2018. The City recently sent their newest 2024 vehicle to Ka-Comm. for retrofitting, and the Department has that cost on record for a Ford Explorer.

Member James then asked whether the City no longer offers that capability or if it was simply more convenient to outsource at the time.

Major Ascher said he wasn't sure but could follow up with the City.

Member James encouraged him to do so, noting it might present a cost-saving opportunity.

Board members discussed the various budget options and recommended reductions presented by RCPD, while also seeking clarification on departmental priorities. Following the discussion, the Department recommended that the Board approve Budget Draft 2A for publication, representing a 5.491% increase

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

over the approved 2025 budget. It was noted that once a budget is published, it cannot be increased; however, it may still be reduced.

The Board reached a consensus to schedule a Special Law Board Meeting to allow time to further consider the budget options presented to them, as well as to gain clarity from the Department on the SRO and ACO programs.

Chairperson Matta moved to establish a Special Meeting to conclude the budget. Member Beardsley seconded the motion. Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, Maupin, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

M. Approve 2026 Budget for Publication: No action was taken.

N. Executive Session: It was determined that an Executive Session was not needed.

O. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member Beardsley seconded the motion. Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, Maupin, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0. The May 19, 2025 Law Board Meeting adjourned at 1:30 p.m.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6001	Arthur-Green Attorneys at Law	06	Monthly Retainer	2,750.00	**2,750.00**
6002	Iron Insurance Partners	05	Service Agreement	60,000.00	
		05	Workers Comp Audit	36,468.00	**96,468.00**
6003	Bob Barker Co Inc	17	Inmate Supplies	59.94	
		17	Inmate Supplies	470.18	
		17	Inmate Supplies	20.64	
		17	Inmate Supplies	158.82	**709.58**
6004	Clark, Mize, & Linville	06	Legal Fees	1,315.00	**1,315.00**
6005	Clinical Associates	16	Preemployment Testing	450.00	
		16	Preemployment Testing	450.00	
		16	Preemployment Testing	450.00	
		16	Preemployment Testing	450.00	
		16	Preemployment Testing	450.00	
		16	Preemployment Testing	450.00	
		16	Preemployment Testing	450.00	**3,150.00**
6006	Dash Medical	29	Replenishment Supplies	896.72	**896.72**
6007	Dickinson County Jail	17	Inmate Housing	1,395.00	**1,395.00**
6008	Krispy Clean Cleaners #1	20	Uniform Cleaning	6.00	**6.00**
6009	Ecolab, Inc	20	Dishwasher Rental	200.00	**200.00**
6010	EMC Risk Services LLC	40	Stop Loss Fund	2,818.98	**2,818.98**
6011	Empac	20	EAP Services	1,782.00	**1,782.00**
6012	Empower Flex	06	Admin Fees	1,274.30	**1,274.30**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6013	Evco Wholesale Food Corp	17	Inmate Food	1,844.66	
		17	Inmate Supplies	207.98	
		17	Inmate Food	1,809.47	
		17	Inmate Supplies	96.36	
		17	Inmate Food	1,322.21	
		17	Inmate Supplies	181.08	
		17	Inmate Food	1,995.07	
		17	Inmate Supplies	149.67	
		17	Inmate Food	1,771.19	**9,377.69**
6014	Express Employment Pros	20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	**4,908.00**
6015	Film at Eleven, Inc	13	Vehicle Repair	1,114.99	**1,114.99**
6016	Lauren Francis	39	Employee Reimbursement	74.01	**74.01**
6017	Fuelman	26	Fuel	61.71	**61.71**
6018	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00	**1,500.00**
6019	Godfrey's	23	Uniforms	162.23	**162.23**
6020	Easy Ice LLC	20	Icemakers	368.00	**368.00**
6021	INAalert	20	Camera Contract	150.00	**150.00**
6022	Internal Revenue Service	38	PCORI	1,752.35	**1,752.35**
6023	Interstate Glass Co.	13	Vehicle Repair	967.00	**967.00**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6024	Ka-Comm, Inc	12	Equipment Repair	1,686.50	
		12	Equipment Repair	586.48	
		12	Equipment Repair	146.00	
		12	Equipment Repair	236.00	
		12	Equipment Repair	14.00	
		12	Equipment Repair	630.50	
		12	Equipment Repair	59.00	
		12	Equipment Repair	702.00	
		12	Equipment Repair	810.45	
		12	Equipment Repair	40.29	
		12	Equipment Repair	35.00	
		12	Equipment Repair	76.00	
		34	Vehicle New Build	1,409.34	
		31	Stinger Spike System	150.00	
		12	Equipment Repair	100.00	**6,681.56**
6025	Kansas Gas Service	04	LEC Garage - Gas	48.40	
		04	LEC - Gas	2,671.11	
		04	Moro - Gas	48.40	**2,767.91**
6026	Kansas Insurance Dept	40	Workers Comp Assessment	524.00	**524.00**
6027	Konza Lab Inc	16	Employee Testing	45.00	
		16	Preemployment Testing	765.00	**810.00**
6028	Language Line Services	20	Monthly Language services	431.34	**431.34**
6029	Manhattan Wrecker Service	20	Towing	110.00	**110.00**
6030	Marta's & Son, Inc	20	LEC Cleaning	2,466.00	**2,466.00**
6031	MKC Headquarters	26	Fuel	15,726.72	**15,726.72**
6032	NAPA of Manhattan	13	Vehicle Repair	105.48	**105.48**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6033	Kim (Hank) Nelson	20	Preemployment	3,500.00	
		20	Preemployment	3,000.00	**6,500.00**
6034	Net@Work, Inc	19	Monthly Support	499.00	**499.00**
6035	Pawnee Mental Health	20	Co-Responder	10,497.62	**10,497.62**
6036	Petty Cash	07	Motorola Summitt	165.92	
		07	Assoc for Identification Conf	329.97	
		26	Fuel	10.19	**506.08**
6037	Pur-O-Zone	29	Replenishment Supplies	212.28	**212.28**
6038	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	32.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	45.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	40.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	**821.00**
6039	Riley County General Fund	14	SW Bell Plexar	177.00	**177.00**
6040	Riley County Public Works	26	Fuel	140.56	
		26	Fuel	422.30	
		26	Fuel	337.47	
		26	Fuel	273.03	
		26	Fuel	230.08	**1,403.44**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6041	RCPD Health Plan	39	Health Insurance	150,000.00	**150,000.00**
6042	Secretary of State, Kansas	06	Notary	25.00	**25.00**
6043	Waxie Sanitary Supply	29	Replenishment Supplies	172.64	
		29	Replenishment Supplies	378.31	
		29	Replenishment Supplies	24.82	
		29	Replenishment Supplies	172.64	
		29	Replenishment Supplies	78.42	**826.83**
6044	Morgan Steele	20	Crime Analysis Contract	3,000.00	**3,000.00**
6045	Sunset Law Enforcement	29	Replenishment Supplies	837.90	**837.90**
6046	Carla Swartz	20	Preemployment	3,000.00	
		20	Preemployment	1,000.00	
		20	Preemployment	3,000.00	**7,000.00**
6047	Sysco Kansas City, Inc	17	inmate food	14.44	
		17	inmate food	415.85	
		17	Inmate Food	4,630.28	
		17	Inmate Supplies	88.86	
		17	Inmate Supplies	68.85	
		17	Inmate Food	440.52	
		17	Inmate Food	4,453.55	
		17	Inmate Supplies	108.34	
		17	Inmate Supplies	108.50	
		17	Inmate Food	438.44	
		17	Inmate Food	-136.21	
		17	Inmate Food	4,098.51	
		17	Inmate Supplies	221.23	
		17	Inmate Supplies	157.30	
		17	Inmate Supplies	57.85	
		17	Inmate Supplies	108.50	
		29	Replenishment Supplies	282.85	
		17	Inmate Food	460.90	
		17	Inmate Food	4,217.70	
		17	Inmate Supplies	237.29	
		17	Inmate Supplies	249.59	
		17	Inmate Food	678.81	**21,401.95**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6048	Axon Enterprises Inc	19	Fleet	49,925.66	**49,925.66**
6049	Konza Sign	34	Vehicle New Build	1,055.91	**1,055.91**
6050	Wildcat Partners	13	Vehicle Maintenance	416.00	
		13	Vehicle Maintenance	299.00	**715.00**
6051	Kayla N Tran	31	Public Claim Reimbursement	53.85	**53.85**
6052	Travelers Insurance	06	Legal Fees	487.50	**487.50**
6053	US Foodservice	17	Inmate Food	821.38	
		17	Inmate Food	988.53	
		17	Inmate Food	82.56	
		17	Inmate Food	1,067.09	
		17	Inmate Supplies	755.36	
		17	Inmate Supplies	69.69	**3,784.61**
6054	USI Insurance Services	20	Quarterly Contract	3,187.50	**3,187.50**
6055	Via Christi Hospital Manhattan	16	Employee Testing	60.00	**60.00**
6056	Wage Works Inc	06	Admin Fees	154.38	**154.38**
6057	Washington County Sheriff	17	Inmate Housing	1,240.00	
		17	Inmate Housing	1,240.00	
		17	Inmate Housing	1,240.00	
		17	Inmate Housing	680.00	**4,400.00**
6058	Waters True Value	29	Replenishment Supplies	43.97	
		29	Replenishment Supplies	26.97	**70.94**
6059	WebsEdge	20	Agency Informational Video w/ IACP	26,250.00	**26,250.00**
6060	Evergy	04	Garage - Electric	31.20	
		04	LEC - Electric	12,475.79	
		04	Moro - Electric	85.07	**12,592.06**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6061	PEAC Solutions	10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Dispatch/Invest Copier	913.21	
		10	Records Copier	756.38	
		10	Admin Copier	727.45	**3,361.28**
				Subtotal	**472,631.36**
6201	Adobe Systems Inc	19	Monthly Service	21.82	**21.82**
6202	Allegiant Technology	14	IP Flex Plan	1,040.05	
		14	Remote Care User Support	8,019.00	**9,059.05**
6203	Amazon.com	25	Maintenance Supplies	6.99	
		13	Vehicle Repair	48.66	
		25	Maintenance Supplies	181.96	
		28	Computer Supplies	165.00	
		25	Maintenance Supplies	49.88	
		25	Maintenance Supplies	-49.88	
		32	Office Furniture	237.14	
		25	Maintenance Supplies	40.54	**680.29**
6204	Apple ITunes Store	19	Monthly iCloud	9.99	**9.99**
6205	Arrowhead Forensic Products	29	Replenishment Supplies	709.39	**709.39**
6206	Best Buy	28	Computer Supplies	349.99	
		28	Computer Supplies	898.00	
		28	Computer Supplies	89.99	**1,337.98**
6207	Blinds.com	32	Office Blinds	379.86	**379.86**
6208	Bluestem Electric Co-op Inc	04	Range - Electric	210.79	**210.79**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6209	Briggs	13	Vehicle Repair	655.30	
		13	Vehicle Repair	766.00	
		13	Vehicle Repair	962.09	
		13	Vehicle Repair	936.05	
		13	Vehicle Repair	2,305.53	
		13	Vehicle Repair	1,222.15	
		13	Vehicle Repair	138.75	
		13	Vehicle Repair	74.93	
		13	Vehicle Repair	751.16	
		13	Vehicle Repair	265.16	
		13	Vehicle Repair	138.75	
		13	Vehicle Repair	1,626.20	
		13	Vehicle Repair	439.24	
		13	Vehicle Repair	805.35	
		13	Vehicle Repair	334.30	
		13	Vehicle Repair	2,481.38	
		13	Vehicle Repair	810.62	
		13	Vehicle Repair	1,517.16	
		13	Vehicle Repair	152.44	
		13	Vehicle Repair	698.33	
		13	Vehicle Repair	235.88	
		13	Vehicle Repair	770.81	
		13	Vehicle Repair	-635.09	**17,452.49**
6210	Burnett Automotive	27	tires	1,901.25	
		27	tires	1,530.00	
		13	Vehicle Repair	101.00	
		27	tires	66.84	**3,599.09**
6211	Center Mass Inc	23	Uniforms	89.94	**89.94**
6212	City of Manhattan, Utilities	04	LEC - water/sewer	4,052.99	
		04	Moro - Water/sewer fee	2.48	
		04	LEC - water/sewer fee	2.48	
		04	Moro - Water/Sewer	63.30	**4,121.25**
6213	CopierSupplyStore.com	29	Replenishment Supplies	57.96	**57.96**
6214	Cox Communications, Inc	19	Inmate Cable	210.95	
		19	LEC - Internet/Cable	2,366.43	**2,577.38**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6215	Dillons 15	13	Vehicle Repair	50.19	**50.19**
6216	Underground Vaults	20	LEC Shredding	100.00	**100.00**
6217	Ferguson Enterprises LLC	11	Jail Repairs	71.75	**71.75**
6218	Flint Hills Dodge Jeep Ram	13	Vehicle Repair	1,108.00	
		13	Vehicle Repair	2,685.15	
		13	Vehicle Repair	83.83	**3,876.98**
6219	Glendale	23	Uniforms	39.30	**39.30**
6220	Godfrey's	23	Uniforms	1,042.73	
		23	Uniforms	838.63	**1,881.36**
6221	Grainger	25	Maintenance Supplies	64.16	
		25	Maintenance Supplies	18.96	
		25	Maintenance Supplies	150.18	
		25	Maintenance Supplies	44.34	**277.64**
6222	Groff Automation	19	Crystal Yearly Subscription	299.00	**299.00**
6223	GT Distributors Inc	23	Uniforms	300.90	
		23	Uniforms	121.75	
		29	Replenishment Supplies	97.80	
		23	Uniforms	45.50	
		23	Uniforms	1,002.00	**1,567.95**
6224	Hertz - LAG Rentals LLC	20	Vehicle Rental	650.00	**650.00**
6225	Home Depot	13	Vehicle Repair	40.30	
		25	Maintenance Supplies	487.30	
		25	Maintenance Supplies	11.47	
		25	Maintenance Supplies	6.97	
		25	Maintenance Supplies	94.88	
		25	Maintenance Supplies	9.65	
		25	Maintenance Supplies	197.36	
		29	Replenishment Supplies	65.98	**913.91**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6226	Howie's Trash Service	20	Trash	843.00	**843.00**
6227	iKey Ltd	12	Equipment Repair	59.00	
		12	Equipment Repair	60.00	**119.00**
6228	Insight Public Sector Inc	33	Surface Laptops	2,967.48	
		19	RSA Enhanced Support	4,818.00	**7,785.48**
6229	Kansas Turnpike Authority	07	Tolls	44.85	**44.85**
6230	Karsmizki Locksmith	20	Locksmith	11.70	
		20	Locksmith	161.25	**172.95**
6231	Kully Supply Inc	11	Plumbing Repairs	85.72	**85.72**
6232	Line-X	13	Vehicle Repairs	1,185.00	**1,185.00**
6233	Lynn Peavey Company	29	Replenishment Supplies	65.51	**65.51**
6234	Manh Chamber of Commerce	07	Policy Breakfast	25.00	
		07	Policy Breakfast	25.00	**50.00**
6235	Menards	17	Inmate Supplies	161.03	**161.03**
6236	P-Card Misc Vendors	07	Basic Sniper	583.47	
		07	SPIAA Conf	423.86	
		07	EMD/EFD Recert	93.00	
		20	Extradition	180.59	
		07	PREA Coor. Conf	785.25	
		07	Motorola Summit	826.80	
		07	K9 Training/Drug Recert	1,988.09	
		07	Co-Responder Conf	1,112.97	
		07	AJA Jail Conf	2,416.11	
		20	Annual Fee	20.00	
		07	Regional IA Meeting	5.00	
		07	Bulletproof Report Writing	225.00	
		07	KU Law Enfor. Leadership	93.64	
		07	Small/Rural Law Enforcement	149.00	
		07	CAB Luncheon	35.84	
		07	Death & Homicide Invest	-543.25	

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6236	P-Card Misc Vendors	20	Extradition	97.92	
		20	Extradition	2,026.99	
		07	Intelligence Briefing by DHS	931.77	
		07	Community Engage Training	399.00	
		07	Assoc. for Identification Conf	595.00	
		07	Recordkeeping for HR Profs	129.00	
		07	SPIAA Annual Training Conf.	1,159.67	
		07	Cash Back	-2,000.00	**11,734.72**
6237	Reconyx	20	Cell Phone/images	65.00	**65.00**
6238	Remember The Milk Inc.	19	Annual Membership	99.98	**99.98**
6239	Ring	19	Reimbursement	-103.52	**-103.52**
6240	Rock Auto	13	Vehicle Repair	-578.47	**-578.47**
6241	Security Equipment Corporation	29	Replenishment Supplies	311.00	**311.00**
6242	Sharps Compliance	17	Sharps disposal	82.66	**82.66**
6243	Staples Advantage	29	Replenishment Supplies	23.35	
		28	Computer Supplies	5.28	
		29	Replenishment Supplies	46.96	
		29	Replenishment Supplies	33.00	
		29	Replenishment Supplies	72.28	**180.87**
6244	T38 Fax	14	Fax	14.02	**14.02**
6245	Target	29	Replenishment Supplies	16.79	
		29	Replenishment Supplies	25.64	**42.43**
6246	TLOxp	20	Access	307.40	**307.40**
6247	T-Mobile US Inc	14	Patrol Car Phones	43.65	**43.65**
6248	Twin Valley Telephone, Inc	14	Riley - Internet	87.99	
		14	Riley - Phone	48.14	**136.13**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **JUNE 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
6249	UPS	08	Shipping	23.28	
		08	Shipping	14.34	
		08	Shipping	27.66	
		08	Shipping	1.39	
		08	Shipping	20.54	
		08	Shipping	1.33	
		08	Shipping	16.33	
		08	Shipping	16.33	
		08	Shipping	72.11	
		08	Shipping	21.51	**214.82**
6250	Verizon Wireless	14	MDT's and Staff Wireless	4,558.13	**4,558.13**
6251	Wal-Mart	29	Replenishment Supplies	118.48	**118.48**
6252	WTC	19	Aggieville - Internet	80.00	
		19	LEC- Internet	335.95	**415.95**
				Subtotal	**78,191.15**
				Total	**550,822.51**

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Chair, Riley County Law Enforcement Agency

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Riley County Police Department
Net Changes from 5/1/2025 to 5/31/2025
Cash Receipts Report

From Year-Period [2025 - 05] To [2025 - 05]
From Account No. [600100-00] To [640902-00]

Account Number	Description	May	YTD
600100-00	Manhattan	1,901,485.25	9,507,426.25
600200-00	Riley County	0.00	2,852,228.00
610110-00	Copy Fees-Discovery, etc.	365.00	1,700.00
610112-00	Copy Fees-Records	81.86	2,777.95
610113-00	Fingerprint Fees-Records	421.90	4,805.23
	Budget:	**1,902,354.01**	**12,368,937.43**
610220-03	KSU Contracts-Overtime	20,678.00	20,678.00
620900-01	Misc Reimbursements-salaries	5,254.88	30,217.68
620900-03	Misc Reimbursements-overtime	0.00	100.00
620900-05	Misc Reimbursements-insurance	0.00	97.89
620900-06	Misc Reimbursements-legal fees	0.00	39.00
620900-07	Misc Reimbursements-training	1.31	966.22
620900-08	Misc Reimbursements-postage	36.16	243.70
620900-10	Misc Reimbursements-leases	0.00	602.28
620900-11	Misc Reimbursements-building & grounds	59.58	127.79
620900-13-130	Misc Reimbursements-vehicles	0.00	2.50
620900-14	Misc Reimbursements-phone	83.04	207.58
620900-17-170	Misc Reimbursements-jail	21,808.81	24,701.95
620900-19	Misc Reimbursements-Computer svc	0.00	90.67
620900-23	Misc Reimbursements-Uniforms	167.00	577.37
620900-29	Misc Reimbursements-Supplies	400.00	845.50
620900-31	Misc Reimbursements-crime eq	2,700.00	6,800.00
620900-33-300	Misc Reimbursements-comp equip	0.00	401.38
620900-34-130	Misc Reimbursements-vehicles	18,450.00	18,450.00
620950-17-170	Misc Reimbursements-inmate medical	0.00	14.67
630500-01	Special Alcohol Funds-Salaries	0.00	22,000.00
630600-33	COPS Grants-equipment	0.00	27,432.31
631500-23	Bulletproof Vest Program	0.00	5,942.25
632600-03	HIDTA Grant-OT	2,748.51	11,885.76
632700-03	STEP Grant-OT	0.00	2,587.92
632800-01-415	VOCA 2024 Grant Reimb	0.00	21,308.00
632800-01-416	VOCA 2025 Grant Reimb	14,976.00	29,237.00
	Budget Credits:	**87,363.29**	**225,557.42**
640900-00	Misc Non-Budget Credit Reimb	898.00	898.00
640901-00	Prior Year Reimbursements	128.86	128.86
640902-00	Prior year Restitution	378.93	4,083.73
	Non-Budget Credits:	**1,405.79**	**5,110.59**
	Totals:	**1,991,123.09**	**12,599,605.44**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Riley County Police Department
Journal Entries

From Account No. [ ] To [ZZZZZZZZZZZZ]
From Fiscal Period [2025-05] To [2025-05]
For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd.	Code	Debits	Credits
700101-01-456	Salaries-Full Time VOCA Grant 2025 Match						
Salary May	M Mosher	5/31/2025	2025	05	GL-JE	1,422.00	
	Total: Salaries-Full Time VOCA Grant 2025 Match					**1,422.00**	**0.00**
700120-01	Regular Salaries------INVEST'N						
Salary May	M Mosher	5/31/2025	2025	05	GL-JE		7,111.00
	Total: Regular Salaries------INVEST'N					**0.00**	**7,111.00**
700122-01-416	VOCA Grant Salaries 2025						
Salary May	M Mosher	5/31/2025	2025	05	GL-JE	5,689.00	
	Total: VOCA Grant Salaries 2025					**5,689.00**	**0.00**
Adjust VAC Salary entires per VOCA Grant Reporting Requirements:							
Completed by:		Approved by:					
743700-37	KPERS						
May KPERS	M Mosher	5/31/2025	2025	05	GL-JE		761.00
	Total: KPERS					**0.00**	**761.00**
743700-37-416	KPERS - VOCA Grant 2025						
May KPERS	M Mosher	5/31/2025	2025	05	GL-JE	609.00	
	Total: KPERS - VOCA Grant 2025					**609.00**	**0.00**
743700-37-456	KPERS - VOCA Grant Match 2025						
May KPERS	M Mosher	5/31/2025	2025	05	GL-JE	152.00	
	Total: KPERS - VOCA Grant Match 2025					**152.00**	**0.00**
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:							
Completed by:		Approved by:					
743800-38	Social Security						
May SS	M Mosher	5/31/2025	2025	05	GL-JE		441.00
	Total: Social Security					**0.00**	**441.00**
743800-38-416	Social Security - VOCA Grant 2025						
May SS	M Mosher	5/31/2025	2025	05	GL-JE	353.00	
	Total: Social Security - VOCA Grant 2025					**353.00**	**0.00**
743800-38-456	Social Security - VOCA Grant Match 2025						
May SS	M Mosher	5/31/2025	2025	05	GL-JE	88.00	
	Total: Social Security - VOCA Grant Match 2025					**88.00**	**0.00**
Adjust VAC SS entires per VOCA Grant Reporting Requirements:							
Completed by:		Approved by:					

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Riley County Police Department
Journal Entries

From Account No. [ ] To [ZZZZZZZZZZZZ]
From Fiscal Period [2025-05] To [2025-05]
For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd.	Code	Debits	Credits
743810-38	Medicare Tax						
May Medicare	M Mosher	5/31/2025	2025	05	GL-JE		103.00
	Total: Medicare Tax					**0.00**	**103.00**
743810-38-416	Medicare Tax- VOCA Grant 2025						
May Medicare	M Mosher	5/31/2025	2025	05	GL-JE	82.00	
	Total: Medicare Tax- VOCA Grant 2025					**82.00**	**0.00**
743810-38-456	Medicare Tax- VOCA Grant Match 2025						
May Medicare	M Mosher	5/31/2025	2025	05	GL-JE	21.00	
	Total: Medicare Tax- VOCA Grant Match 2025					**21.00**	**0.00**
Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:							
Completed by:		Approved by:					
743900-39	Health Insurance						
May Health Ins	M Mosher	5/31/2025	2025	05	GL-JE		644.00
	Total: Health Insurance					**0.00**	**644.00**
743900-39-416	Health Insurance - VOCA Grant 2025						
May Health Ins	M Mosher	5/31/2025	2025	05	GL-JE	515.00	
	Total: Health Insurance - VOCA Grant 2025					**515.00**	**0.00**
743900-39-456	Health Insurance - VOCA Grant Match 2025						
May Health Ins	M Mosher	5/31/2025	2025	05	GL-JE	129.00	
	Total: Health Insurance - VOCA Grant Match 2025					**129.00**	**0.00**
Adjust VAC Health Insurance entires per VOCA Grant Reporting Requirements:							
Completed by:		Approved by:					
744000-40	Workers Comp Insured deductibles						
May WC	M Mosher	5/31/2025	2025	05	GL-JE		167.00
	Total: Workers Comp Insured deductibles					**0.00**	**167.00**
744000-40-416	Workers Comp - VOCA Grant 2025						
May WC	M Mosher	5/31/2025	2025	05	GL-JE	134.00	
	Total: Workers Comp - VOCA Grant 2025					**134.00**	**0.00**
744000-40-456	Workers Comp - VOCA Grant Match 2025						
May WC	M Mosher	5/31/2025	2025	05	GL-JE	33.00	
	Total: Workers Comp - VOCA Grant Match 2025					**33.00**	**0.00**
Adjust VAC Workers Comp Insurance entires per VOCA Grant Reporting Requirements:							
Completed by:		Approved by:					

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Riley County Police Department
Journal Entries

From Account No. [ ] To [ZZZZZZZZZZZZ]
From Fiscal Period [2025-05] To [2025-05]
For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd.	Code	Debits	Credits
744100-41	Unemployment Compensation						
May Unempl Ins	M Mosher	5/31/2025	2025	05	GL-JE		7.00
	Total: Unemployment Compensation					**0.00**	**7.00**
744100-41-416	Unemployment Compensation - VOCA Grant 2025						
May Unempl Ins	M Mosher	5/31/2025	2025	05	GL-JE	6.00	
	Total: Unemployment Compensation - VOCA Grant 2025					**6.00**	**0.00**
744100-41-456	Unemployment Compensation - VOCA Grant Match 2025						
May Unempl Ins	M Mosher	5/31/2025	2025	05	GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2025					**1.00**	**0.00**

Adjust VAC Unemployment Compensation entires per VOCA Grant Reporting Requirements:
Completed by: Approved by:

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru MAY | RILEY COUNTY | Date. 6/03/25 Page. 149
Version Date- 3/21 Year 2025 | Fund Summary of Revenue/Expense | Time. 7.38.10
Percent of Year 41.7%

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Kind	Budget $	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
602		Miscellaneous Collection	R	.00	5,942.48	9,408.99		.00
402		Investment Interest	R	.00	.00	2,899.98		.00
		Department Revenue.. #142		.00	5,942.48	12,308.97 *		.00
		Total Revenue Fund.... 168		.00	5,942.48	12,308.97 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	5,942.48	12,308.97 **		
		Total Disbursements... 168		.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Budget $	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund 168			.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	126,304.61
YTD Revenue.....	12,308.97
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	138,613.58 ***

This report is generated by Riley County. It shows RCPD's Federal Seizure Activity throughout the last month.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru MAY | RILEY COUNTY | Date. 6/03/25 Page. 150
Version Date- 3/21 Year 2025 | Fund Summary of Revenue/Expense | Time. 7.38.10
Percent of Year 41.7%

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Kind	Budget $	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	3,080.80-		.00
602		Miscellaneous Collection	R	.00	900.00	900.00		.00
402		Investment Interest	R	.00	.00	4,010.58		.00
		Department Revenue.. #142		.00	900.00	4,910.58 *		.00
		Department Dsbmnts.. #142		.00	.00	3,080.80-*		
		Total Revenue Fund.... 169		.00	900.00	4,910.58 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	900.00	4,910.58 **		
		Total Disbursements... 169		.00	.00	3,080.80-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Budget $	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund	169		.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	173,271.66
YTD Revenue.....	4,910.58
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	3,080.80-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	175,101.44 ***

This report is generated by Riley County. It shows RCPD's State Seizure Activity throughout the last month.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru MAY
Version Date- 3/21 Year 2025

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 41.7%

Date. 6/03/25 Page. 153
Time. 7.38.10

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Kind	Budget $	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	5,820,795.00	2,042,468.87	5,440,713.76	93.47	380,081.24
182		Distr - Oil & Gas Curr.	R	.00	92.88	624.86		.00
184		Distr - P.P. Current	R	.00	12,719.91	48,114.22		.00
190		Distr - 16/20M Trucks Cur	R	3,066.00	567.02	2,956.60	96.43	109.40
193		Distr - Watercraft Cur	R	3,174.00	233.75	2,451.85	77.25	722.15
181		Distr - Real Delq.	R	.00	7,285.12	48,955.57		.00
183		Distr - Oil & Gas Delinq	R	.00	20.78	20.78		.00
185		Distr - P.P. Delq.	R	.00	2,972.93	5,118.72		.00
192		Distr - 16/20M Trucks Del	R	.00	111.55	185.50		.00
194		Distr - Watercraft Del	R	.00	310.17	567.00		.00
102		Distr - Motor Vehicle Tax	R	386,202.00	102,149.17	220,008.21	56.97	166,193.79
103		Vehicle Rental Excise Tax	R	8,623.00	.00	4,516.93	52.38	4,106.07
113		Distr - RV Tax	R	3,599.00	743.26	1,613.53	44.83	1,985.47
130		Distr - Commercial Veh	R	16,400.00	11,540.55	14,876.30	90.71	1,523.70
191		Distr - TIF Adjustment	R	.00	68,022.42-	122,255.80-		.00
		Department Revenue.. # 0		6,241,859.00	2,113,193.54	5,668,468.03 *		554,721.82
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
		Total Revenue Fund.... 173		6,241,859.00	2,113,193.54	5,668,468.03 **	90.81	
		Total Trans. IN Fund.. 173		.00	.00	.00 **		
		Total Rev. & Trans. .. 173		6,241,859.00	2,113,193.54	5,668,468.03 **		
		Total Disbursements... 173		.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Budget $	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department. 0 Not Designated									
Department.171 RCPD Operations									
2220		Building Space Rental	12,000.00	975.00	4,875.00	40.63	7,125.00	.00	7,125.00
2330		Transportation Servic	3,000.00	.00	.00		3,000.00	.00	3,000.00
2480		Repair/Maint Build/Gr	150,000.00	7,867.96	50,600.26	33.73	99,399.74	.00	99,399.74
2650		Physician Fees	300,000.00	27,637.54	166,412.83	55.47	133,587.17	.00	133,587.17
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2900		Budget Appropriations	5,704,456.00	.00	2,852,228.00	50.00	2,852,228.00	.00	2,852,228.00

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Bud

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru MAY
Version Date- 3/21 Year 2025

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 41.7%

Date. 6/03/25 Page. 154
Time. 7.38.10

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Budget $	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available	
Department.171 (continued)										
		Total Contractual Expenses	6,179,456.00	36,480.50	3,074,116.09	49.75	3,105,339.91	.00	3,105,339.91	
3010		Office Supplies	250.00	.00	.00		250.00	.00	250.00	
3060		Medical Supplies	250.00	.00	.00		250.00	.00	250.00	
3070		Prescriptions	250.00	.00	.00		250.00	.00	250.00	
		Total Commodities Expense	750.00	.00	.00		750.00	.00	750.00	
		Department Expense # 171	6,180,206.00	36,480.50	3,074,116.09	49.74	3,106,089.91	.00	3,106,089.91	*
		Expense & Transfers# 171	6,180,206.00	36,480.50	3,074,116.09					
Department.416 HD-KCCTF										
		Total Expenditures Fund 173	6,180,206.00	36,480.50	3,074,116.09	49.74	3,106,089.91	.00	3,106,089.91	**

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	4,290.32
YTD Revenue.....	5,668,468.03
YTD Reported Expenses.....	3,074,116.09-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	2,598,642.26 ***

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Bud

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Assigned Tracking # **25-138**

To:	~~Director Peete~~
Thru:	Deputy Director Freidline *Noted. EF 5/30/25*
From:	Major Mark French
Position:	Commander **Division:** Jail
Report Title:	Monthly Inmate Population Report
Rpt Freq./Year:	2025
Policy #:	N/A
Date:	May 31, 2025

Presented below is a summary of Average Daily Population (ADP) for the Riley County Jail. This report is being submitted monthly at the request of the Law Board.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
JAN	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2	121.4
FEB	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1	125.5
MAR	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2	123.9
APR	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1	125.9
MAY	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2	123.7
JUN	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0	
JUL	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	115.6	
AUG	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	119.0	
SEPT	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	123.7	
OCT	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	124.5	
NOV	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	130.0	
DEC	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	124.3	
YADP	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	114.0	124.1

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

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

Voucher

To Reduce Crime And Improve The Quality Of Life For The Citizens We Serve

Date: May 28, 2025
Voucher #: 25-002
Check #:
Acct. Name: State Seizure Acct. 1

Vendor:

CovertTrack Group
101 Lindenwood Dr., Suite 200
Malvern, PA 19355

Invoice #:	Services Provided:	RCPD Case #:	Description:	Cost/Split:	Payment Amount:
SOCT01 7983	**Tracking Service: Stealth**		**Check**	**$1.200.00**	**$1.200.00**
					$1,200

Approved By:

Director Acting

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Monthly Report

May 2025

Chris Mould, Crime Analyst
Criminal Intelligence Unit
Riley County Police Departmen

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

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

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

Data Disclaimer

For the purposes of this report, data is extracted from the RMS using specific parameters. The results may differ slightly from other reports, such as Uniform Crime Reports (UCR), which measure the same variables but have slightly different search parameters , filters, and/or methods. The following summarizes the most common attributes of this report that result in differences in reporting:

- The data in the report reflects what was available at the time of extraction. It is common for numbers to change over time for various reasons. Most commonly:
  - Final data entry by records can be delayed due to the RTO status of a case.
  - Clerical errors can be discovered, leading to corrections being made at a later date.
- Some categories in this report use a hierarchy rule. This means that the offense with the highest offense code number in an incident is the only offense counted. Other reports may apply the hierarchy rule to certain offenses. For instance, UCR counts every occurrence of Part I violent crimes in an incident (murder, rape, robbery, aggravated battery). Each slide should notate the method used.
- This report includes the property crime of arson which is excluded from other reporting.
- Crimes are extracted based on the date and time they were reported. Other reports may use the earliest and/or latest date and time the crime may have occurred.

Monthly and yearly projections are calculated using different methods. Projections will have a higher degree of error when the time period used to project is small (i.e. projecting an entire year based off the first two weeks of that year).

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

Part I Crime

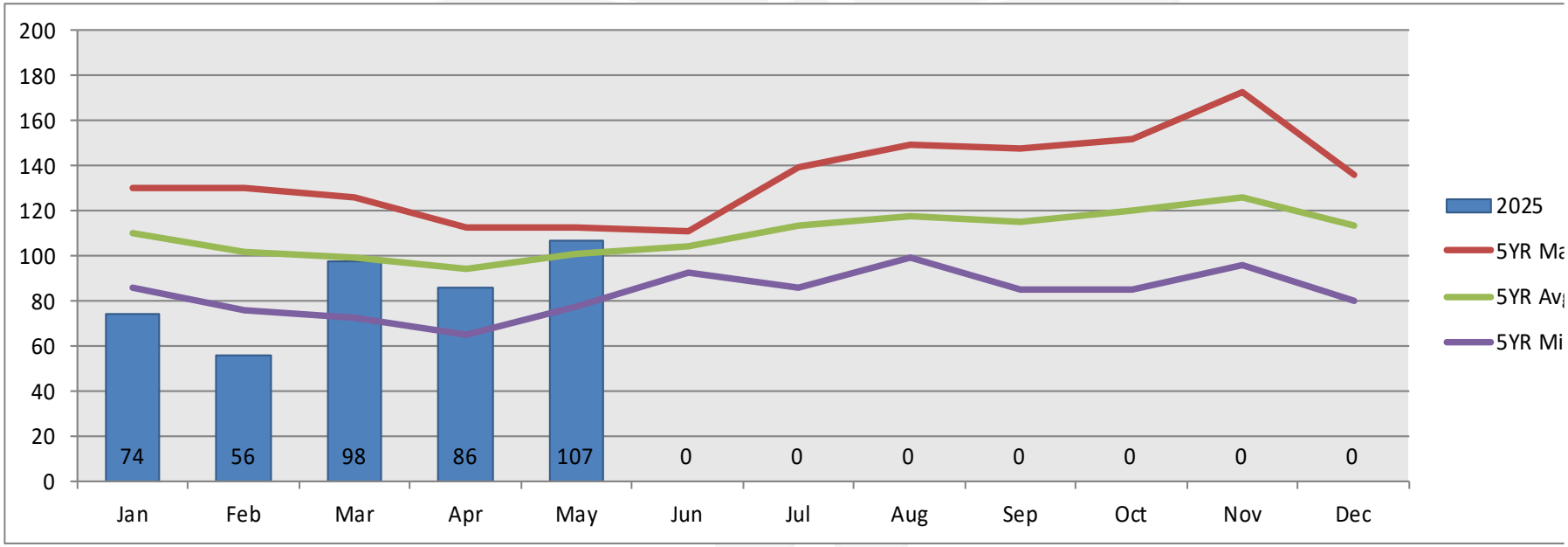
Offense Codes: 0100-0810

All Data As Of:	6/1/25 12:00 AM

	May	Year to Date	Yearly Total
2020	113	522	1493
2021	104	532	1420
2022	108	511	1154
2023	101	561	1322
2024	78	410	1203
2025	107	421	
% Change	+37.2%	+2.7%	-9.4%
		Yearly Total Projection:	1089

- Part I crime in May 2025 was 6.2% above the 5 year average.
- Compared to May 2024, there was a 37.2% increase.
- In May 2025, both Part I violent crime and Part I property crime were above the 5 year average.

**This report is based on Primary offense only.*



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	De
2020	130	130	84	65	113	107	139	125	148	152	173	12
2021	121	76	120	111	104	106	114	149	127	123	156	11
2022	102	106	95	100	108	103	86	99	94	85	96	80
2023	112	109	126	113	101	111	123	113	85	117	99	11
2024	86	90	73	83	78	93	106	104	122	124	108	13
2025	74	56	98	86	107							

Includes Part 1 crimes that were the primary offense only.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

Part 1 Violent Crimes

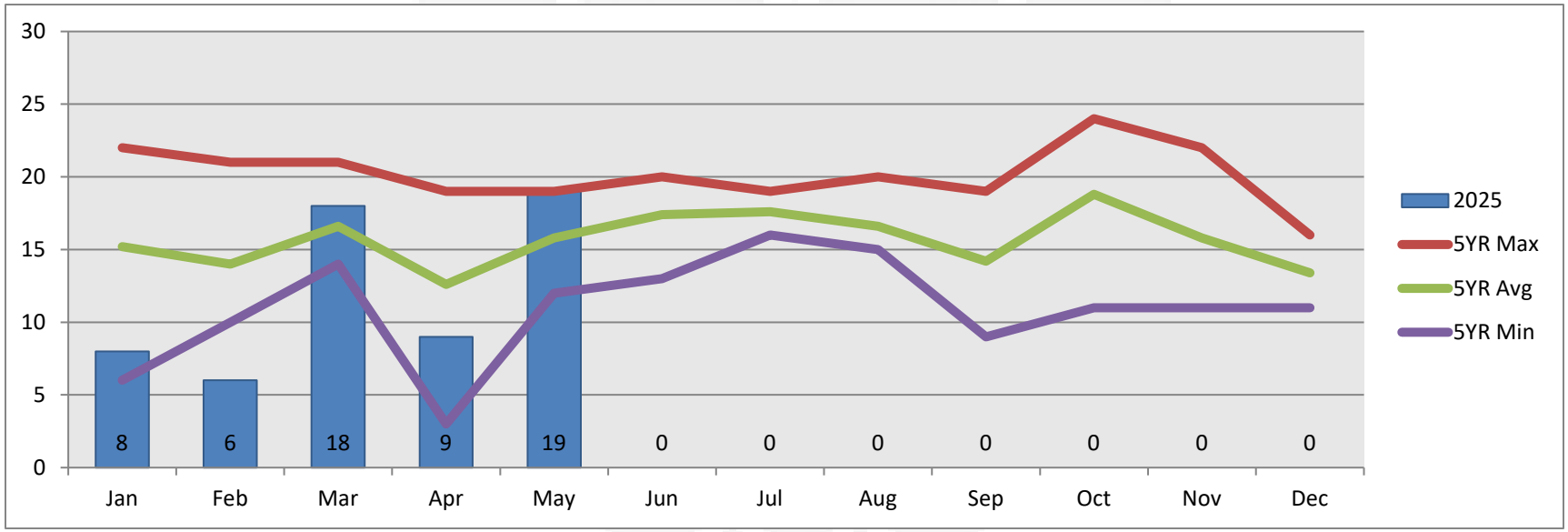
Offense Codes: 0100-0440

All Data As Of:	6/1/25 12:00 AM

- May 2025 was 20.3% above the 5 year average for Part I violent crime.
- There were 13 aggravated assaults / batteries, 5 rapes, 1 robbery, and 0 homicides reported during May 2025.

	May	Year to Date	Ye
2020	15	71	197
2021	19	87	198
2022	18	75	183
2023	15	74	182
2024	12	64	180
2025	19	60	
% Change	+58.3%	-6.3%	-15.5%
Yearly Total Projection:			152

**This report is based on Primary offense only.*



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	18	21	14	3	15	20	19	20	18	22	16	11
2021	18	16	16	18	19	20	16	15	9	15	22	14
2022	6	11	21	19	18	15	19	17	19	11	15	12
2023	22	10	18	9	15	13	17	15	10	24	15	14
2024	12	12	14	14	12	19	17	16	15	22	11	16
2025	8	6	18	9	19							

Includes Part 1 violent crimes that were the primary offense only.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

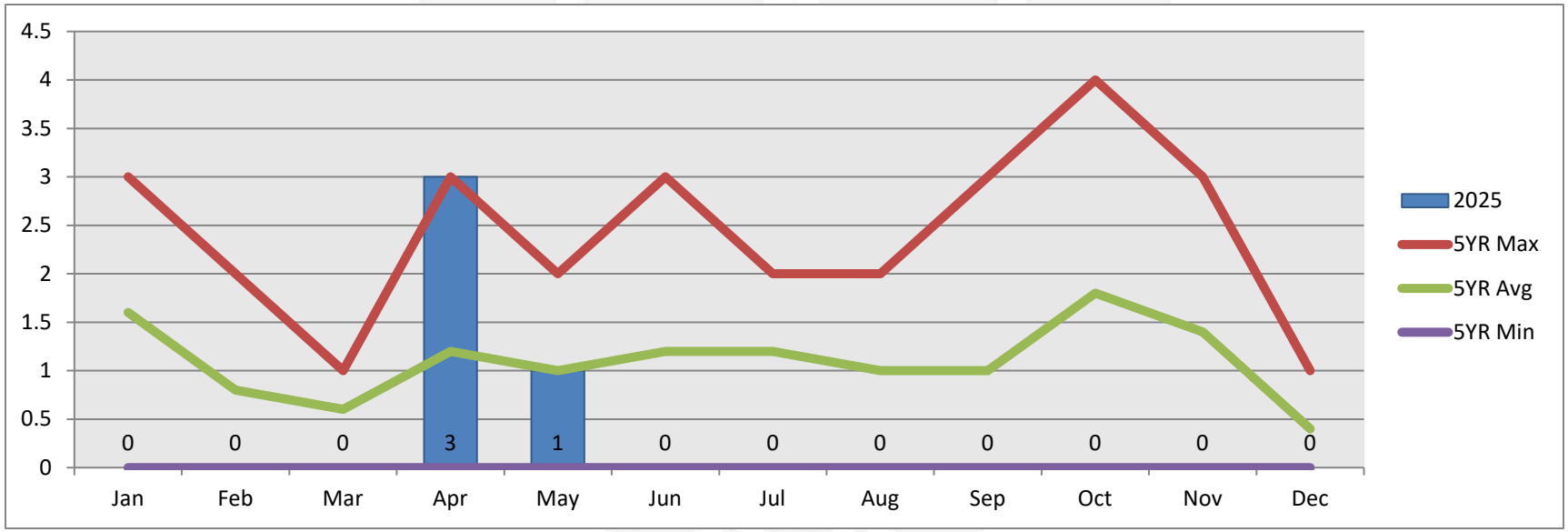
Robbery

Offense Codes: 0310

All Data As Of: 6/1/25 12:00 AM

	May	Year to Date	Ye
2020	2	7	17
2021	2	8	18
2022	1	3	11
2023	0	4	10
2024	0	4	10
2025	1	4	
% Change	N/A	0.0%	+3.7%
Yearly Total Projection:			10

- There was 1 robbery reported in May 2025 which is 0% change for the 5 year average.
- This robbery was a domestic related incident.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	1	0	0	0	0	0	1	2	3	0
2024	1	2	0	1	0	1	0	0	0	3	1	1
2025	0	0	0	3	1							

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

Aggravated Assault and Battery

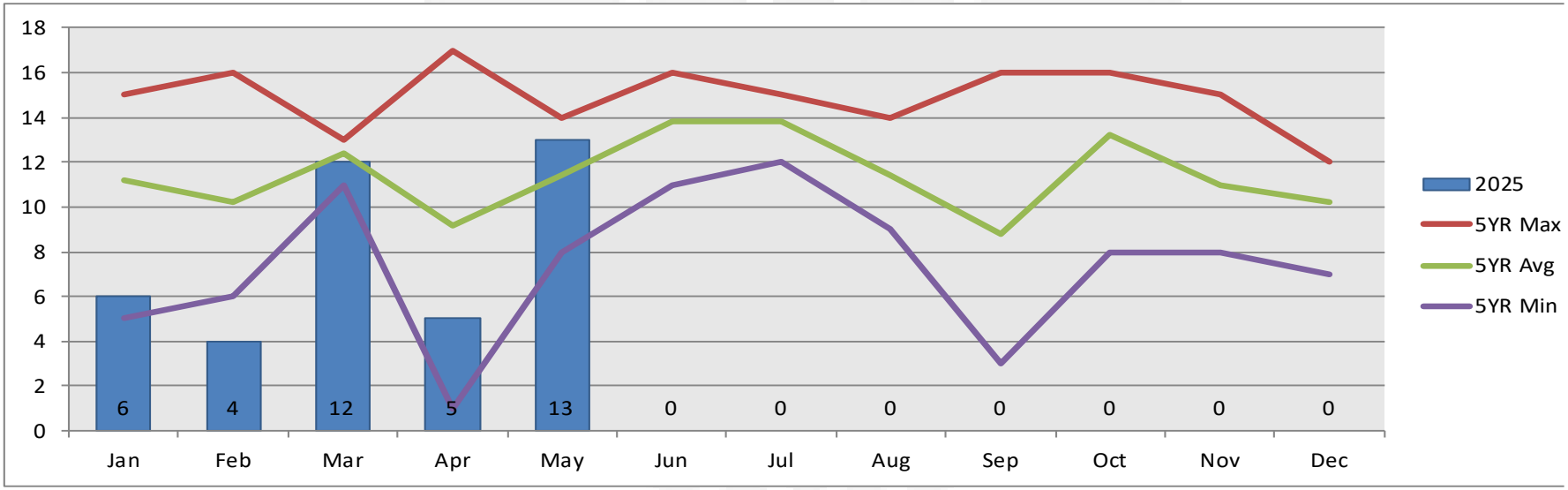
Offense Codes: 0410-0440

All Data As Of:	6/1/25 12:00 AM

	May	Year to Date	Yearly Total
2020	11	55	145
2021	14	66	145
2022	11	50	130
2023	13	54	134
2024	8	47	129
2025	13	40	
% Change	+62.5%	-14.9%	-22.0%
Yearly Total Projection:			101

- There were 7 aggravated batteries and 6 aggravated assaults reported during the month of May. This is 14.0% above the 5 year average.
- As of 6/9/2025, there was an arrest in 6 of the 13 incidents.

**This report is based on Primary offense only.*



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	10	11	8	11	11
2023	15	9	13	4	13	11	15	11	5	16	11	11
2024	7	8	13	11	8	15	12	13	9	13	8	12
2025	6	4	12	5	13							

Includes aggravated assaults and battery crimes that were the primary offense only.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

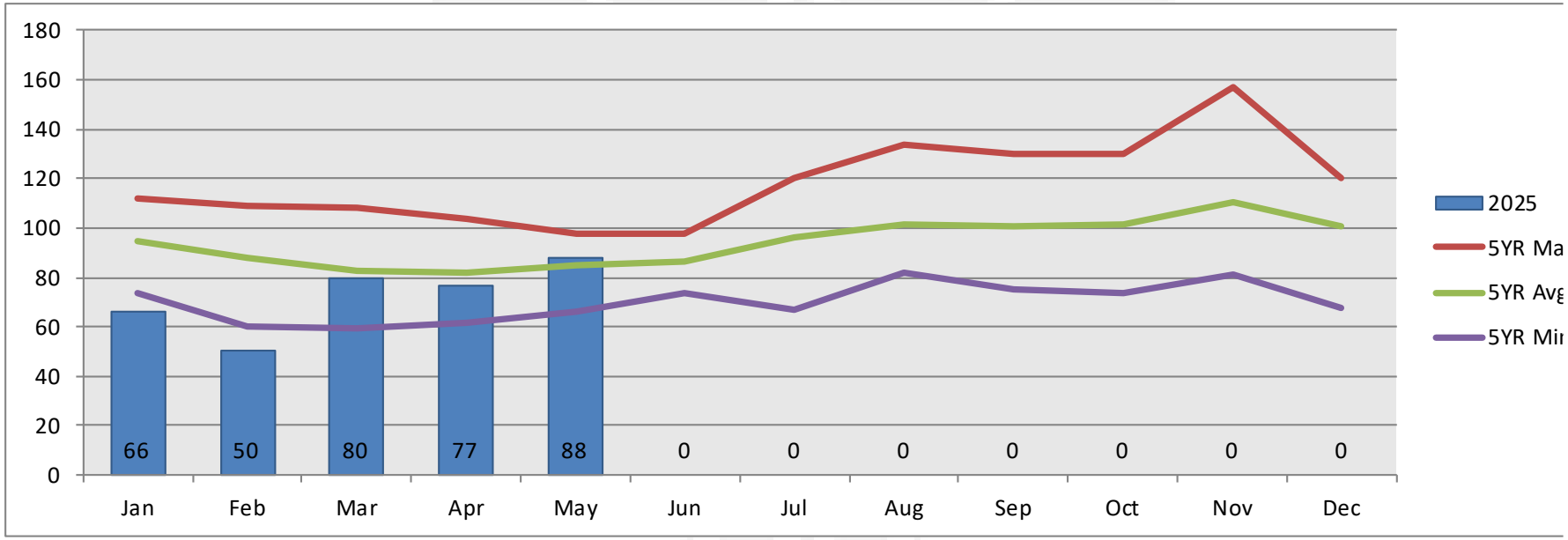
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of:	6/1/25 12:00 AM

	May	Year to Date	Yearly Total
2020	98	451	1296
2021	85	445	1222
2022	90	436	971
2023	86	487	1140
2024	66	346	1023
2025	88	361	
% Change	+33.3%	+4.3%	-8.4%
Yearly Total Projection:			937

- For May, Part I property crime was 3.5% above the 5 year average.
- The property crime for May 2025 included 8 burglaries, 9 larcenies from motor vehicle, 6 auto thefts, and 0 arson incidents. The rest of the incidents were other larcenies (65 incidents).



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	86	98	106	98	75	93	84	99
2024	74	78	59	69	66	74	89	88	107	102	97	120
2025	66	50	80	77	88							

Includes Part 1 property crimes that were the primary offense only.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

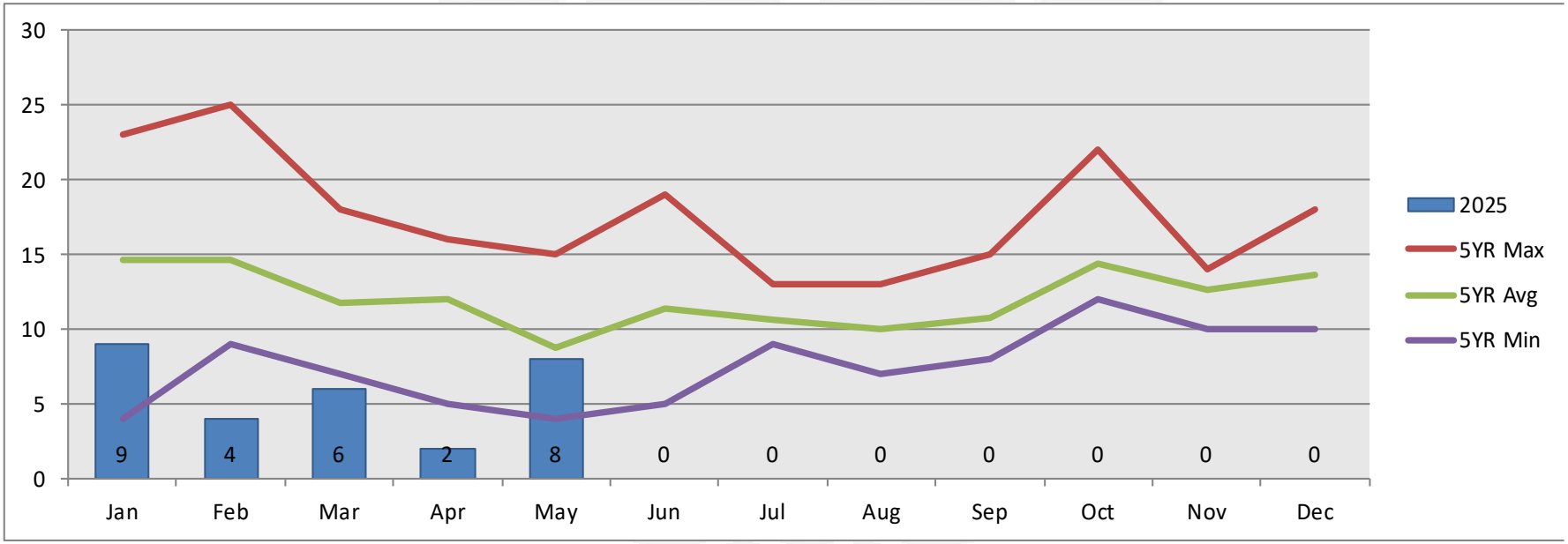
Structural Burglary

Offense Code: 0510

All Data As Of: 6/1/25 12:00 AM

- Structural burglaries were 9.1% below the 5 year average for May.
- 2 of the burglaries were domestic related.
- There were arrests made on 2 of the burglaries.

	May	Year to Date	Year
2020	7	76	174
2021	15	77	157
2022	5	68	150
2023	13	58	136
2024	4	30	109
2025	8	29	
% Change	+100.0%	-3.3%	-36.1%
Yearly Total Projection:			70



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	18	25	14	12	7	5	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	12	12	13	13	9	11	9	13	13	10
2024	4	9	8	5	4	10	13	7	11	12	14	12
2025	9	4	6	2	8							

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

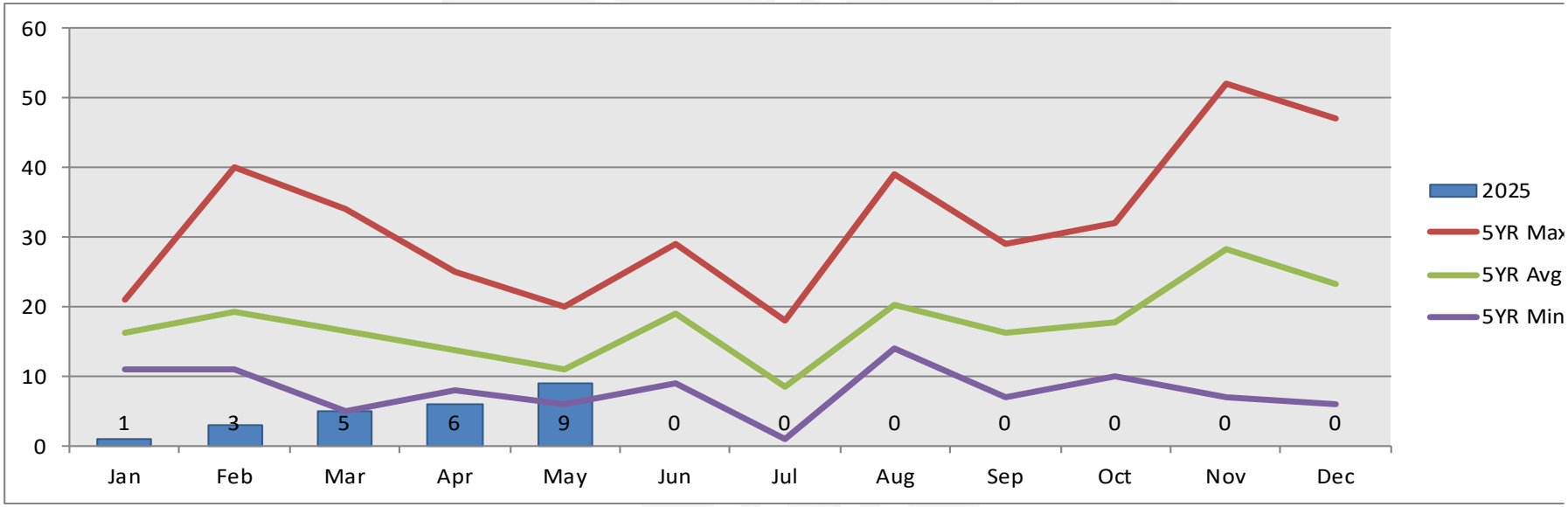
Vehicle Burglary

Offense Code: 0640

All Data As Of:	6/1/25 12:00 AM

- May 2025 was 18.2% below the 5 year average for vehicle burglary.
- This is the 1st month of 2025 that has not been a 5 year low for vehicle burglaries.
- Number of LFMV reports have been steadily increasing since January 2025.
- There were no incidents with signs of forced entry.

	May	Year to Date	Yearly Total
2020	20	67	255
2021	6	84	255
2022	11	60	121
2023	11	131	234
2024	7	43	188
2025	9	24	
% Change	+28.6%	-44.2%	-66.0%
		Yearly Total Projection:	64



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	16	7	10	7	6
2023	21	40	34	25	11	19	9	16	7	16	19	17
2024	12	11	5	8	7	16	9	14	29	18	12	47
2025	1	3	5	6	9							

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

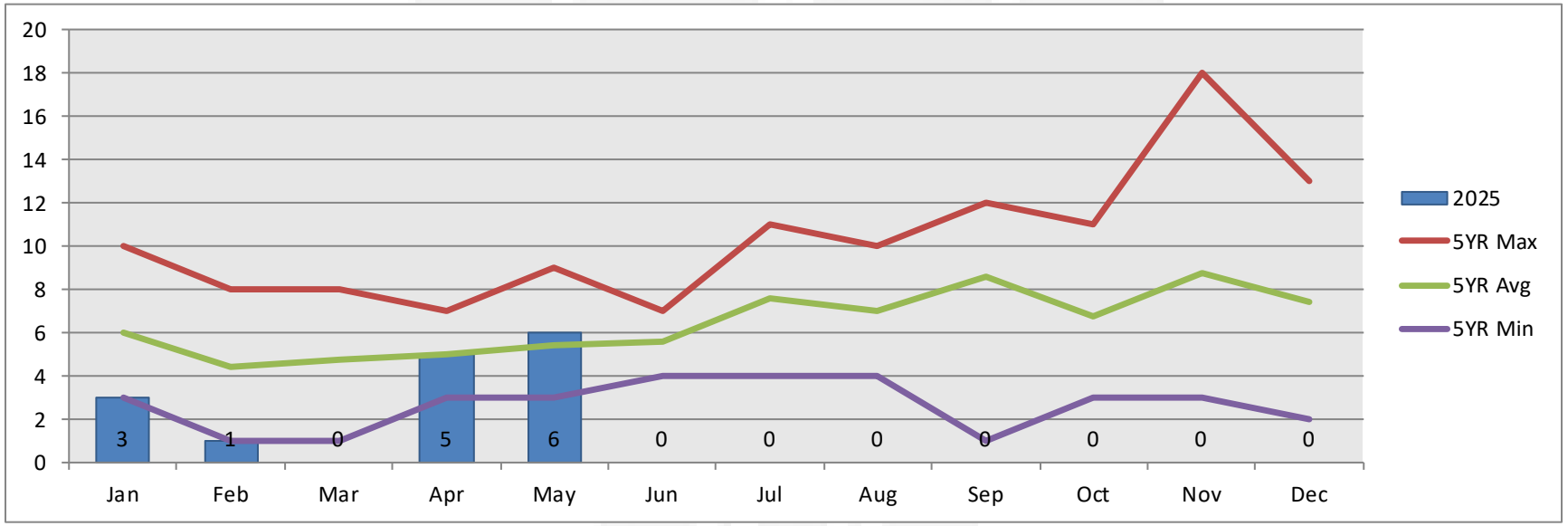
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of:	6/1/25 12:00 AM

- Compared to the 5 year average for May, there was a 11.1% increase in vehicle thefts reported in May 2025.
- This is the highest monthly number of reported MVTs in 2025, so far.
- Of the 6 auto thefts, 5 vehicles have been recovered (as of 6/9/2025). The one vehicle that was not recovered was via online fraudulent purchase from a dealership.

	May	Year to Date	Yearly
2020	9	27	96
2021	4	23	85
2022	4	30	67
2023	7	30	65
2024	3	18	74
2025	6	15	
% Change	+100.0%	-16.7%	-40.5%
Yearly Total Projection:			44



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	6	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	1	4	3	8
2024	7	3	1	4	3	6	10	9	9	9	5	8
2025	3	1	0	5	6							

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

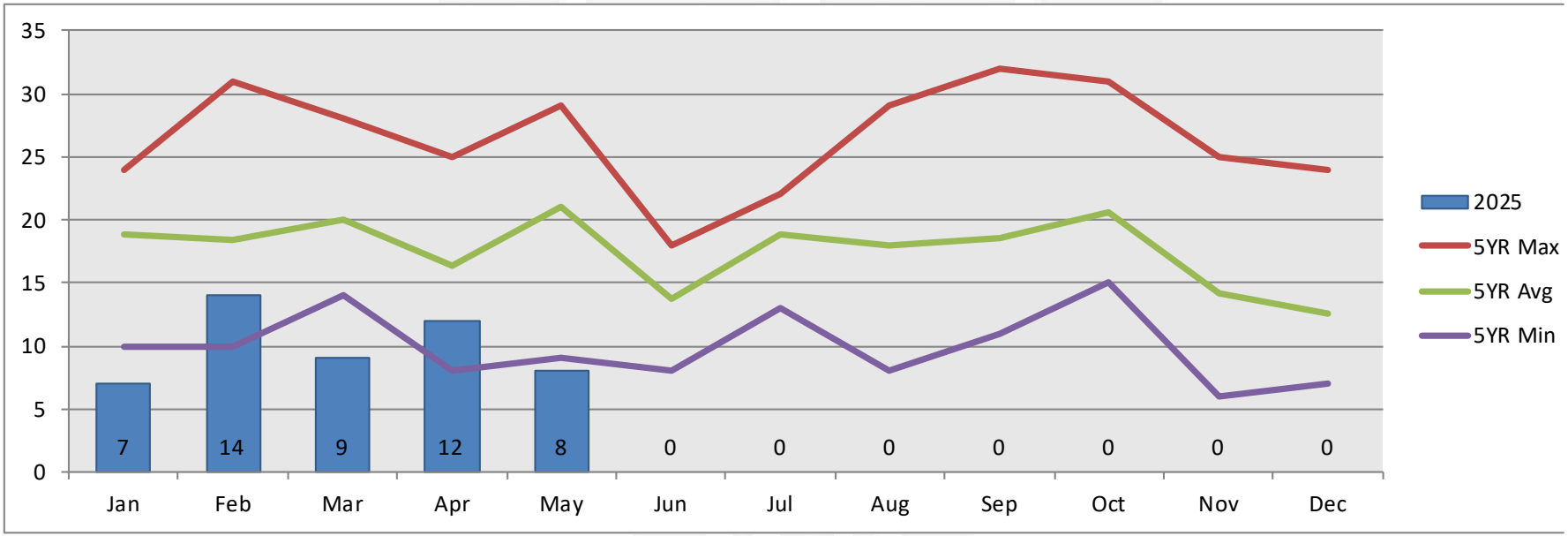
DUIs

Offense Code: 2110

All Data As Of: 6/1/25 12:00 AM

- The number of DUIs for May 2025 was 61.9% below the 5 year average for May.
- This is the lowest number of DUIs in May for the last 5 years.

	May	Year to Date	Ye
2020	9	65	168
2021	20	98	191
2022	20	80	208
2023	29	128	282
2024	27	102	207
2025	8	50	
% Change	-70.4%	-51.0%	-45.9%
		Yearly Total Projection:	112



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	14	20	27	14	21	20	11	18	14	7
2025	7	14	9	12	8							

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RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

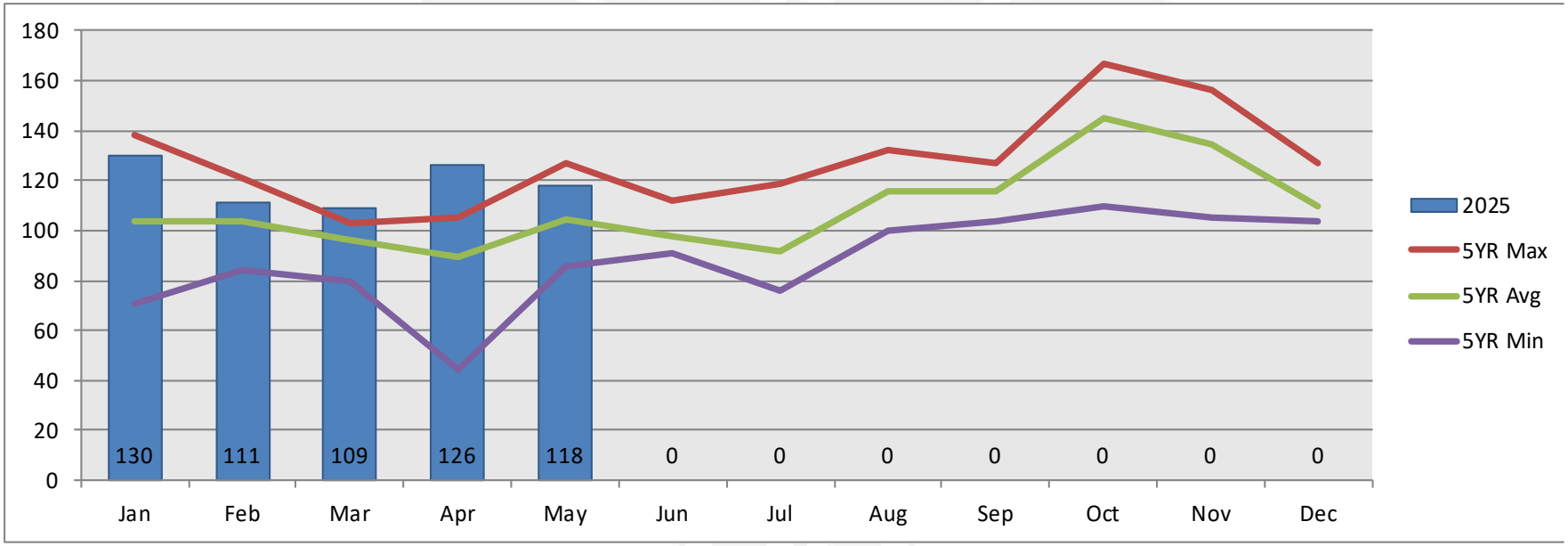
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 6/1/25 12:00 AM

- The number of traffic accidents in May 2025 was 13.2% above the 5 year average.
- This is the highest number of accidents in May since 2022.
- Each monthly reported traffic accidents for 2025 have been above the 5 year average, the previous two months having been a 5 year record high.

	May	Year to Date	Yearly Total
2020	86	457	1220
2021	107	465	1314
2022	127	535	1283
2023	112	484	1263
2024	89	543	1457
2025	118	594	
% Change	+32.6%	+9.4%	+7.2%
Yearly Total Projection:			1562



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	104
2024	138	121	97	98	89	93	119	132	126	167	150	127
2025	130	111	109	126	118							

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RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

Preventable Traffic Accidents

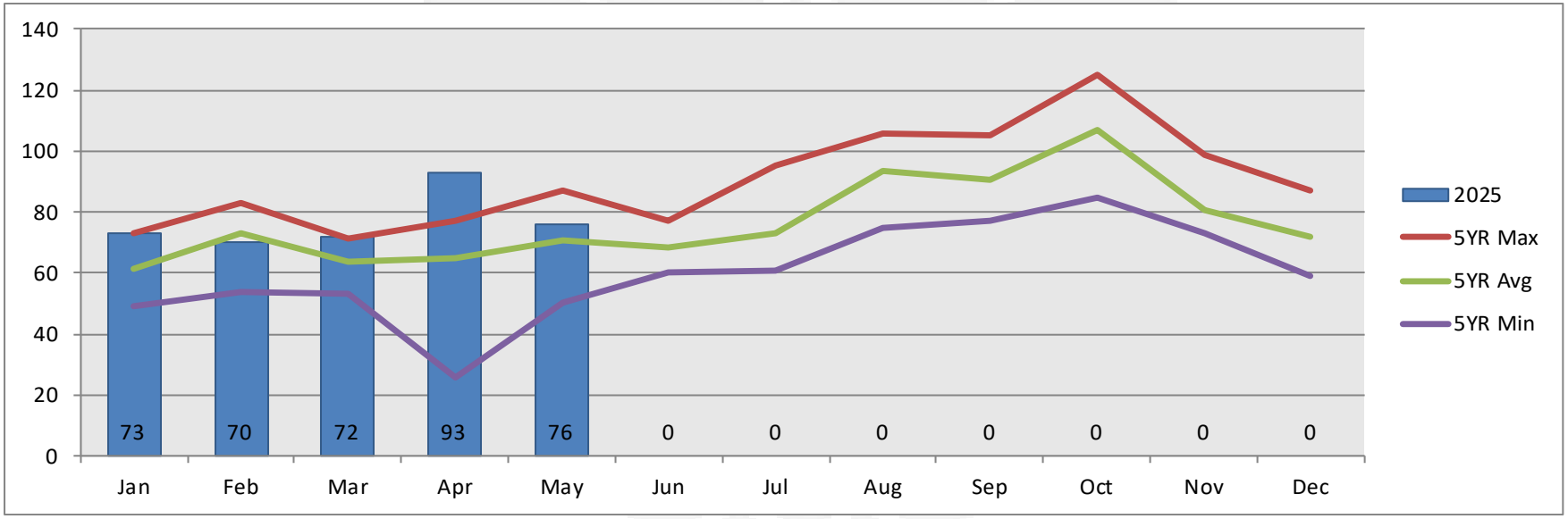
Offense Codes: 5000-5139

All Data As Of:	6/1/25 12:00 AM

- The number of preventable traffic accidents in May 2025 was 7.6% above the 5 year average.
- This is the second highest number of preventable traffic accidents in 2025.

Numbers may change as data entry corrections continue (as of 5/12/2025).

	May	Year to Date	Yearly Total
2020	50	290	855
2021	76	317	965
2022	87	364	897
2023	86	357	891
2024	54	338	980
2025	76	384	
% Change	+40.7%	+13.6%	+7.7%
Yearly Total Projection:			1055



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	72	54	60	95	99	102	125	76	85
2025	73	70	72	93	76							

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Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org

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RILEY COUNTY
POLICE DEPARTMENT

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

In the FBI's Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories (Violent Crimes and Property Crimes):

Part I Violent Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another.

Forcible rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Part 1 Property Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The property crime category includes arson because the offense involves the destruction of property; however, arson victims may be subjected to force.

Burglary: Unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The UCR Program has three subclassifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes an apartment, barn, house trailer, or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, or vessel (i.e., ship).

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Larceny-theft: (except motor vehicle theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Related Definitions

In the Kansas Legislature uniform act regulating traffic; rules of the road, 8-1567 DUI is the following: (a) Driving under the influence is operating or attempting to operate any vehicle within this state while:

(1) The alcohol concentration in the person's blood or breath as shown by any competent evidence, including other competent evidence, as defined in paragraph (1) of subsection (f) of K.S.A. 8-1013, and amendments thereto, is .08 or more;

(2) the alcohol concentration in the person's blood or breath, as measured within three hours of the time of operating or attempting to operate a vehicle, is .08 or more;

(3) under the influence of alcohol to a degree that renders the person incapable of safely driving a vehicle;

(4) under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle; or

(5) under the influence of a combination of alcohol and any drug or drugs to a degree that renders the person incapable of safely driving a vehicle.

Traffic Accidents: All accidents.

Preventable Traffic Accidents: Accidents that are not weather and/or animal related.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
MONTHLY BUDGET STATUS REPORT

	May 31, 2025	Budget Authorization	Current Actual May	Actual-YTD 5 Months	% to date 41.67%	Last YTD Actual	Remaining 7 Months	% Balance 58.33%
01	Salaries-Full Time	18,145,731.89	1,442,858.58	7,251,453.35	39.96%	6,754,615.59	10,894,278.54	60.04%
02	Salaries-Part Time	125,000.00	10,312.36	57,189.39	45.75%	56,136.03	67,810.61	54.25%
03	Salaries-Overtime	491,762.00	59,182.34	263,189.25	53.52%	274,622.70	228,572.75	46.48%
TOTAL SALARIES		**18,762,493.89**	**1,512,353.28**	**7,571,831.99**	**40.36%**	**7,085,374.32**	**11,190,661.90**	**59.64%**
36	Kansas Police & Fire	2,693,538.00	211,309.50	1,113,755.37	41.35%	936,821.04	1,579,782.63	58.65%
37	KPERS	842,704.21	64,356.12	330,270.77	39.19%	300,592.92	512,433.44	60.81%
38	Social Security	749,097.43	57,093.46	295,158.19	39.40%	274,919.88	453,939.24	60.60%
39	Health Insurance	1,650,000.00	135,000.00	675,000.00	40.91%	600,000.00	975,000.00	59.09%
40	Workers Compensation Insurance	374,105.00	21,168.33	85,224.73	22.78%	58,643.21	288,880.27	77.22%
41	Unemployment Compensation	18,723.40	1,441.33	7,187.95	38.39%	6,759.85	11,535.45	61.61%
TOTAL EMPLOYEE BENEFITS		**6,328,168.04**	**490,368.74**	**2,506,597.01**	**39.61%**	**2,177,736.90**	**3,821,571.03**	**60.39%**
TOTAL PERSONNEL COSTS		**25,090,661.93**	**2,002,722.02**	**10,078,429.00**	**40.17%**	**9,263,111.22**	**15,012,232.93**	**59.83%**
04	Utilities	205,000.00	18,753.38	62,807.62	30.64%	52,769.60	142,192.38	69.36%
05	Insurance	420,000.00	4,609.00	564,251.92	134.35%	511,431.00	-144,251.92	-34.35%
06	Legal & Accounting	85,000.00	5,817.73	28,543.27	33.58%	34,141.50	56,456.73	66.42%
07	Training & Travel	108,000.00	15,682.76	33,727.63	31.23%	63,098.11	74,272.37	68.77%
08	Postage	7,400.00	1,132.60	2,541.29	34.34%	3,946.50	4,858.71	65.66%
09	Printing	7,500.00	0.00	92.02	1.23%	994.56	7,407.98	98.77%
10	Rentals-Maint Agreements	60,000.00	4,547.16	19,382.15	32.30%	20,157.73	40,617.85	67.70%
11	Building & Grounds	30,000.00	337.55	17,574.27	58.58%	15,685.29	12,425.73	41.42%
12	Equipment Repair & Maintenance	60,000.00	3,461.13	6,156.06	10.26%	11,381.64	53,843.94	89.74%
13	Vehicle Maintenance	100,000.00	18,861.87	66,471.88	66.47%	43,803.31	33,528.12	33.53%
14	Telephone Service	62,000.00	4,872.33	19,471.06	31.40%	21,639.48	42,528.94	68.60%
16	Medical Fees	15,000.00	3,300.00	11,184.00	74.56%	4,361.89	3,816.00	25.44%
19	Contractual Services-Computers	763,800.00	102,909.97	565,858.27	74.08%	354,166.42	197,941.73	25.92%
20	Other Contractual Services	277,080.00	72,761.70	186,752.46	67.40%	205,245.58	90,327.54	32.60%
TOTAL CONTRACTUAL SERVICES		**2,200,780.00**	**257,047.18**	**1,584,813.90**	**72.01%**	**1,342,822.61**	**615,966.10**	**27.99%**
17	Prisoner Food & Care	345,000.00	41,431.60	163,002.06	47.25%	151,341.47	181,997.94	52.75%
21	Community Services	12,000.00	0.00	417.83	3.48%	961.92	11,582.17	96.52%
22	Books, Subscriptions, Memberships	10,000.00	1,324.95	5,687.48	56.87%	1,968.79	4,312.52	43.13%
23	Uniforms & Accessories	40,000.00	3,103.36	20,323.81	50.81%	14,360.54	19,676.19	49.19%
25	Maintenance Supplies	19,500.00	1,922.09	4,500.92	23.08%	5,795.18	14,999.08	76.92%
26	Fuel & Lubrication	203,000.00	19,256.22	78,907.85	38.87%	79,362.57	124,092.15	61.13%
27	Vehicle Tires	17,000.00	0.00	620.20	3.65%	716.25	16,379.80	96.35%
28	Office Supplies	24,000.00	579.94	3,652.42	15.22%	9,344.73	20,347.58	84.78%
29	Replenishment Supplies	45,000.00	12,673.15	31,994.50	71.10%	18,640.85	13,005.50	28.90%
TOTAL COMMODITIES		**715,500.00**	**80,291.31**	**309,107.07**	**43.20%**	**282,492.30**	**406,392.93**	**56.80%**
30	Communications Equipment	10,000.00	286.82	1,939.39	19.39%	0.00	8,060.61	80.61%
31	Guns & Crime Equipment	60,000.00	1,716.91	26,254.09	43.76%	2,046.85	33,745.91	56.24%
32	Furniture	10,000.00	110.44	1,742.22	17.42%	3,021.94	8,257.78	82.58%
33	Office Equipment	400,000.00	425.61	42,691.58	10.67%	55,809.11	357,308.42	89.33%
34	Vehicles and Equipment	295,000.00	235,447.93	323,796.24	109.76%	18.99	-28,796.24	-9.76%
TOTAL CAPITAL OUTLAY		**775,000.00**	**237,987.71**	**396,423.52**	**51.15%**	**60,896.89**	**378,576.48**	**48.85%**
TOTAL NON-PERSONNEL COSTS		**3,691,280.00**	**575,326.20**	**2,290,344.49**	**62.05%**	**1,686,211.80**	**1,400,935.51**	**37.95%**
TOTAL EXPENDITURES		**28,781,941.93**	**2,578,048.22**	**12,368,773.49**	**42.97%**	**10,949,323.02**	**16,413,168.44**	**57.03%**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Date Printed 6/9/2025

RILEY COUNTY POLICE DEPARTMENT
REPORT OF AVAILABLE BUDGET

	May 31, 2025	Budget Authorization	Budget Credits	Total Spendable	Spent-YTD 5 Months	Encumbered	Total Used To Date	% Used To Date	Remaining Available
01	Salaries-Full Time	18,145,731.89	102,762.68	18,248,494.57	7,251,453.35	0.00	7,251,453.35	39.74%	10,997,041.22
02	Salaries-Part Time	125,000.00	0.00	125,000.00	57,189.39	0.00	57,189.39	45.75%	67,810.61
03	Salaries-Overtime	491,762.00	35,251.68	527,013.68	263,189.25	0.00	263,189.25	49.94%	263,824.43
TOTAL SALARIES		**18,762,493.89**	**138,014.36**	**18,900,508.25**	**7,571,831.99**	**0.00**	**7,571,831.99**	**40.06%**	**11,328,676.26**
36	Kansas Police & Fire	2,693,538.00	0.00	2,693,538.00	1,113,755.37	0.00	1,113,755.37	41.35%	1,579,782.63
37	KPERS	842,704.21	0.00	842,704.21	330,270.77	0.00	330,270.77	39.19%	512,433.44
38	Social Security	749,097.43	0.00	749,097.43	295,158.19	0.00	295,158.19	39.40%	453,939.24
39	Health Insurance	1,650,000.00	0.00	1,650,000.00	675,000.00	0.00	675,000.00	40.91%	975,000.00
40	Workers Compensation Insurance	374,105.00	0.00	374,105.00	85,224.73	0.00	85,224.73	22.78%	288,880.27
41	Unemployment Compensation	18,723.40	0.00	18,723.40	7,187.95	0.00	7,187.95	38.39%	11,535.45
TOTAL EMPLOYEE BENEFITS		**6,328,168.04**	**0.00**	**6,328,168.04**	**2,506,597.01**	**0.00**	**2,506,597.01**	**39.61%**	**3,821,571.03**
TOTAL PERSONNEL COSTS		**25,090,661.93**	**138,014.36**	**25,228,676.29**	**10,078,429.00**	**0.00**	**10,078,429.00**	**39.95%**	**15,150,247.29**
04	Utilities	205,000.00	0.00	205,000.00	62,807.62	0.00	62,807.62	30.64%	142,192.38
05	Insurance	420,000.00	97.89	420,097.89	564,251.92	0.00	564,251.92	134.31%	-144,154.03
06	Legal & Accounting	85,000.00	39.00	85,039.00	28,543.27	0.00	28,543.27	33.56%	56,495.73
07	Training & Travel	108,000.00	966.22	108,966.22	33,727.63	0.00	33,727.63	30.95%	75,238.59
08	Postage	7,400.00	243.70	7,643.70	2,541.29	0.00	2,541.29	33.25%	5,102.41
09	Printing	7,500.00	0.00	7,500.00	92.02	0.00	92.02	1.23%	7,407.98
10	Rentals-Maint Agreements	60,000.00	602.28	60,602.28	19,382.15	0.00	19,382.15	31.98%	41,220.13
11	Building & Grounds	30,000.00	127.79	30,127.79	17,574.27	0.00	17,574.27	58.33%	12,553.52
12	Equipment Repair & Maintenance	60,000.00	0.00	60,000.00	6,156.06	0.00	6,156.06	10.26%	53,843.94
13	Vehicle Maintenance	100,000.00	2.50	100,002.50	66,471.88	0.00	66,471.88	66.47%	33,530.62
14	Telephone Service	62,000.00	207.58	62,207.58	19,471.06	0.00	19,471.06	31.30%	42,736.52
16	Medical Fees	15,000.00	0.00	15,000.00	11,184.00	0.00	11,184.00	74.56%	3,816.00
19	Contractual Services-Computers	763,800.00	90.67	763,890.67	565,858.27	0.00	565,858.27	74.08%	198,032.40
20	Other Contractual Services	277,080.00	0.00	277,080.00	186,752.46	0.00	186,752.46	67.40%	90,327.54
TOTAL CONTRACTUAL SERVICES		**2,200,780.00**	**2,377.63**	**2,203,157.63**	**1,584,813.90**	**0.00**	**1,584,813.90**	**71.93%**	**618,343.73**
17	Prisoner Food & Care	345,000.00	24,716.62	369,716.62	163,002.06	0.00	163,002.06	44.09%	206,714.56
21	Community Services	12,000.00	0.00	12,000.00	417.83	0.00	417.83	3.48%	11,582.17
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	5,687.48	0.00	5,687.48	56.87%	4,312.52
23	Uniforms & Accessories	40,000.00	6,519.62	46,519.62	20,323.81	0.00	20,323.81	43.69%	26,195.81
25	Maintenance Supplies	19,500.00	0.00	19,500.00	4,500.92	0.00	4,500.92	23.08%	14,999.08
26	Fuel & Lubrication	203,000.00	0.00	203,000.00	78,907.85	0.00	78,907.85	38.87%	124,092.15
27	Vehicle Tires	17,000.00	0.00	17,000.00	620.20	0.00	620.20	3.65%	16,379.80
28	Office Supplies	24,000.00	0.00	24,000.00	3,652.42	0.00	3,652.42	15.22%	20,347.58
29	Replenishment Supplies	45,000.00	845.50	45,845.50	31,994.50	0.00	31,994.50	69.79%	13,851.00
TOTAL COMMODITIES		**715,500.00**	**32,081.74**	**747,581.74**	**309,107.07**	**0.00**	**309,107.07**	**41.35%**	**438,474.67**
30	Communications Equipment	10,000.00	0.00	10,000.00	1,939.39	0.00	1,939.39	19.39%	8,060.61
31	Guns & Crime Equipment	60,000.00	6,800.00	66,800.00	26,254.09	0.00	26,254.09	39.30%	40,545.91
32	Furniture	10,000.00	0.00	10,000.00	1,742.22	0.00	1,742.22	17.42%	8,257.78
33	Office Equipment	400,000.00	27,833.69	427,833.69	42,691.58	0.00	42,691.58	9.98%	385,142.11
34	Vehicles and Equipment	295,000.00	18,450.00	313,450.00	323,796.24	0.00	323,796.24	103.30%	-10,346.24
TOTAL CAPITAL OUTLAY		**775,000.00**	**53,083.69**	**828,083.69**	**396,423.52**	**0.00**	**396,423.52**	**47.87%**	**431,660.17**
TOTAL NON-PERSONNEL COSTS		**3,691,280.00**	**87,543.06**	**3,778,823.06**	**2,290,344.49**	**0.00**	**2,290,344.49**	**60.61%**	**1,488,478.57**
TOTALS		**28,781,941.93**	**225,557.42**	**29,007,499.35**	**12,368,773.49**	**0.00**	**12,368,773.49**	**42.64%**	**16,638,725.86**

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Date Printed 6/9/2025

RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO

CORRECTIONS SERGEANT
DAVID RUSSELL

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Supervisor. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Supervisor in the manner intended by the law. I will faithfully obey the orders of my superiors and will be accountable for my decisions and actions. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow employees. I will constantly strive to honor this oath in my service as a Supervisor.

RILEY COUNTY POLICE DEPARTMENT

PROMOTED THIS
15TH DAY OF JUNE 2025

Presented by Director Brian R. Peete

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Officer Michael Wagenblast

The Riley County Police Department Life Saving Award is presented to Officer Michael Wagenblast for his exceptional performance and life-saving actions on the evening of January 11, 2025.

Following historic snowfall and severe winter conditions, Officer Wagenblast and Officer Springer responded to a report of a vehicle stuck in a snowbank and partially obstructing a lane of traffic on Tuttle Cove Road. Finding the vehicle abandoned, cold to the touch, and the engine off, the officers discovered a single set of footprints leading into deep snow and darkness toward Observation Point.

Recognizing the urgency and danger of the situation, the officers eventually radioed for additional search and rescue assistance as they continued to follow the trail through waist-deep snow and freezing temperatures. During their search, a unified command post was established at the West Dam parking area overlooking the lake and shoreline, bringing together fire, emergency medical, water rescue, and law enforcement personnel.

The officers' search led them to the frozen shoreline of Tuttle Creek Reservoir, where they discovered a young woman sitting alone, dressed only in thin pants, a shirt, and a light jacket. She was suffering from exposure and hypothermia, and was transported to Via Christi Hospital in Manhattan for further treatment.

In recognition of his determination, compassion, and refusal to give up under extreme conditions which directly resulted in the saving a life, it is my honor to present this Life Saving Award to Officer Michael Wagenblast.

Presented this 16th day of June 2025

Brian R. Peete
Director
Riley County Police Department

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Officer Brandon Gadia

The Riley County Police Department Life Saving Award is presented to Officer Brandon Gadia for his exceptional performance and life-saving actions on January 16, 2025.

Officer Gadia responded to a welfare check concerning an individual who had not returned home and was not answering telephone calls. He collected a variety of information and issued a local bolo for a welfare contact. When the reporting party later provided additional concerning details, to include missing medication and luggage, Officer Gadia pursued further leads and contacted the individual's employer and ex-spouse.

Through his diligent follow-up, Officer Gadia learned the individual had recently voiced intent to end their life. Officer Gadia coordinated with the agency resources that lead to a potential location near Hays, Kansas. Working with RCPD dispatch, he used this information to identify a motel in Ellis, Kansas, where the individual was confirmed as a guest. Officer Gadia then coordinated with the Ellis County Sheriff's Office, who located the individual in medical distress. Thanks to Officer Gadia's persistence, coordination, and investigative skills, the individual received life-saving medical treatment and is expected to make a full recovery.

For his dedication, compassion, and commitment to preserving life, it is with great honor that I present Officer Brandon Gadia with the Riley County Police Department Life Saving Award.

Presented this 16th day of June 2025

Brian R. Peete
Director
Riley County Police Department

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Dispatcher II Teresa Taitano

The Riley County Police Department Life Saving Award is presented to Dispatcher II Teresa Taitano for her exceptional performance and life-saving actions on March 27, 2025.

At 09:34 AM, Dispatcher Taitano answered a 911 call in which the caller, possibly a male, was unintelligible with slurred speech. Utilizing the RapidDeploy mapping system, she quickly narrowed the phone's location to an address in Manhattan. Within minutes, she created a call for service and dispatched Sergeant Jared Hayes and Officer Brian Dow for a welfare check.

Dispatcher Taitano continued attempts to engage the caller verbally and via text while coordinating with responding units. Upon officers' arrival, she relayed updated GPS coordinates indicating the phone was on the northwest side of the property. Shortly thereafter, Sergeant Hayes located the caller in a shed behind the residence with a critical wound.

Thanks to the timely coordination and ongoing updates from Dispatcher Taitano and her colleagues, officers secured the scene, EMS rendered aid, and the patient was transported to an area hospital where he was stabilized and expected to recover.

For her vigilance, quick thinking, and steadfast commitment to preserving life, it is with great honor that I present Dispatcher II Teresa Taitano with the Riley County Police Department Life Saving Award.

Presented this 16th day of June 2025

Brian R. Peete
Director
Riley County Police Department

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Sergeant Jared Hayes

The Riley County Police Department Life Saving Award is presented to Sergeant Jared Hayes for his exceptional performance and life-saving actions on March 27, 2025.

At 09:34 AM, Dispatcher Taitano answered a 911 call in which the caller, possibly a male, was unintelligible with slurred speech. Utilizing the RapidDeploy mapping system, she quickly narrowed the phone's location to an address in Manhattan. Within minutes, she created a call for service and dispatched Sergeant Jared Hayes and Officer Brian Dow for a welfare check.

Dispatcher Taitano continued attempts to engage the caller verbally and via text while coordinating with responding units. Upon arrival, Officer Dow attempted to identify the owner of the vehicle in the driveway. Dispatcher Taitano then relayed updated GPS coordinates to the officers, indicating the caller's phone was located on the northwest side of the property. Shortly thereafter, Sergeant Hayes located the caller in a shed behind the residence with a critical wound.

Sergeant Hayes rendered the scene safe, allowing EMS personnel to immediately begin life-saving treatment. The patient was transported to an area hospital where he was stabilized and expected to recover.

For his swift action, tactical judgment, and commitment to preserving life, it is with great honor that I present Sergeant Jared Hayes with the Riley County Police Department Life Saving Award.

Presented this 16th day of June 2025

Brian R. Peete
Director
Riley County Police Department

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

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

FROM: Director Peete and Staff

MEETING: June 16, 2025

SUBJECT: June 2025 Law Board Meeting – 2026 Budget

BACKGROUND

Riley County Law Enforcement Agency (RCLEA or Law Board)
The Law Board is comprised of seven members which include (19-4427):

- A member of the Board of County Commissioners (BOCC)
- A resident of Riley County, selected by the BOCC
- A member of the Manhattan City Commission (MCC)
- Two residents of the City of Manhattan, selected by the MCC
- The County Attorney
- A member of the BOCC or MCC, selected on alternating terms

By statute (19-4443), the Law Board must submit a budget to the City and County on or before the first Monday in July for the next budget year. Not less than ten days prior to submitting the budget, a public hearing must take place. The budget of expenditures may not exceed 110% of the preceding fiscal year's budget for the same such expenditures.

Riley County Police Department (RCPD)
The mission of the Riley County Police Department is:

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

The Department accomplishes this mission through four long-term (strategic) goals:

- Minimize the financial and social cost of public safety
- Maintain a safe and secure community
- Promote legitimacy in the eyes of the public
- Create a culture of service throughout the organization

It is the intent of RCPD staff to present a budget to the Law Board that equips the Department's personnel with the necessary resources to fulfill its mission and achieve its long-term strategic objectives. Accordingly, all budget presentations will demonstrate how proposed items contribute to the advancement of these goals.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RCPD is an Intelligence-Led,[1] Evidence-Based Policing[2] organization that practices community engagement to earn and maintain the trust of those we serve. We seek to collaborate with community partners in solving community harms through the most cost-effective manner possible.

The organizational structure of RCPD offers inherent efficiencies not typically present in traditional county models. As a county-wide, consolidated law enforcement agency, RCPD also manages a unified Communications Center—serving police, city and county fire departments, and EMS—as well as a consolidated correctional facility. In 2025, RCPD's budget represented 9.94% of the City of Manhattan's annual budget and was 5.45% of Riley County's annual budget.[3] Past research, backed up by recent inquiries, has revealed that RCPD's percentage of city/county's overall budget is comparable to or lower than similarly-sized agencies in Kansas. Additionally, RCPD maintains a staffing level of 1.58 police officers per 1,000 residents in Riley County. This figure is notably below both the national average of 3.51 officers per 1,000 residents and the Kansas state average of 2.5 officers per 1,000 Kansas residents.[4] Despite the low officer to citizen ratio, the citizens of Riley County have enjoyed lower crime rates than the state average for the past 20 years (2003 – 2023).[5]

Funds and Reserves

By law, all of RCPD's budgeted operational funds derive from property taxes (19-4443).[6] In 2024, RCPD accounted for 15.88% of Riley County residents' property taxes and 19.54% of City of Manhattan residents' property taxes. RCPD maintains several special accounts, funds, and reserves. As of December 31, 2024, RCPD held the following accounts outside of the General Fund, along with their respective balances:[7]

[1] Intelligence-Led Policing – crime concentrates upon a small number of places and a small number of repeat offenders. Therefore, the efficient and effective law enforcement agency will purposefully gather information to determine these places and persons and commit assets with the purpose of reducing their harm to society.

[2] Evidence-Based Policing – the efficient and effective law enforcement agency will identify those intervening tactics and programs which have been proven to work through social science research and apply them within the local context.

[3] It is important to note that Riley County is also financially responsible for RCPD's facilities, building maintenance, and inmate medical costs (19-4437 & 19-4444).

[4] See the FBI 2023 UCR report https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/le/pe

[5] See the KBI Crime Statistics Report https://www.kansas.gov/kbi/stats/stats_crime.shtml

[6] RCPD receives monies from the public for non-criminal fingerprinting services and copy fees. Per Kansas law, all fees received are returned to the General Fund in the form of carryover.

[7] RCPD also maintains asset forfeiture funds. These are authorized at the sole discretion of the Director of the RCPD for purposes defined by law and may not be used to supplant the operating budget (60-4117 & U.S. Dept. of Justice Guide to Equitable Sharing https://www.justice.gov/criminal-afmls/file/794696/download). A public, annual report concerning RCPD's asset forfeiture funds can be found at https://kasfr.kbi.ks.gov/res/p/Annual-Report/.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

- **Emergency Reserve Fund: $750,000**
  - K.S.A. 19-4443 provides an emergency reserve fund for use in the event of a major unplanned event (natural or man-made disaster, civil disturbance, etc.). Emergency reserve fund use is only authorized with the approval of the Law Board. This fund cannot exceed 15% of the annual budget. $750,000 represents approximately 2.6% of the current budget.
- **Information Technology (Budgeted Reserve Fund): $665,345**
  - The IT Reserve Fund is defined as operational monies set aside on an annual basis to offset significant infrastructure expenses and unplanned outages of technical equipment. Use of the Information Technology Fund must be authorized by the Law Board.
- **Workers' Compensation Reserve Fund: $1,290,715**
  - A Reserve Fund is required for a Self-Insured Workers' Compensation Plan.
  - In the past, the State of Kansas has enforced a minimum balance for Self-Insured Plans. At this time there is no balance requirement, but in the future, they could revert to a mandatory minimum reserve balance.
  - Our Workers' Compensation Broker advises this is a reasonable amount to have on hand.
- **Statutory Fees Fund: $96,113**
  - Funded by Concealed Carry registration fees and Registration of Offenders fees.
  - Concealed Carry fees may be used solely for "the purpose of administering this act" (K.S.A. 75-7c05 (c3)).
  - Registration of Offenders fees may be used only for law enforcement and criminal prosecution purposes and shall not be used to meet normal operating expenses, or as revenue to reduce funding for the department (K.S.A. 22-4904 (d9)).
- **Medical Plan Reserve Fund: $1,084,850**
  - A Reserve Fund is required for self-insured health plans and covers significant losses to the RCPD plan.
  - RCPD's Health Insurance Broker recommends maintaining a reserve at or above $1,000,000.
- **Special Activities Fund: $211,267**
  - Funding is derived from various departmental commissary sources, including vending and ATM commissions, as well as revenue from inmate video services, messaging, and phone usage.
  - Expenditures from this account require the Director's approval. Typical uses include department banquets, retirement receptions, etc.
  - Anticipate a portion of these funds will be used to implement inmate programs in the Jail.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

2026 RCPD BUDGET – INITIAL PROPOSAL

The 2026 budget development cycle began in early 2025. After conducting an annual SWOT analysis,[8] RCPD staff reviewed long-term goals and created annual goals for 2025. This review led RCPD staff to build a needs assessment on which the 2026 budget requests were based. Through this needs assessment, RCPD staff identified needs in both personnel and non-personnel budgets:

Personnel:

- Cost of Living Adjustment (COLA)
- Completion of Salary Survey Implementation
- Corrections Sergeant
- Three (3) Police Officers

Non-Personnel:

- Health Insurance
- Contractual Services
- Camera Equipment and Contracts
- Inmate Food
- Overtime
- Training
- Fuel
- Vehicle Maintenance

This year, RCPD staff looked at long-term goals along with the budgetary requests needed to accomplish these goals. In doing so, we continued to update our 5-year Strategic Financial Plan. As a service-based department, this allows us to recognize our employees as our greatest asset and our first priority, specifically in retention and recruitment. This plan shows how RCPD will continue to request the necessary people and funding to support the goals of the agency over the next 5 years.

Throughout the budget preparation process, we acknowledged the significance of our financial needs. Command Staff conducted a comprehensive evaluation of all positions, programs, and contracts, resulting in strategic reductions. The funds recovered through these cuts were reallocated to line items that more effectively support departmental operations and objectives, enabling us to meet our goals without increasing the overall budget.

[8] SWOT stands for internal Strengths & Weaknesses and external Opportunities & Threats.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

The initial proposed 2026 RCPD budget included the following items, listed in order of perceived priority:

- **Base Adjustment**: This is a request of $288,492 (1.00%)

  This increase of $288,492 (1.00%) is over the 2025 budget of $28,781,942. This increase is required to maintain the benefits and other administrative costs necessary to maintain current staffing levels. This increase includes salary step increases (merit pay) and longevity pay.
  - *Benefit decreases: KPERS Employers Contribution 10.71% to 10.59% and KPF Employers Contribution 24.67% to 24.00%*

- **Item A – COLA:** This is a request of $589,719 (2.05%)

  The Consumer Price Index (CPI)—Midwest Region reported the 2024 annual average COLA at 2.7%. For over a decade, RCPD has utilized the CPI for the Midwest Region as the basis for calculating COLA in its budgeting process, as it provides the most objective measure of inflation. The Salary Survey also fundamentally relies on and is calibrated to COLA data to maintain its accuracy and relevance. Therefore, it is essential that RCPD prioritizes and implements a COLA to preserve the integrity of the Salary Survey. Due to the structure of the budgetary process, COLA is implemented two years after the corresponding inflation is experienced. As a result, RCPD employees are currently facing the cumulative effects of two years of inflationary pressure and diminished purchasing power. The COLA scheduled for implementation in 2026 will correspond to the inflation rate recorded in 2024.

- **Item B – Salary Survey:** This is a request of $469,072 (1.63%)

  The 2026 budget year marks the fourth and final phase of implementing RCPD's Salary Survey. In year one (2023), $1,848,000 was implemented, representing 55% of the total adjustment. Year two (2024) saw the implementation of $626,964 (19%), followed by $439,100 (13%) in year three (2025). The remaining $469,072 (14%) is scheduled for implementation in 2026, which will complete the full execution of the Salary Survey. Completion of the Salary Survey will position RCPD to offer competitive compensation, support employee retention, and maintain a high-quality workforce aligned with industry standards.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

- **Item C – Health Insurance:** This is a request of $125,000 (0.44%)

  The 2025 Health Insurance Budget is set at $1,650,000. For fiscal year 2026, we are requesting an increase of $125,000 to address the continued rise in health insurance costs. This represents a 7.5% increase to the Health Insurance Budget.

  Since 2021, our organization has experienced a 67% increase in medical claims, significantly impacting our healthcare expenditures. In the 2021 budget cycle, the health insurance line item was reduced by $313,000 to support a 0% overall budget increase. While fiscally necessary at the time, this reduction has contributed to current funding challenges.

  In the 2025 budget, an additional $112,500 was allocated to begin addressing these rising costs. However, projections indicate continued increases across all aspects of health insurance, including premiums, claims, prescription costs, and plan administration.

  Employee premiums have increased substantially in recent years and this trend is expected to continue. The requested budget increase for 2026 is intended to mitigate the financial impact on employees by reducing the amount of cost increases passed on to them. This adjustment will help the organization maintain competitive benefits and support workforce well-being and retention.

- **Item D – Contractual Services:** This is a request of $176,150 (0.61%)

  The 2025 Budget for Contractual Services is $277,080. The requested increase of $176,150 is an increase to the budget line of 63.6%. This increase is due to the rising cost of continuing contracts and the initiative of looking to increase technology advancements. Below is a list of the specific contracts needing increases:

  - Axon - $132,500 (Fleet, BWC, Tasers)
  - Cellebrite - $10,000
  - PenLink - $5,250
  - INAlert - $1,800
  - EcoLab - $2,400
  - Easy Ice - $4,200
  - Body Scanner - $20,000

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

- **Item E – Camera Initiative:** This is a request of $40,000 (0.14%)

  RCPD continues to expand its use of camera-based technology to enhance public safety and improve investigative capabilities. Currently, RCPD utilizes:
  - 11 fixed License Plate Readers (LPRs) across Riley County
  - 11 security cameras strategically placed in the Aggieville Business District
  - Automated License Plate Readers integrated into patrol vehicles

  To support the continuation and growth of this initiative, the Department is requesting $40,000 in the upcoming budget cycle. These funds will be used to expand and maintain camera infrastructure, further supporting proactive and evidence-based policing.

  The deployment of advanced surveillance tools represents the future of policing. This enables the Department to solve crimes more quickly and effectively, including those that may have otherwise gone unresolved. This investment not only enhances investigative efficiency but also strengthens public safety and community trust through data-driven law enforcement practices.

- **Item F – Corrections Sergeant:** This is a request of $86,883 (0.30%)

  A critical need has been identified within the Corrections Division to strengthen succession planning and enhance operational alignment with the broader mission of the Riley County Law Enforcement Agency. To address this need, the addition of one Correctional Sergeant is being proposed.

  This position will serve a dual purpose:

  1. Support succession planning efforts by ensuring that correctional staff gain a comprehensive understanding of agency operations, leadership expectations, and inter-divisional collaboration.
  2. Advance the agency's efforts toward Jail Accreditation, which is essential for improving facility standards, increasing professional accountability, and reducing organizational risk.

  The addition of this position will help build a more strategic leadership growth plan while directly contributing to the agency's compliance, professionalism, and long-term goals.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Budget Proposal:

Proposed Budget 1a

Base Adjustment
Item A: 2.7% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services
Item E: Camera Initiative
Item F: Corrections Sergeant

This budget reflects an increase of $1,775,316 (6.17%) over the approved 2025 budget. With a carryover of $249,500, the realized budget totals $30,307,758, representing a 6.26% increase in the property tax obligation for Manhattan and Riley County.

Potential Modifications and/or Reductions to Budget Proposal 1a

- School Resource Officers (SROs):
  Implement a billable model to facilitate cost-sharing arrangements with local school districts, including Manhattan-Ogden USD 383, Riley County USD 378, and Blue Valley USD 384. RCPD will initiate external meetings with school district representatives to collaboratively develop a cost-sharing solution that aligns with each district's needs and financial capacity.
- Parades/Races:
  Collaborate with the City of Manhattan and local community organizations to establish a standardized billing rate aimed at recovering overtime costs. These charges would be applied to entities requesting permits for public events such as races, parades, and festivals.
- Animal Control Officers

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

- **Item G – Animal Control Program:** This is a request of $341,634 (1.19%)

  Currently, Animal Control Officers are housed within the Manhattan Fire Department and employed by the City of Manhattan. The proposed transition of the Animal Control Program to RCPD in 2026 would require a minimum of $341,634 in additional funding. This estimate includes the following projected expenses:
  - Salaries: $189,986
  - Benefits: $68,598
  - Insurance: $5,250
  - Training: $500
  - Vehicle Maintenance: $7,500
  - Contractual Services: $15,750
  - Memberships: $650
  - Uniforms: $3,150
  - Fuel: $11,000
  - Office Supplies: $500
  - Replenishment Supplies: $2,300
  - Equipment: $10,200
  - Vehicles & Equipment: $26,250

For comparison, the City of Manhattan's 2025 budget for Animal Control totals $272,450, which includes $212,450 for operating costs and an estimated $60,000 for benefits. The proposed transition to RCPD would require an increased investment to support the full integration of personnel, equipment, and operational infrastructure.

Proposed Budget 1b

Base Adjustment
Item A: 2.7% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services
Item E: Camera Initiative
Item F: Corrections Sergeant
Item G: Animal Control Program

This proposal reflects a total budget increase of $2,116,950 (7.355%) over the approved 2025 budget. With the inclusion of a carryover amount of $249,500, the realized budget totals $30,649,392, resulting in a 7.458% increase in financial obligation for the City of Manhattan and Riley County.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

During the Riley County Law Board meeting held on April 21, 2025, members formally requested that RCPD present budget scenarios reflecting increases of 5.5%, 4.5%, and 3.5% for the upcoming fiscal year. Additionally, the Law Board requested RCPD to take a more in-depth look at the Animal Control Program costs and impact to RCPD.

These alternative budget options will assist the Board in evaluating funding levels based on operational priorities, fiscal constraints, and community needs.

Budget Proposals:

Proposed Budget 2a

Base Adjustment
Item A: 2.7% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services
Item E: Camera Initiative

Reductions Applied:

- *Corrections Sergeant*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Workers' Compensation Budget*

This budget was decreased by $194,833 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of $1,580,432.78 (5.491%) over the approved 2025 budget. With the inclusion of a carryover amount of $249,500, the realized budget totals $30,112,875, resulting in a 5.577% increase in financial obligation for the City of Manhattan and Riley County.

Proposed Budget 3a

Base Adjustment
Item A: 2.4% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services
Item E: Camera Initiative

Reductions Applied:

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Mental Health Co-Responder On-Call Contract*
- *Current Authorized Dispatcher*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Workers' Compensation Budget*

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

This budget was decreased by $480,929 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of $1,294,387 (4.497%) over the approved 2025 budget. With the inclusion of a carryover amount of $249,500, the realized budget totals $29,826,829, resulting in a 4.574% increase in financial obligation for the City of Manhattan and Riley County.

Proposed Budget 4a

Base Adjustment
Item A: 2.4% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services

Reductions Applied:

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding Removed*
- *Mental Health Co-Responder Contract*
- *Information Technology Reserve Funding*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Current Authorized Dispatcher*
- *Workers' Compensation Budget*
- *Police Corporal*

This budget was decreased by $769,254 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of $1,006,062 (3.495%) over the approved 2025 budget. With the inclusion of a carryover amount of $249,500, the realized budget totals $29,538,504, resulting in a 3.563% increase in financial obligation for the City of Manhattan and Riley County.

Animal Control Program Transition: Additional Costs & Considerations

While preliminary cost estimates ($341,634) for transitioning the Animal Control Program to RCPD have been developed, several important unknowns remain that could impact the total financial obligation. A primary concern is facility capacity. RCPD has previously discussed with the Law Board the limitations of the current building, which no longer adequately supports operational needs. Several employees are currently sharing offices or working in repurposed spaces originally designed as storage closets. As a result, no vacant or suitable space is available to accommodate additional staff, including Animal Control Officers.

To address this, facility renovations will be required to create appropriate office space for both current personnel and incoming Animal Control staff. Additionally, a potential renovation of the existing back shed is under consideration to serve as a temporary, animal holding facility. It is important to note that all facility-related expenses for RCPD are funded by Riley County.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Other notable considerations include:

- **Adequate Staffing Levels:** The current Animal Control Program operates exclusively within the Manhattan city limits. Should services be expanded county-wide, there may be a need to hire additional staff to meet increased demand.
- **Vehicle Condition:** The three vehicles proposed for transfer from the City of Manhattan to RCPD include two that are damaged and will require immediate repair costs.
  Interagency Agreements: It is yet to be determined whether RCPD will need to enter into a Memorandum of Understanding (MOU) with Prairie Paws Animal Shelter. Clarification is needed on whether existing MOUs between Riley County, the City of Manhattan, and Prairie Paws will suffice, or if a separate agreement will be necessary for RCPD operations.

These factors must be further explored and resolved to ensure a smooth and cost-effective transition of the Animal Control Program to RCPD.

Proposed Budgets 2b, 3b, and 4b are listed below. These budgets are the combination of 2a, 3a, and 4a with the addition of $341,634 (1.19%) for the Animal Control Program:

Budget Proposals:

Proposed Budget 2b

Base Adjustment
Item A: 2.7% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services
Item E: Camera Initiative
Item G: Animal Control Program

Reductions Applied:

- *Corrections Sergeant*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Workers' Compensation Budget*

This budget was decreased by $194,833 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of $1,922,067 (6.68%) over the approved 2025 budget. With the inclusion of a carryover amount of $249,500, the realized budget totals $30,454,509, resulting in a 6.774% increase in financial obligation for the City of Manhattan and Riley County.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Proposed Budget 3b

Base Adjustment
Item A: 2.4% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services
Item E: Camera Initiative
Item G: Animal Control Program

Reductions Applied:

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Mental Health Co-Responder On-Call Contract*
- *Current Authorized Dispatcher*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Workers' Compensation Budget*

This budget was decreased by $480,929 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of $1,636,021 (5.68%) over the approved 2025 budget. With the inclusion of a carryover amount of $249,500, the realized budget totals $30,168,463, resulting in a 5.772% increase in financial obligation for the City of Manhattan and Riley County.

Proposed Budget 4b

Base Adjustment
Item A: 2.4% COLA
Item B: Salary Survey Implementation
Item C: Health Insurance
Item D: Contractual Services
Item G: Animal Control Program

Reductions Applied:

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding Removed*
- *Mental Health Co-Responder Contract*
- *Information Technology Reserve Funding*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Current Authorized Dispatcher*
- *Workers' Compensation Budget*
- *Police Corporal*

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

This budget was decreased by $769,254 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of $1,347,696 (4.68%) over the approved 2025 budget. With the inclusion of a carryover amount of $249,500, the realized budget totals $29,880,138, resulting in a 4.761% increase in financial obligation for the City of Manhattan and Riley County.

2025 RCPD BUDGET PUBLISHED BUDGET SUMMARY

On May 28, 2024, the Law Board held a Special Law Board Meeting to approve a published 2026 budget. During the meeting, The Law Board approved a modified Budget Draft 3b for Publication.

Published Budget 3b:

Base Adjustment
Item A: 2.4% COLA
Item B: Salary Survey Completion
Item C: Health Insurance
Item D: Contractual Services
Item E: Animal Control Program

Budget Reductions: Mental Health On Call Service (-$18,000), IT Reserve Funding (-$45,000), and Workers Compensation (-$13,000)

The finalized budget reflects an increase of $1,636,020.07 (5.684%) over the approved 2024 budget. The total proposed 2025 budget is $30,417,962.00. With an anticipated carryover of $249,500, the realized budget to taxpayers is $30,168,462.00.

The approved published budget was submitted to the Manhattan Mercury and published on June 6, 2025.

REVENUE-NEUTRAL RATE

The RNR was not available in time for publication. RCPD staff included generic RNR-related language in the formal public hearing notice as follows: “The Revenue Neutral Rate was not available from the Riley County Clerk at the time of this publication.”

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RECOMMENDATIONS

RCPD staff recommend the adoption of the Published Budget as the final 2025 approved budget. It will continue to provide the financial resources necessary for the agency to meet its goals. It will also provide funding to retain our most important assets, our people, while continuing to attract the talent the community is accustomed to and deserves.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

2026 Budget Presentation

Director Brian Peete

Deputy Director Erin Freidline

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Published Budget Draft 3b

$28,781,942 2025 Approved Budget	Items									
	2026 Base	A COLA (2.4%)	B Finish Salary Survey	C Health Insurance	D Contracts	E Mental Health On Call	F IT Reserve	G Workers Compensation	H Animal Control Program	Total Increa
$ Change	$288,492	$521,915	$419,923	$100,000	$40,057	($18,000)	($45,000)	($13,000)	$341,634	$1,636
% Change	1.00%	1.81%	1.46%	0.35%	0.14%	-0.06%	-0.16%	-0.05%	1.19%	5.6

Proposed Budget: $30,417,962 5.684%

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

City of Manhattan Obligation – Increase of $1,316,947 or 5.77%

Riley County Obligation - Increase of $529,257 or 5.77%

Proposed Budget Draft 5

$28,781,942	Items										
2025 Approved Budget	2026 Base	A	B	C	D	E	F	G	H	I	To Incr
		COLA (2.4%)	Finish Salary Survey	Health Insurance	Contracts	Mental Health On Call	IT Reserve	Workers Compensation	SRO Reimbursement	Animal Control Program	
$ Change	$288,492	$521,915	$419,923	$100,000	$40,057	($18,000)	($45,000)	($13,000)	($80,000)	$341,634	$1,55
% Change	1.00%	1.81%	1.46%	0.35%	0.14%	-0.06%	-0.16%	-0.05%	-0.28%	1.19%	5

Proposed Budget: $30,337,962 5.406%

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

City of Manhattan Obligation – Increase of $1,252,947 or 5.49%

Riley County Obligation - Increase of $313,237 or 5.49%

Budget Timeline

The following is the proposed timeline for development of the 2026 RCPD budget.

At the **January 21, 2025** Law Board meeting, discuss, modify as necessary and approve the 2026 budget development timeline.

During the month of March conduct special Law Board meetings, as the Board deems necessary, to begin preliminary budget discussions and obtain Law Board guidance.

At the **April 21, 2025** Law Board meeting, update the Board on budget development and provide a draft 2025 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the **May 19, 2025** Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing, unless additional special budget meetings are deemed necessary.

No later than **June 6, 2025** publish the proposed 2026 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

At the **June 16, 2025** Law Board meeting, conduct a public hearing on the 2026 budget of expenditures and formally adopt the budget.

On or before **July 7, 2025** certify to the Riley County Board of County Commissioners and the City of Manhattan a budget of expenditures for the 2026 operation of the Riley County Law Enforcement Agency/Riley County Police Department.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Thank You!

Riley County Police Departme

1001 South Seth Child Ro
Manhattan, Kansas 665

(785) 537-21

www.RileyCountyPolice.

@RileyCountyPD

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

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Personnel
2.4% COLA
Salary Survey
Animal Control

Riley County Police Department
Published 2026 Budget
Draft 3b

Non Personnel
Health Ins
Contracts

Acct	Description	2023 Actual Expenditures	2024 Approved Budget	2024 Actual Expenditures	2025 Approved Budget	2026 Proposed Budget	Budget Difference	
01	Salaries-Full Time	14,529,213.23	17,089,553.45	16,302,717.84	18,145,731.89	19,398,943.00	1,253,211.11	
02	Salaries-Part Time	87,894.36	125,000.00	105,937.25	125,000.00	125,000.00	-	
03	Salaries-Overtime	563,888.90	471,762.00	517,186.99	491,762.00	491,762.00	-	
Total Salaries		15,180,996.49	17,686,315.45	16,925,842.08	18,762,493.89	20,015,705.00	1,253,211.11	
36	Kansas Police & Fire	2,124,314.10	2,380,794.61	2,303,931.55	2,693,538.00	2,782,081.00	88,543.00	
37	KPERS	610,011.34	798,707.30	721,910.63	842,704.21	890,865.00	48,160.79	
38	Social Security	596,504.91	709,538.16	661,848.30	749,097.43	812,427.00	63,329.57	
39	Health Insurance	1,714,877.69	1,537,150.00	1,840,000.00	1,650,000.00	1,772,296.00	122,296.00	
40	Workers Comp Insurance	278,681.00	380,000.00	88,291.82	374,105.00	373,189.00	(916.00)	
41	Unemployment Compensation	14,784.00	17,686.65	16,419.16	18,723.40	20,012.00	1,288.60	
Total Employee Benefits		5,339,173.04	5,823,876.72	5,632,401.46	6,328,168.04	6,650,870.00	322,701.96	
Total Personnel Costs		20,520,169.53	23,510,192.17	22,558,243.54	25,090,661.93	26,666,575.00	1,575,913.07	6.281%
04	Utilities	259,316.75	205,000.00	251,472.50	205,000.00	205,000.00	-	
05	Insurance	542,439.00	320,000.00	513,681.00	420,000.00	425,250.00	5,250.00	
06	Legal & Accounting	108,707.12	85,000.00	108,851.72	85,000.00	85,000.00	-	
07	Training & Travel	132,374.32	108,000.00	138,842.23	108,000.00	113,500.00	5,500.00	
08	Postage	6,578.20	7,400.00	8,564.37	7,400.00	7,400.00	-	
09	Printing	6,553.37	7,500.00	6,546.60	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	57,783.12	60,000.00	59,373.36	60,000.00	60,000.00	-	
11	Building & Grounds	29,644.34	30,000.00	44,806.09	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	25,796.37	85,000.00	25,319.33	60,000.00	40,000.00	(20,000.00)	
13	Vehicle Maintenance	146,697.54	90,000.00	129,090.68	100,000.00	127,500.00	27,500.00	
14	Telephone Service	79,427.89	62,000.00	75,118.35	62,000.00	62,000.00	-	
16	Medical Fees	25,712.35	15,000.00	13,202.89	15,000.00	15,000.00	-	
19	Contractual services-Computer	695,451.38	690,000.00	813,429.45	763,800.00	783,857.00	20,057.00	
20	Other Contractual Services	697,293.15	314,000.00	481,788.72	277,080.00	294,830.00	17,750.00	
Total Contractual Services		2,813,774.90	2,078,900.00	2,670,087.29	2,200,780.00	2,256,837.00	56,057.00	
17	Prisoner Food & Care	349,605.31	195,000.00	405,398.38	345,000.00	345,000.00	-	
21	Community Services/Recruiting	8,957.92	17,500.00	11,518.93	12,000.00	7,000.00	(5,000.00)	
22	Books, Papers, Memberships	16,923.15	10,000.00	9,272.95	10,000.00	10,650.00	650.00	
23	Uniforms & Accessories	102,186.51	40,000.00	89,484.53	40,000.00	43,150.00	3,150.00	
25	Maintenance Supplies	14,786.49	29,500.00	15,802.54	19,500.00	19,500.00	-	
26	Fuel & Lubrication	251,712.40	163,000.00	239,344.75	203,000.00	214,000.00	11,000.00	
27	Vehicle Tires	10,684.38	17,000.00	20,396.13	17,000.00	17,000.00	-	
28	Office Supplies	41,967.51	24,000.00	38,340.52	24,000.00	24,500.00	500.00	
29	Replenishment Supplies	43,417.14	45,000.00	52,441.57	45,000.00	47,300.00	2,300.00	
Total Commodities		840,240.81	541,000.00	882,000.30	715,500.00	728,100.00	12,600.00	
30	Communications Equipment	13,465.93	10,000.00	622.59	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	78,942.59	60,000.00	17,839.71	60,000.00	60,000.00	-	
32	Furniture	5,952.04	15,000.00	9,420.14	10,000.00	10,000.00	-	
33	Equipment	193,078.85	452,000.00	314,076.35	400,000.00	365,200.00	(34,800.00)	
34	Vehicles and Equipment	238,471.52	270,000.00	264,474.54	295,000.00	321,250.00	26,250.00	
35A	Reserves & Contingencies	-		-			-	
Total Capital Outlay		529,910.93	807,000.00	606,433.33	775,000.00	766,450.00	(8,550.00)	
Total Non-Personnel Costs		4,183,926.64	3,426,900.00	4,158,520.92	3,691,280.00	3,751,387.00	60,107.00	1.628%
Total		24,704,096.17	26,937,092.17	26,716,764.46	28,781,941.93	30,417,962.00	1,636,020.07	**5.684%**
					2024 Carry Over	(249,500.00)		
						30,168,462.00		

printed 6/10/2025

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Personnel
2.4% COLA
Salary Survey
Animal Control
SRO Agreement

Riley County Police Department
Proposed 2026 Budget
Draft 5

Non Personnel
Health Ins
Contracts

Acct	Description	2023 Actual Expenditures	2024 Approved Budget	2024 Actual Expenditures	2025 Approved Budget	2026 Proposed Budget	Budget Difference	
01	Salaries-Full Time	14,529,213.23	17,089,553.45	16,302,717.84	18,145,731.89	19,318,943.00	1,173,211.11	
02	Salaries-Part Time	87,894.36	125,000.00	105,937.25	125,000.00	125,000.00	-	
03	Salaries-Overtime	563,888.90	471,762.00	517,186.99	491,762.00	491,762.00	-	
Total Salaries		15,180,996.49	17,686,315.45	16,925,842.08	18,762,493.89	19,935,705.00	1,173,211.11	
36	Kansas Police & Fire	2,124,314.10	2,380,794.61	2,303,931.55	2,693,538.00	2,782,081.00	88,543.00	
37	KPERS	610,011.34	798,707.30	721,910.63	842,704.21	890,865.00	48,160.79	
38	Social Security	596,504.91	709,538.16	661,848.30	749,097.43	812,427.00	63,329.57	
39	Health Insurance	1,714,877.69	1,537,150.00	1,840,000.00	1,650,000.00	1,772,296.00	122,296.00	
40	Workers Comp Insurance	278,681.00	380,000.00	88,291.82	374,105.00	373,189.00	(916.00)	
41	Unemployment Compensation	14,784.00	17,686.65	16,419.16	18,723.40	20,012.00	1,288.60	
Total Employee Benefits		5,339,173.04	5,823,876.72	5,632,401.46	6,328,168.04	6,650,870.00	322,701.96	
Total Personnel Costs		20,520,169.53	23,510,192.17	22,558,243.54	25,090,661.93	26,586,575.00	1,495,913.07	5.962%
04	Utilities	259,316.75	205,000.00	251,472.50	205,000.00	205,000.00	-	
05	Insurance	542,439.00	320,000.00	513,681.00	420,000.00	425,250.00	5,250.00	
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09	Printing	6,553.37	7,500.00	6,546.60	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	57,783.12	60,000.00	59,373.36	60,000.00	60,000.00	-	
11	Building & Grounds	29,644.34	30,000.00	44,806.09	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	25,796.37	85,000.00	25,319.33	60,000.00	40,000.00	(20,000.00)	
13	Vehicle Maintenance	146,697.54	90,000.00	129,090.68	100,000.00	127,500.00	27,500.00	
14	Telephone Service	79,427.89	62,000.00	75,118.35	62,000.00	62,000.00	-	
16	Medical Fees	25,712.35	15,000.00	13,202.89	15,000.00	15,000.00	-	
19	Contractual services-Computer	695,451.38	690,000.00	813,429.45	763,800.00	783,857.00	20,057.00	
20	Other Contractual Services	697,293.15	314,000.00	481,788.72	277,080.00	294,830.00	17,750.00	
Total Contractual Services		2,813,774.90	2,078,900.00	2,670,087.29	2,200,780.00	2,256,837.00	56,057.00	
17	Prisoner Food & Care	349,605.31	195,000.00	405,398.38	345,000.00	345,000.00	-	
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27	Vehicle Tires	10,684.38	17,000.00	20,396.13	17,000.00	17,000.00	-	
28	Office Supplies	41,967.51	24,000.00	38,340.52	24,000.00	24,500.00	500.00	
29	Replenishment Supplies	43,417.14	45,000.00	52,441.57	45,000.00	47,300.00	2,300.00	
Total Commodities		840,240.81	541,000.00	882,000.30	715,500.00	728,100.00	12,600.00	
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Total		24,704,096.17	26,937,092.17	26,716,764.46	28,781,941.93	30,337,962.00	1,556,020.07	**5.406%**
					2024 Carry Over	(249,500.00)		
						30,088,462.00		

printed 6/10/2025

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

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

June 16, 2025

Manhattan City Commission
1101 Poyntz
Manhattan, KS 66502

RE: RCPD Budget

Dear Commissioners,

In accordance with KSA 19-4443, the Riley County Law Enforcement Agency submits the 2026 Budget of Expenditures for the operation of the agency and the department for budget year 2026 in the amount of $30,417,962.00.

Salaries	$20,015,705.00
Employee Benefits	$6,650,870.00
Contractual Services	$2,256,837.00
Commodities	$728,100.00
Capital Outlay	$766,450.00
Total Budget	$30,417,962.00

After subtracting Carryover funds of $228,355.04, and $21,144.96 to be collected for copy fees, the liability for the City of Manhattan has been computed pursuant to KSA 19-4443, as amended to be **$24,137,769.60**.

Sincerely,

John Matta, Chairman
Riley County Law Enforcement Agency

Barry Wilkerson, Secretary

cc: City Manager Danielle Dulin
Finance Director Rina Neal
Finance Treasurer Rebecca Doehling

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

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

June 16, 2025

Riley County Commission
110 Courthouse Plaza
Manhattan, KS 66502

RE: RCPD Budget

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Employee Benefits	$6,650,870.00
Contractual Services	$2,256,837.00
Commodities	$728,100.00
Capital Outlay	$766,450.00
Total Budget	$30,417,962.00

After subtracting Carryover funds of $228,355.04, and $21,144.96 to be collected for copy fees, the liability for the County of Riley has been computed pursuant to KSA 19-4443, as amended to be **$6,033,692.40**.

Sincerely,

John Matta, Chairman
Riley County Law Enforcement Agency

Barry Wilkerson, Secretary

cc: Riley County Treasurer - Shilo Heger
Riley County Clerk - Rich Vargo
Riley County Budget & Finance Officer - Brittany Phillips

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

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

June 16, 2025

Manhattan City Commission
1101 Poyntz
Manhattan, KS 66502

RE: RCPD Budget

Dear Commissioners,

In accordance with KSA 19-4443, the Riley County Law Enforcement Agency submits the 2026 Budget of Expenditures for the operation of the agency and the department for budget year 2026 in the amount of $30,337,962.00.

Salaries	$19,938,705.00
Employee Benefits	$6,650,870.00
Contractual Services	$2,256,837.00
Commodities	$728,100.00
Capital Outlay	$766,450.00
Total Budget	$30,337,962.00

After subtracting Carryover funds of $228,355.04, and $21,144.96 to be collected for copy fees, the liability for the City of Manhattan has been computed pursuant to KSA 19-4443, as amended to be **$27,070,769.60**.

Sincerely,

John Matta, Chairman
Riley County Law Enforcement Agency

Barry Wilkerson, Secretary

cc: City Manager Danielle Dulin
Finance Director Rina Neal
Finance Treasurer Rebecca Doehling

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

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

June 16, 2025

Riley County Commission
110 Courthouse Plaza
Manhattan, KS 66502

RE: RCPD Budget

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Commodities	$728,100.00
Capital Outlay	$766,450.00
Total Budget	$30,337,962.00

After subtracting Carryover funds of $228,355.04, and $21,144.96 to be collected for copy fees, the liability for the County of Riley has been computed pursuant to KSA 19-4443, as amended to be **$6,017,692.40**.

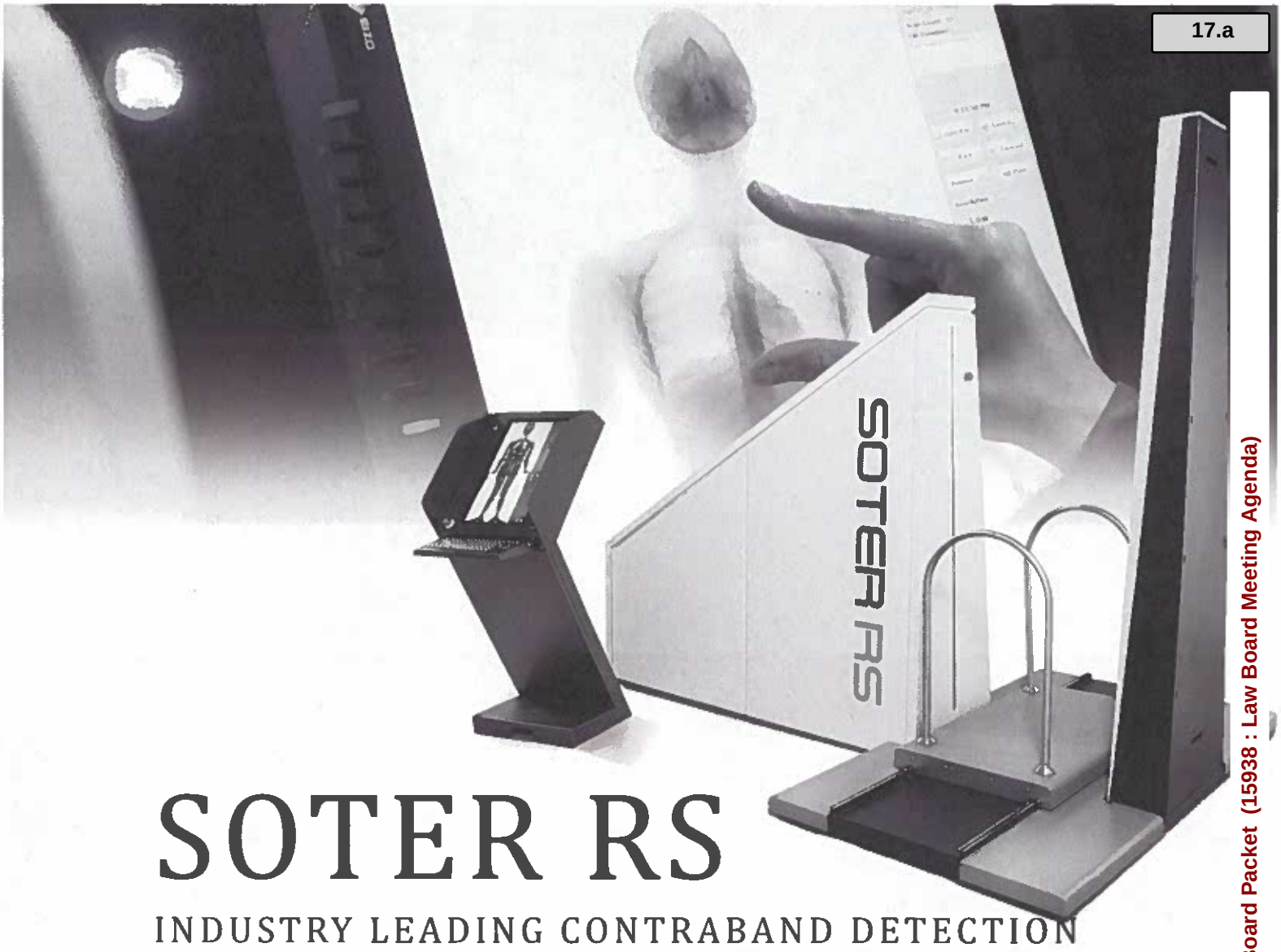
Sincerely,

John Matta, Chairman
Riley County Law Enforcement Agency

Barry Wilkerson, Secretary

cc: Riley County Treasurer - Shilo Heger
Riley County Clerk - Rich Vargo
Riley County Budget & Finance Officer - Brittany Phillips

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)



SOTER RS

INDUSTRY LEADING CONTRABAND DETECTION

Riley County Police Dept
Formal Proposal

PREPARED BY

Bethany Clawson-Zofcak
OD Security North America
501 Graham Road,
College Station, TX 77845

PROPOSAL DATE
May 20th, 2025

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Price List -

Delivered, installed and calibrated (F.O.B Destination) – Riley County Police Dept, 1001 Seth Child Rd, Manhattan, KS. 66502

1 x SOTER RS Full Body Security Scanning System

Unit Cost - $152,500

Includes - Shipping, Installation, Calibration and Testing, Operator, Administrator and Radiation Safety Officer Training, 4-years Full Manufacturer's Warranty (parts and labor, to include time and travel associated with servicing and maintenance), 4-years' Operating Software License

Payment Terms- in full on delivery

Includes –

- Provision of 24/7 Toll Free Support Line and 24/7 On-Line Help Desk
- Same day Technical/Engineering Support-Arkansas Based
- Annual re-calibration and Annual State Certification
- Bi-annual preventative maintenance and annual recalibration
- Provision of Random Scanning Software Upgrade
- Provision of Biometric Hardware/Software Upgrade
- Provision of PREA Compliant Software Upgrade
- Hardware compatibility for access to THEIA AI Automatic Threat Recognition Software

Pricing for Additional Features -

1. Provision of Full Warranty (Maintenance/Service) Contract (parts and labor and including time and travel) from year 5 onwards

   $10,250 annually, payable annually in advance

2. Provision of Operating Software License from year 5 onwards

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

$2,500 annually, payable in advance

3. Provision of THEIA AI Automatic Threat Recognition Software

   Annual Software License Cost - $12,500

4. Provision of SOTER RS Handheld Tablets (mobile device)

   Unit Cost -

   Hardware - 1 x GD3030-400 Intel i5-5350U - **$2,950 (one-off)**

   Tablet Software - SOTER RS Operator Interphase (OI) Software (Annual Software License) - **$2,500 annually, payable in advance**

   Total Cost – Year 1 $5,050
   Year 2 onwards $2,500

5. Web Services/FTP Interface to Jail Management System

   Cost - $7,500

6. Upgrade to SOTER RS Dual View (at any stage during contract)

   Our System is upgradable from Single View to Dual View capability with unrivalled detection capacity – 46AWG Full Body Image and 46AWG Torso Image

   Upgrade cost - $18,750

7. Upgrade to an ADA Compliant Platform Configuration (at any stage during contract)

   Cost - $12,500

8. Provision of Fully Integrated Thermal Scanner (at any stage during contract)

   Cost - $12,500

9. Provision of additional training (outside scope of project)

   Per Diem Cost - $3,000

10. Provision of Full System Upgrade (pre 2020 SOTER Model) to 2025 Model

    Cost - $79,500

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Riley County Police Dept, KS - Terms and Conditions of Sale

1. (a) SUPERSEDING EFFECT. This Commercial Proposal/Quotation dated May 20th, 2025, Riley County Police Dept, Kansas (hereafter "the Quotation") supersedes all previous OD Security North America (hereafter "ODSNA") quotations with respect to its SOTER RS Full Body Security Scanning System (hereafter "the Equipment"). It may be withdrawn without notice and does not bind ODSNA until receipt of a signed Purchase Order or Terms of Sale by Client.

1. (b) NO COUNTEROFFERS. Acceptance of this Quotation is expressly Limited to the terms and conditions herein and any additional or different terms or conditions contained in Client's order or response hereto shall be deemed objected to by ODSNA without need of further notice of objection and shall be of no effect nor in any circumstances binding upon ODSNA.

2. (a) PAYMENT ARRANGEMENTS, AND RIGHTS OF OWNERSHIP. Client shall pay ODSNA the balance in full immediately following the System installation. **REGARDLESS OF WHEN OR WHERE DELIVERY TAKES PLACE, TITLE TO SAID PROPERTY SHALL NOT PASS UNTIL THE PURCHASE PRICE HAS BEEN FULLY PAID IN CASH TO ODSNA.** The same shall remain personal property until all payments, including deferred payments whether evidenced by notes or otherwise, shall have been made in full in cash.

2. (b) CLIENT DEFAULT. If Client shall fail to pay any amount when due according to the terms hereof or according to the terms of any other instrument which ODSNA may have requested Client to execute, or if Client shall otherwise default in the performance of any terms or conditions of this Agreement, ODSNA may, without notice to Client, peaceably enter any premises in which the Equipment may be found and render it inoperable or remove it and hold, retain, store, trade, or sell it, without causing ODSNA to be liable to Client for damages, and ODSNA shall have the absolute right to retain all payments theretofore made by Client.

3. DELIVERY, INSTALLATION AND SITE PREPARATION

3. (a) DELIVERY. ODSNA shall deliver the Equipment components at an agreed date and time during regular working hours. The Client will make available either a loading dock or a forklift truck to allow delivery to be made, and a pallet jack to assist in the movement of components during install.

3. (b) BY ODSNA. ODSNA shall during regular working hours make diligent efforts to install the Equipment and connect it to safety switches and power outlets provided by the Client. If the Quotation provides that connection to existing utilities is to be performed by ODSNA, quoted prices include the normal cost thereof but any unusual costs resulting from the condition of the premises or the condition or location of utilities as well as any overtime by ODSNA employees required or requested by Client shall be paid by Client.

3. (c) BY CLIENT OR OTHERS AND EFFECT OF UNION REQUIREMENTS. Unless otherwise specified in writing, ODSNA will deliver the Equipment and will connect the same to safety switches or power outlets to be provided and installed by the Client before scheduled or approximate delivery date. If for any reason such electrical connections are made by other than ODSNA's own employees, any additional charge for the cost of such outside labor must be borne by Client. Proper electrical current for operation of the Equipment will be brought to the safety switches and outlets by Client and the Client will supply all of the necessary conduits, wiring, Unistrut steel or similar support in the ceiling, plumbing, carpentry, construction work and rigging and all other installation accessories which may be required for making the installation.

If any certificates or other approvals of any government authority are required to be obtained for the installation, the same shall be procured by Client at Client's expense before the scheduled or approximate delivery date.

If trade unions prevent installation by ODSNA employees, Client shall make all required arrangements with trade unions to permit completion of the installation, the additional cost of which shall be paid by Client, and ODSNA's obligation is limited to providing engineering supervision of installation.

3. (d) CONDITION OF PREMISES. Client shall provide free access to the installation site and suitable and safe space thereon for storage of the Equipment before installation. ODSNA assumes no responsibility for the fitness or adequacy of the premises in which the Equipment is to be installed, used or stored.

4. (a) PRODUCT WARRANTY - TERM. ODSNA warrants only to Client for a period of **4 (four) years** from the date of delivery when upgrade is made by ODSNA that the Equipment manufactured by it shall be free from defects in material and workmanship under normal use and service and fit for the ordinary use for which designed if operated by a trained and competent operator and properly serviced and maintained. ODSNA's obligation under this warranty is limited to correction, without charge for parts or labor, of any defect, which is reported to ODSNA during the warranty period, and which ODSNA determines in the exercise of reasonable judgment impairs the ordinary use of the Equipment. ODSNA's warranties and its obligation hereunder shall terminate without notice to Client if Equipment is subjected to Misuse or alteration or is repaired by other than an ODSNA representative which, within ODSNA's judgment alone, shall result in an adverse effect, including effects upon performance or reliability, upon the Equipment.

4. (b) WARRANTY SERVICE. Warranty service shall only apply to replacement of Warranty parts (See exclusions in subsection 4.(d)). When Client calls for warranty service prior to twelve-noon, ODSNA will attempt to reply to such service requests within the normal workday. No charges will be made to Client for completion of such work. When Client calls after twelve noon and demands same day service, such service will be rendered, if possible, within normal working hours. If it is not possible to accomplish such work within normal working hours, then such service will be rendered the following day.

4. (c) CLIENT'S RESPONSIBILITIES. ODSNA's warranties and its obligations hereunder shall terminate without notice to Client unless Client or user (i) maintains the site and environment (including temperature and humidity control), incoming power quality, and fire protection in a condition suitable for operation of the Equipment. (ii) notifies ODSNA as soon as any unusual operating peculiarity appears; (iii) operates the Equipment in a safe and competent manner in strict compliance with established safety operating procedures; (iv) regularly and properly services and maintains the Equipment. It is the responsibility of the Client to verify upon delivery and installation of the equipment its specifications and affirm the equipment received, installed and put to use is as stated in Quotation/order. Acceptance by Client of equipment at first use absolves ODSNA of any breach of contract or tort action on said equipment.

4. (d) LIMITATION OF LIABILITY - EXCLUSION OF IMPLIED WARRANTIES. THE WARRANTIES IN THIS SECTION ARE EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE AND OF ANY OTHER OBLIGATIONS OR LIABILITY ON THE PART OF ODSNA WHETHER IN CONTRACT, WARRANTY, NEGLIGENCE OR OTHERWISE. ODSNA NEITHER ASSUMES NOR HAS AUTHORIZED ANY PERSON TO ASSUME FOR IT ANY OTHER WARRANTY OR LIABILITY IN CONNECTION WITH THE EQUIPMENT. This warranty we provide does not apply to defects or performance deficiencies arising from (1) accident, (2) abuse, (3) Misuse, (4) operation of your Equipment outside of its environmental electrical, or performance specifications, conditions, capabilities or standards, (5) power fluctuations or failure, (6) vandalism or any other

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

damage or unauthorized alteration of your Equipment or its operating software, (7) its use in combination with incompatible products, (8) fires, floods and other natural causes, (9) damage or any other impairment of your Equipment resulting from causes or conditions not associated with ordinary storage, handling, installation, maintenance, service or use or maintenance or service by any party other than other by us or our authorized representatives, (10) parts or accessories not provided by us or, (11) any acts, omissions, causes or events beyond our control.

4. (e) CONSEQUENTIAL AND OTHER LOSS OR DAMAGE. In no event shall ODSNA be liable, by reason of any breach of contract or warranty or of any act or omission on its part related to the Equipment, for prospective, consequential, or special damages, economic loss, or damages resulting from loss of use of the Equipment.

4. (f) TESTING. The conditions of any test shall be mutually agreed upon and ODSNA shall be notified of, and may be represented at, all tests that may be made. Notwithstanding the warranty period hereunder shall commence upon the date of delivery of the Equipment to the facility, notwithstanding the fact that testing of the Equipment shall be made on a subsequent date.

5. CHANGES IN EQUIPMENT. ODSNA may upgrade the construction or design of the Equipment without notice to Client so long as the general function of the Equipment is not thereby altered.

6. (a) SHIPPING AND DELIVERY. Shipping dates are estimated on the basis of prompt receipt of all necessary information by ODSNA. Should delivery or installation by delayed, in whole or in part, for any reason beyond ODSNA's control, ODSNA's time for performance shall be extended by the duration of the delaying cause but, for the purpose of determining the times of payment, first use of Equipment shall be deemed to have taken place 15 days from date of shipment to Client. ODSNA shall not be liable for failures or delays in manufacture, delivery or installation resulting from any cause or causes beyond its reasonable control; including the ready availability of materials or labor required for manufacture, assembly and Installation, labor disputes, priorities, requirements, acts or omissions of governmental authorities. ODSNA shall not be liable for any damages or economic losses attributable to any such failures or delays. Client shall have no right to cancel or rescind its order by reason of a delay excusable under this Section and shall accept such delayed performance by ODSNA.

6. (b) DEFERRED DELIVERY BY CLIENT. When delivery of the Equipment is delayed at the request of the Client and the manufacture of the Equipment has been completed, the Equipment will be placed in storage by ODSNA at an appropriate public warehouse at Client expense and ODSNA will immediately invoice the Client for the balance due. When delivery of Equipment is delayed at the Client's request prior to shipment, and prior to commencement of manufacture of the Equipment, the price quoted herein is subject to revision to the price in effect for the revised delivery date.

7. ENTIRE AGREEMENT. This instrument constitutes the entire and only agreement between the parties hereto concerning the subject matters covered herein, and any representation, affirmation of fact, and course of prior dealings, promise or condition in connection herewith or usage of the trade not incorporated herein shall not be binding on either party. No waiver, alteration, or modification of any of the provisions hereof shall be binding unless in writing and signed by a specifically authorized representative of ODSNA.

8. ENFORCEABLE IN KANSAS- VENUE. This Agreement shall be governed by the laws of the State of Kansas whether the dispute be mediated or settled by court or other legal action or proceeding, and all disputes and differences arising hereunder are enforceable in and all sums of money which may become due and payable hereunder are payable in Riley County, Kansas.

9. SUCCESSORS AND ASSIGNS. The terms, provisions, covenants, and conditions contained in this Agreement shall apply to and inure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, legal representatives, successors and assigns.

10. CONFIDENTIAL INFORMATION: Each party will treat the other party's written, proprietary business information as confidential for a period of 3 years from the date of receipt by the receiving party as long as it is marked confidential and/or proprietary prior to its disclosure and is not otherwise available to the receiving party from a lawful source. It is specifically understood and agreed that Riley County is subject to the Kansas Public Information Act, and as such will comply with that Act.

COMPANY

OD Security North America

By: _____
(Authorized Representative Signature)

Printed Name: John Shannon

Title: President

Date: _____

CLIENT

_____
(Name of Entity)

Address: _____

City, State Zip: _____

By: _____
(Authorized Representative Signature)

Printed Name: _____

Title: _____

Date: _____

EFFECTIVE DATE: _____

RESOLUTION

A RESOLUTION REGARDING AN LEASE PURCHASE FINANCING AGREEMENT FOR THE PURPOSE OF FINANCING A ***"Body Scanner"***

WHEREAS, Riley County Law Enforcement Agency (RCLEA) desires to enter into that certain Lease Purchase Agreement by and between Government Capital Corporation and Riley County Law Enforcement Agency, for the purpose of financing a ***"Body Scanner".*** RCLEA desires to designate this Lease Purchase Financing Agreement as a "qualified tax-exempt obligation" of the County for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

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

Section 1. That RCLEA enters into a Lease Purchase Agreement with Government Capital Corporation for the purpose of financing a ***"Body Scanner".***

Section 2. That the Lease Purchase Agreement by and between RCLEA and Government Capital Corporation is designated by the County as a "qualified tax-exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That RCLEA designates John Matta whose title is Chair of Riley County Law Enforcement Agency "Law Board" as an authorized signer of the Lease Purchase Agreement by and between Riley County Law Enforcement Agency and Government Capital Corporation.

Section 4. That RCLEA will use Lease-Purchase Agreement proceeds for reimbursement of expenditures related to the Property, within the meaning of Treasury Regulation § 1.150-2, as promulgated under the Internal Revenue Code of 1986, as amended.

This Resolution has been PASSED upon Motion made by Board Member_____ seconded by Board Member _____ by a vote of _____ Ayes to _____ Nays and is effective this June 16, 2025.

Lessee: Riley County Law Enforcement Agency

Witness Signature

_____

_____

_____

_____

Printed Name & Title

Printed Name & Title

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Administered by Government Capital Corporation

May 29, 2025

Riley County Jail
1001 S Seth Child Rd
Manhattan, KS 66502

Thank you for the opportunity to present proposed financing. I am submitting for your review the following proposed structure:

ISSUER:	Riley County
FINANCING STRUCTURE:	Municipal Lease Purchase
PROJECT COST:	$ 152,500.00
TERM:	7 Years
PAYMENT AMOUNT:	$ 27,540.44
INTEREST COST:	5.672%
PAYMENTS BEGINNING:	One Year from Signing & Annually Thereafter

The above proposal is subject to audit analysis and mutually acceptable documentation and assumes bank qualified status. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at such time. Payment amount includes 2% of the cost in issuance to cover all costs associated with the transaction.

Our finance programs are flexible and my goal is customer delight. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

With Best Regards,

Tara Clawson-Cherry

Tara Clawson-Cherry
Vice President Public Finance
Cell 817-988-9880
Tara.clawson@govcap.com

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

JAMES GORDON & ASSOCIATES CPA, P.A.
1960 KIMBALL AVE. SUITE 400
P.O. BOX 728
MANHATTAN, KS 66505
785.537.0190 | FAX 785.537.0158

June 4, 2025

Riley County Law Enforcement Agency Board
Manhattan, Kansas

We are pleased to confirm our understanding of the services we are to provide the Riley County Police Department (the Department) for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statement of the Department, including the related notes to the financial statement, which collectively comprise the basic financial statement of the Department as of and for the year ended December 31, 2024. *The Kansas Municipal Accounting and Audit Guide* (KMAAG) provide for certain regulatory required supplementary information (RRSI), to supplement the Department's basic financial statement. Such information, although not a part of the basic financial statement, is required by the KMAAG who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. We have also been engaged to report on RRSI that accompanies the Department's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- Schedule 1 – Summary of Expenditures – Actual and Budget
- Schedule 2 – Schedules of Receipts and Expenditures – Actual and Budget
- Schedule 3 – Summary of Receipts and Disbursements – Agency Funds

We have been engaged to report on other information other than RRSI that accompanies the Department's financial statement. We will subject the following other information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- Schedule A – Composition of Ending Cash Balances

The following other information accompanying the financial statement will not be subjected to the auditing procedures applied in our audit or the basic financial statement, and our auditor's report will not provide an opinion or any assurance on that other information:

- Schedule B – Schedule of Fixed Assets

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with KMAAG; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We also request written representations from your attorneys as part of the engagement.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Department's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with *Kansas Municipal Audit and Accounting Guide* (KMAAG) with the oversight of those charged with governance.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the RRSI and other supplementary information, which we have been engaged to report on, in conformity with the KMAAG. You agree to include our report on the RRSI and other supplementary information in any document that contains and indicates that we have reported on the RRSI and other supplementary information. You also agree to include the audited financial statement with any presentation of the RRSI and other supplementary information that includes our report thereon.

Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with KMAAG; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with KMAAG; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will also prepare the financial statement of the Department in conformity with KMAAG based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of James Gordon & Associates CPA, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal or state agencies providing director or indirect funding, the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of James Gordon & Associates CPA, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in approximately June 2025 and to issue our reports in a timely manner. Jacob Kujath is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services based on our proposed agreement will be $9,000 for audit services. If a single audit is applicable, additional fees will apply. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Department's financial statements. Our report will be addressed to the Riley County Law Enforcement Agency Board of the Riley County Police Department. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit.

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Department and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

James Gordon & Associates CPA, P.A.

James Gordon & Associates CPA, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Riley County Police Department.

Management signature: _____

Title: _____

Date: _____

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

June 1, 2025

Budget Expenditure Guidelines Proposal – Presented by Craig Beardsley

Budget Execution Guidance from Riley County Law Enforcement Agency aka Law Board to Riley County Police Department

One of the functions of the Law Board is to adopt rules and regulations necessary for the organization and operation of the department. This guidance is provided in accordance with that function. This guidance promotes increased transparency and responsible stewardship of the funds entrusted to Riley County Police Department for the protection and service to the citizens of Riley County, Kansas.

The goals are twofold. The first goal is to have department funding documents accurately depict and provide fund status throughout the year without overdriving budget allocations. The second is to maintain visibility of personnel funds so that the funding at 100% and manning at less than 100% results in a larger % of personnel funds carried over to the following fiscal year.

The following guidelines are established:

- Budgeted funds will not be moved from one accounting line to another accounting line unless approved in advance by the Law Board.
- Budgeted funds will not be overdriven in any accounting line without Law Board approval in advance.
- Budgeted personnel funds are to be used only for personnel accounting lines unless approved in advance by the Law Board.
- Due to the need to budget personnel lines at 100% and 100% personnel manning difficult to achieve and maintain, every effort will be made to preserve unused personnel funds for carryover to the following year.
- Purchases and contracts of more than $25,000 will be approved by the Law Board prior to execution

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

April 23, 2025

Dear Chief Peete,

I hope this message finds you well. my name is Courtney Cantrell, and while we have never met personally, I wanted to take a moment to sincerely thank you for work you do, and for the leadership you provide to your department and our community. I can only imagine the level of responsib that comes with your role. It takes strength, integr and deep commitment to serve and protect othe and I want you to know your efforts don't go unnoticed. Please extend my gratitude to your enti team as well. The sacrifices, long hours, and challanges faced by law enforcement are often underappreciated, but they matter more than many people realize. Thank you again for all that you do. I wish you continued strength, wisdom, and safety in your service.

With respect and appreciation, Court

Attachment: 06-16-2025 Law Board Packet (15938 : Law Board Meeting Agenda)

Dear Major Ash[illegible],

Thank you for making time to con read to first grad today! We really appreciate your tim Thank you for protecting our city!

Love,
Northview
1st G[illegible]

Attachment: 06-16-2025 Law Board Packet (15938 : Law