



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 17, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Change Order #1 for University Park Lagoon Geotechnical Study and Engineering
4. Review and Possibly Approve Agreement with Prairie Paws for Animal Shelter Services
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jun 13, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

9. Letter of Support for Flint Hills MPO's grant application to the 2024 Active Transportation Infrastructure Investment Program

9:15 AM

David Adams, EMS/Ambulance Director

10. Staff Update

9:30 AM

Press Conference

11. Public Notice - Evan McMillan (1-2 minutes)
12. KDWP licensing change - Rich Vargo (3-5 minutes)

- 9:40 AM Shilo Heger, Treasurer**
13. Hours of Operation for the Departments in the Riley County Office Building
- 10:10 AM Clancy Holeman, Counselor/Director of Administrative Services**
14. Administrative Work Session
15. Pending County Projects County Counselor
- 10:30 AM John Ellermann, Public Works Director/County Engineer**
16. Out of State Travel to PWX 2024
17. Request to Exchange Federal Funds
- 10:45 AM Brittany Phillips, Budget and Finance Officer**
18. 2025 Budget Work Session
- 12:00 PM Law Enforcement Agency Meeting**
19. Law Board Meeting Agenda

Adjournment**Announcement**

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

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
Change Order

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 17, 2024

SUBJECT: Change Order #1 for University Park Lagoon Geotechnical Study and Engineering

PRESENTER: Evan McMillan, Assistant County Engineer

A change order is required to adjust the contract price for the Geotechnical Study and Engineering for the University Park Lagoon performed by Terracon. The total cost of the project came in \$2080.50 higher than expected, due to additional subsurface exploration, and permeability testing for the lagoon liner material.

The Change Order and updated contract price for this work is provided with this document.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the Change Order to increase the total project cost to \$13,930.50

Move to decline the Change Order to increase the total project cost to \$13,930.50

Move to table for further discussion.

Enclosures:

- Change order #1 UP Lagoon Terracon (PDF)



CHANGE ORDER

Riley County, Kansas

CHANGE ORDER NUMBER: 1

ENGINEER: **Terracon** ADDRESS: **1120 Hostetler Drive
Manhattan, Kansas 66502**

PROJECT NO.: **C6235036** DESCRIPTION: **Perform Geotechnical Study
and Engineering For Lagoon**

PROJECT: **University Park Lagoons**

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY		INCREASE/DECREASE CONTRACT AMOUNT
1	Subsurface Exploration	LS	\$ 6,800.00	\$ 10,288.00		\$ 3,488.00
2	Laboratory Testing	LS	\$ 3,400.00	\$ 1,992.50		\$ (1,407.50)
3	Geotechnical Report	LS	\$ 1,650.00	\$ 1,650.00		\$ -
Subtotal						\$ 2,080.50

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY		INCREASE CONTRACT AMOUNT
Subtotal						\$ -
						\$ 2,080.50

Amount of Original Bid:	\$ 11,850.00
Total of Previous Change Orders:	-
Amount of Change Order No. 1:	\$ 2,080.50
Total Adjusted Contract Price:	\$ 13,930.50

BY E. McMea 06/10/24
PROJECT ENGINEER DATE

BY John Sherman 6-11-2024
DIRECTOR OF PUBLIC WORKS DATE

BY Jim McMea 6/10/2024
CONTRACTOR DATE

BY _____
CHAIRMAN BOARD OF COUNTY COMMISSIONERS DATE

Attachment: Change order #1 UP Lagoon Terracon (14843 : Change Order #1 - Terracon UP Lagoon Study)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Contract

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

COMMISSION AGENDA REPORT

FROM: Bryant Parker, Deputy County Counselor

MEETING: June 17, 2024

SUBJECT: Review and Possibly Approve Agreement with Prairie Paws for Animal Shelter Services

PRESENTER: Bryant Parker, Deputy County Counselor

BACKGROUND

Attached before the Board today is an agreement with Prairie Paws Animal Shelter, Inc.

DISCUSSION

This agreement requires the animal shelter to accept stray dogs, impoundments and dangerous dogs from the unincorporated areas of the county. It also allows for citizens to voluntarily surrender their dogs if space is available.

The agreement starts with a flat fee of \$5,000 per month through February 2025, and then the fee is renegotiated for the remaining term of the agreement (through December 31, 2025) based on the number of animals taken care of by the shelter from Riley County.

FISCAL IMPACT

This would cost the county \$5,000 per month beginning June 2024 through February 2025, and then the fee is renegotiated for the remaining term of the agreement through December 31, 2025.

RECOMMENDATION(S)

I recommend the Board approve the contract as presented.

POSSIBLE MOTION(S)

A. "I move the Board authorize the Chairman to sign the agreement as presented."

- B. “I move the Board authorize the Chairman to sign the agreement, with the following changes...”
- C. “I move the Board **not** authorize the Chairman to sign the agreement.

Enclosures:

- Agreement for Animal Shelter Services_signed by PPAS 06.17.24 (PDF)

AGREEMENT FOR ANIMAL SHELTER SERVICES

This Agreement is hereby entered into this 17th day of June, 2024 (“Commencement Date”), by and between Riley County, Kansas, acting through the Riley County Board of County Commissioners (“County”), and Prairie Paws Animal Shelter Inc., a Kansas not-for-profit corporation (“Shelter”).

WHEREAS, the City of Manhattan, Kansas owns the T. Russell Reitz Animal Shelter, which houses certain animals that are strays, abandoned, or have been surrendered by their owners, as well as animals impounded by the City of Manhattan, Kansas, and certain other municipalities; and,

WHEREAS, the City of Manhattan, Kansas has contracted with the Shelter to operate the aforementioned facility; and,

WHEREAS, the County wishes to contract with the Shelter to provide animal sheltering services for all unincorporated areas of Riley County and for each city within Riley County excluding the city of Manhattan; and,

WHEREAS, the Shelter is qualified and willing to assume such responsibility.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

- I. Definitions.** For purposes of this Agreement, the following terms will have the following meanings:
- A. **ACO** means an animal control officer of the County.
 - B. **Additional Services** means the services set forth in Section III of this Agreement.
 - C. **Agreement** means this Agreement for Animal Shelter Services, as may be amended and including all exhibits and attachments incorporated by reference.
 - D. **County** means Riley County, a municipal corporation and a party to this Agreement.
 - E. **Core Services** means the services set forth in Section II of this Agreement.
 - F. **Facilities** means the T. Russell Reitz Animal Shelter located at 605 Levee Drive, Manhattan, Kansas.
 - G. **RCPD** means the Riley County Police Department.
 - H. **Riley County** means all unincorporated areas of the County and each city within the County other than the City of Manhattan.

- I. **Shelter** means Prairie Paws Animal Shelter Inc., a Kansas not-for-profit corporation and a party to this agreement.

II. **Core Services.** Beginning on the Commencement Date, the Shelter will provide the Core Services to the County in exchange for the fees set forth in Section VI, and for no additional compensation. All fees charged to third parties in the Shelter's provision of services, for example, as applicable, owner surrender fees and adoption fees, shall be consistent with any applicable law, resolution, or regulation. The Core Services are:

A. **Animal Intake**

1. **Owner surrender of domestic animals.** When space allows, as determined by Shelter pursuant to Sec. II(A)(5), accept dogs and cats surrendered by their owners, keepers, or harborers who reside in Riley County.
2. **Stray animals.** House dogs found running at large within Riley County.
3. **Impoundments.** Upon request by the County, house dogs seized pursuant to the provisions of state law, county resolution, or administrative regulation of the State of Kansas or the County, or by order of the Riley County District Court. When an animal is seized pursuant to this subsection, if the County provides written notice that an impounded dog may be reclaimed by its owner, allow three (3) days from the date of the County's notification for the owner to reclaim the dog. Acceptance of impoundments will be a Core Service, but a separate fee for each day an impounded dog is housed by the Shelter may be billed to the County as an Additional Service subject to provisions in Section IV.C.1.
4. **Dangerous Dogs.** Maintain space for holding a limited number of dogs that are determined to be dangerous under the County's ordinances.
5. **Animal population management.** County acknowledges that, as the owner of the facility, animals received from the City of Manhattan receive intake priority.
6. **Exceptions.** The Shelter may decline to accept an animal which it would otherwise be required to accept under this Agreement, provided that:
 - a. Shelter either 1) lacks the necessary facility space for the animal, or 2) such animal has a health or behavioral condition that requires special accommodations, and such accommodations are unavailable; and,
 - b. Shelter has made all reasonable efforts to remediate the circumstances preventing its acceptance of the animal.
7. **Qualified Personnel.** Shelter 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.

8. **Minimum Wages.** Shelter will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
9. **Employee Conflict of Interest.** Shelter 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.
10. **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.
11. **Interest of Shelter.** Shelter 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.
12. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Shelter 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.
13. **Intake Services will include:**
 - a. Initial health and behavior evaluations of each animal.
 - b. Identification and documentation of each animal's behavioral and medical history, when possible.
 - c. Full body microchip scans and owner identification and contact when a microchip is found in a stray.
 - d. Providing photo and description of each stray animal through public outreach activities to try to locate the pet's owner as soon as possible.

- e. Documentation of animal's description (physical description, sex, age), health, and behavioral assessment results in data management system within 24 hours of receiving each animal.
- f. Administration of vaccinations including Bordetella, DAPP for dogs and FVRCP for cats, and general dewormers for dogs and cats.
- g. Medical quarantine and behavior isolation and evaluation as appropriate to protect the shelter population and the people working at or visiting the facility.
- h. Provision of food, water, shelter, exercise, and medical care to each animal.
- i. Holding each stray animal at the shelter for a minimum of three days to give the owner an opportunity to claim the animal.
- j. Accommodating 24-hour access by the County's ACOs and RCPD for the after-hours drop-off of animals the Shelter is required to accept pursuant to this Agreement.

B. Shelter Operations

1. **Veterinary care.** Provide shelter animals certain veterinary care performed by a licensed veterinarian or in accordance with written/verbal instructions provided by a licensed veterinarian, including spay and neuter services and routine care such as wellness exams; preventative treatment for parasite control; testing, prescription, and administration of treatment for injuries or diseases; surgeries; administration of vaccines; and emergency care when needed.
2. **Licenses.** Apply for and maintain the Animal Shelter Facility License under the Kansas Pet Animal Act and maintain a current veterinary care form and contingency plan forms on file with the Animal Facility Inspection Program. To perform veterinary care, maintain a Veterinary Premise Location License.
3. **Animal assessment.** Evaluate animals surrendered to the Shelter by their owners, keepers, or harborers, and animals brought to the Shelter as strays that have been held at the Shelter for at least three days, to determine the appropriate outcome (e.g. adoption, transfer, euthanasia).
4. **Adoptions.**
 - a. Administer and maintain an adoption program that aligns with current industry standards and promotes the animal's physical and emotional needs.
 - b. Ensure that all dogs and cats are spayed or neutered before adoption, or issued a voucher under K.S.A. §47-1731(a)(2).

5. **Euthanasia and Disposal.** Facilitate humane euthanasia of animals, if deemed appropriate following assessment by the Shelter or if so ordered by the District Court, using the most current, approved methods established by law. Accept dead domestic animals found within the county limits for temporary storage when an owner may be located, giving owners a reasonable opportunity to claim or identify their dead animals. Properly dispose of all dead animals in a sanitary manner that complies with applicable laws, regulations, and codes.
6. **Reports and Records**
 - a. Maintain records and track all animals in data management system (including data related to animal intakes and adoptions).
 - b. Beginning in 2024, prepare and deliver year-end annual reports on animals served to the County. Shelter shall provide additional reports upon reasonable request.
 - c. At the termination of this Agreement and in a manner acceptable to the County, transfer to the County the ownership and possession of all animal-related electronic records stored by the Shelter's data management system.
 - d. Except as otherwise authorized by County, Shelter 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.
 - e. Shelter certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Shelter agrees to make available a written description of its purchasing procedures if requested by County.
 - f. All costs incurred by Shelter for which Shelter 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 in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.
7. **Operating hours.** Provide public hours of operation at least five days a week with Saturday required, for minimum 20 hours per week.
8. **Cooperate with ACOs.** Work in conjunction with RCPD in its enforcement of County resolutions, state law, and state regulations, as required, including allowing 24-hour access to a portion of the Facilities for after-hours drop off of animals.

9. **Procedures.** Administer and operate consistent and uniform procedures and processes that promote the health and safety of all animals, staff, volunteers, the public, and County workers. This includes following all Federal, State, and Local rules and regulations applicable to shelter operations.

- C. **Communication and Audit.** Promptly respond to communication from the County with detailed, accurate information related to the Shelter's performance of this Agreement. Allow the County, with reasonable notice, to access the Shelter's records related to this Agreement to view relevant data and ensure compliance with this Agreement.

III. Additional Services. The Shelter may provide additional services upon the request of the County, subject to a reasonable fee determined by the Shelter and consented to by the County in advance of the Shelter's provision of the Additional Service. The Shelter may not assess fees for Additional Services unless the provision of such service was expressly consented to. When the County requests Additional Services, the Shelter may agree to provide, or decline to provide, such Additional Services at its sole discretion.

IV. County's Responsibilities

- A. Allow the Shelter to retain all fees collected from the public.
- B. Deliver animals in a specially designated intake area and provide a legible, complete intake form for each animal presented to the Shelter on a form provided by the Shelter. The intake form attached hereto as Exhibit A shall be used, but may be modified in the Shelter's discretion.
 1. Animals held under court or law enforcement order will incur a daily boarding charge according to the approved fee schedule, which will be assessed to the County as an Additional Service for animals not reclaimed or for reclaimed animals that are the subject of an adjudication in the Riley County District Court, or to the reclaiming party for reclaimed animals that are not the subject of an adjudication in the Riley County District Court.
- C. Provide timely information on court hearings or trial that would impact disposition of an impounded animal by the Shelter and give the Shelter written notice when the period of impoundment concludes.
- D. Promptly pay the Shelter all fees to which it is entitled as set forth in this Agreement.

V. Insurance and Indemnification

- A. The Shelter will purchase and maintain, at its expense, insurance coverage as set forth herein for the term of this Agreement. The failure to purchase and maintain the minimum insurance required herein will constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement. Compliance with the requirements to purchase and maintain insurance will not in any

manner limit or qualify the liability and obligations otherwise assumed by the Shelter. Shelter will furnish any or all insurance certificates to the County, as requested by the County. Insurance Companies must be rated a minimum "A-" by the Best's Key Rating Guide's latest edition.

- B. The Shelter will purchase and maintain insurance of the following types of coverage and limits of liability:
 - 1. Commercial General Liability (CGL) with a combined single limit of insurance of not less than \$500,000 each occurrence.
 - 2. Shelter shall also maintain insurance coverage for Employers Liability at \$100,000 Bodily Injury by Accident; \$500,000 Bodily Injury By Disease; and \$100,000 Bodily Injury by Disease – each employee.
 - 3. Riley County, Kansas will be included as an additional insured on the CGL. This insurance for the additional insured will be as broad as the insurance for the named insured Shelter. It will apply as Primary and non-contributory insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. Each policy which adds Additional Insureds hereunder, will contain cross-liability wording, as follows: "In the event of a claim being made hereunder by one insured for which another insured is or may be liable, then this policy will cover such insured against whom a claim is or may be made in the same manner as if separate policies had been issued to each insured hereunder."
 - 4. CGL coverage will be maintained for the Shelter and all additional insureds for the duration of the term of this Agreement.
- C. Shelter will provide, prior to the provision of any services, a certificate of insurance illustrating compliance with the insurance requirements outlined above. This certificate and the insurance policies required will contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to Riley County Counselor, Attn: Riley County Animal Control, 115 N. 4th Street, 3rd Floor West, Manhattan, Kansas 66502.
- D. The Parties agree and acknowledge that Shelter is performing a traditional governmental function authorized by County pursuant to this Agreement.
- E. Shelter will indemnify and hold harmless the County, and its departments, elected officials, officers, employees and agents, from and against all liability, suits, actions, proceedings, judgments, claims, losses, liens, damages, and injuries, (including attorneys' fees and other expenses of litigation, arbitration, mediation or appeal), which in whole or in part arise out of or have been connected with, Shelter's negligence, error, omission, recklessness, or wrongful or criminal conduct in the performance of Services, including performance by Shelter's employees, volunteers, agents, and subcontractors. Shelter is not obligated under this Section to indemnify

County for the sole negligence of County.

- F. In no event must the language in this Section constitute or be construed as a waiver or limitation of County's rights or defenses, or Shelter's rights or defenses, with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the federal and state constitutions or by law.
- G. Shelter's obligation to indemnify and hold harmless will remain in effect and will be binding on Shelter whether such injury will accrue, or may be discovered, before or after termination of this Agreement.

VI. Fees

- A. Beginning on the Commencement Date and throughout the Period 1, the County will pay the Shelter a prorated annual fee of \$60,000.00 as consideration for providing the Core Services. The annual fee for the Period 1 will be prorated from the Commencement Date of this Agreement through February 28, 2025. The annual fee will be paid in monthly installments of \$5,000.00 on or before the fifteenth day of each month, with the first installment due on the fifteenth day of the month immediately occurring after the Commencement Date.
 - a. Period 1 (June 17, 2024 - February 28, 2025): \$60,000.00 Annual prorated for duration of Period 1
 - b. Period 2 (March 1, 2025 – December 31, 2025): To be negotiated based upon actual intake data and services provided in Period 1.
- B. If the Agreement is renewed for subsequent calendar years beyond Period 2, fees will be subject to a 3% annual escalation over the annualized fees negotiated and agreed to by and between the parties for Period 2 unless otherwise agreed in an amendment to this Agreement executed by all parties hereto.

VII. Billing Procedures. Shelter 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.

- A. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 20.1, above.
- B. **Reimbursement Restrictions.** Payments shall be made to Shelter 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 Shelter if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
- C. **Pre-disbursement Requirements.** Shelter must provide to County the documentation

required pursuant to the Contract prior to any disbursements being made by County to Shelter.

- D. **Mailing Address.** Payments shall be mailed to Shelter's address as set forth herein.
- E. Payment of any fees incurred for Additional Services will be paid within thirty days of the County's receipt of an itemized invoice.

VIII. Term & Termination

- A. This Agreement shall commence at 12:00 o'clock a.m. on the Commencement Date, and shall terminate at 11:59 o'clock p.m. on December 31, 2025, unless terminated pursuant to Section VII.B. The parties may agree in writing to extend the Term of this Agreement. Annual compensation will be determined pursuant to Section VI.B.
- B. Either party can terminate this Agreement upon 30 days' written notice for any reason. In the event of termination, the County's obligation to pay the fees provided for in Section VI shall terminate, pro-rated to the termination date.
- C. **Renewal Gap Term.** Notwithstanding the expiration and non-renewal of the Period 1 or any subsequent Period 2, the parties shall continue performance under this Agreement until County has a new contract in place with either Shelter or another provider or until either party terminates the Agreement by providing at least 90 days advance written notice.

IX. Miscellaneous Provisions

- A. Nothing in this Agreement shall limit or prevent the Shelter from using pre-conviction forfeiture proceedings outlined in K.S.A. §21-6412(e) or 6414, et. seq., for disposition of impounded animals.
- B. It is agreed that the legal relationship between Shelter and County is of a contractual nature. Both parties assert and believe that Shelter is acting as an independent Shelter in providing the services and performing the duties required by County hereunder. Shelter is at all times acting as an independent Shelter and not as an officer, agent, or employee of County. As an independent Shelter, Shelter, and employees of Shelter, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Shelter, and employees of Shelter, 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 Shelter. Shelter shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Shelter's sole expense.
- C. By signing the Contract, the representative of Shelter hereby represents that such person is duly authorized by Shelter to execute the document on behalf of Shelter and Shelter agrees to be bound by the provisions thereof. Shelter shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the

Kansas Secretary of State.

- D. Shelter will notify County in writing at least thirty (30) calendar days in advance of Shelter's merger with any other business entity, or of any sale or other transfer of Shelter's assets to any other business entity. In the event of any such merger, sale or other transfer of Shelter assets, Shelter 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 Shelter assets. After such merger, sale or other transfer of Shelter assets, Shelter will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Shelter under this Contract.
- E. This Agreement will not be construed to confer a benefit, direct or implied, on any third parties.
- F. Notices pursuant to this Agreement will be sent to the parties at the following addresses:
- County: Riley County Counselor
Attn: Riley County Animal Control
115 N. 4th Street, 3rd Floor West
Manhattan, Kansas 66502
- Shelter: Prairie Paws Animal Shelter
3173 Hwy K68
Ottawa, KS 66067
- G. 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, Shelter 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
- H. 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.

- I. 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 the County the sole right to terminate the Contract before the end of each one-year term.
- J. If, in the judgment of the Riley County Commissioners, after consultation with its 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 County mails written notice to Shelter. In the event of such termination, County agrees to give written notice of termination to Shelter. With regard to equipment, leased or otherwise, provided to County under the contract, if lawful, County will pay to the Shelter all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the contract by County, title to and possession of any equipment purchased by the County under contract, but not fully paid for, shall revert to Shelter at the end of County's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Shelter.
- K. The County shall not be responsible for, nor indemnify Shelter for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
- L. In carrying out the Contract, Shelter shall comply with K.S.A. 44-1001 *et seq.*
 - 1. Shelter 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.
 - 2. In all solicitations or advertisements for employees, Shelter shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
 - 3. If Shelter 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, Shelter shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
 - 4. If Shelter 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, Shelter shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.

5. Shelter shall include the provisions of subparagraphs L.1 through L.4 inclusively of this Section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Shelter.
 6. Parties to the contract understand that this Section is not applicable if Shelter employs fewer than four employees or if Shelter's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.
- M. This Agreement, including any exhibits or attachments incorporated herein by reference, represents the entire Agreement and understanding between the parties, and this Agreement supersedes any prior negotiations, proposals or agreements. Unless otherwise provided in this Agreement, any amendment to this Agreement will be in writing and will be signed by the County and the Shelter.
- N. If any part, term or provision of this Agreement, or any attachments or amendments hereto, is declared invalid, void, or enforceable, all remaining parts, terms and provisions will remain in full force and effect.
- O. The failure of either party to require performance of this Agreement will not affect such party's right to enforce the same. A waiver by either party of any provision or breach of this Agreement will be in writing. A written waiver will not affect the waiving party's rights with respect to any other provision or breach.
- P. **Compliance with applicable laws, service standards and required procedures.**
1. **Service Standards and Procedures.** Shelter shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 2. **Compliance With Law.** Shelter 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.
- Q. Nothing in this Agreement will be construed to give any rights or benefits to any party other than the County and Shelter. The parties agree that the services to be performed by the Shelter under the terms of this Agreement are personal and Shelter will not assign any interest in this Agreement without the County's prior written consent. If Shelter assigns an interest in this Agreement without the County's prior written consent, such assignment will be void, and County may immediately terminate or suspend this Agreement.
- R. 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.

- S. 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.
- T. 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.
- U. Subject to Paragraph VIII.H., this Agreement will be binding upon the heirs, executors, administrators, successors and assigns of the parties.
- V. The individuals signing this Agreement on behalf of each party have authority to bind their respective organizations to the terms of this Agreement.
- W. All numbered paragraphs and all subparts thereof shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Commencement Date first above written.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

PRAIRIE PAWS ANIMAL SHELTER INC.

John Ford, Chairman



Name: VANESSA COWIE

Title: EXECUTIVE DIRECTOR

ATTEST: County Clerk

Approved As to Form:

Clancy Holeman, County Counselor

Exhibit A - Animal Services Intake Form

Case #: _____ Impound Date: ____ / ____ / ____ Officer Name & Badge: _____

Kennel Placement: _____ Finder Name: _____

Finder Address: _____ Finder Phone: _____

Finder ID: _____

Detailed Pickup Location: _____ Zip Code: _____

Reason for Impound/Violation of County Code: _____

Reason for Impound/No Violation: _____

Description of Complaint: _____ Danger: ☐ Flag: ☐ _____Do Not Release: ☐ Reason: _____Species: _____ Gender: Male ☐ Female ☐ Unknown ☐Animal Name (If known): _____ Spayed/Neutered: Yes ☐ No ☐Microchip Number: _____ Initiated Microchip tracing? Yes ☐ No ☐

Estimated Age: _____ Coat Color: _____ Coat Length: _____

Collar/Harness Description: _____ No collar/Harness ☐

Tags/License #: _____

Physical Condition: Deceased: ☐ Necropsy Needed? ☐ If yes, Why? _____Appears Normal ☐ Sick ☐ Injured ☐ Requires Immediate Vet Care: ☐
(Take to KSTATE)Other ☐ _____ Body Condition Score (1-9): _____Owned Animal: ☐ No Known Owner: ☐

Owner Name: _____ Phone: _____

Owner Street Address: _____ City: _____

Owner Contacted: Verbally ☐ Left Voicemail ☐ Door Hanger ☐ Did not attempt ☐

Additional Relevant Information: _____



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: June 17, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-06 Fire SLinenbergerEAF (DOCX)
- 2024-06 Fire BBolte EAF (DOCX)
- 2024-06 Fire NDavis EAF (DOCX)
- 2024-06 PW KMcCullough EAF (DOCX)
- 2024-06 Attorney KMangum EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Shaun Linenberger**Status Change Date:** 6/11/2024**Status Change:** Separation**Date of Hire:** 12/9/2022**Seniority:** 1 Year(s), 6 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** Stipend**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 Fire SLinenbergerEAF (14853 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ben Bolte**Status Change Date:** 6/11/2024**Status Change:** Separation**Date of Hire:** 5/20/2020**Seniority:** 4 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** Stipend**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 Fire BBolte EAF (14853 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Nathaniel Davis**Status Change Date:** 6/27/2024**Status Change:** Separation**Date of Hire:** 9/22/2023**Seniority:** 0 Year(s), 8 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** Stipend**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 Fire NDavis EAF (14853 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kyler McCullough**Status Change Date:** 06/13/2024**Status Change:** New Hire**Date of Hire:** 06/24/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Traffic Control Technician**Position Type:** Full Time**Pay Range:** Range 5**Pay Type:** Hourly**Base Rate:** \$19.98**Annualized Pay:** \$41,558.40**Funds Codes:** 1-County General, 40-Public Works**Supervisor:** Jason Anderson**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 PW KMcCullough EAF (14853 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Katie Mangum**Status Change Date:** 06/17/2024**Status Change:** Promotion**Date of Hire:** 09/29/2023**Seniority:** 0 Year(s), 8 Month(s)**Position:** Legal Secretary**Position Type:** Full Time**Pay Range:** Range 8**Pay Type:** Hourly**Base Rate:** \$22.21**Annualized Pay:** \$46,196.80**Funds Codes:** 1 – County General, 1 – Attorney**Supervisor:** Kimberly Lenhart**Department Head:** Barry Wilkerson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 Attorney KMangum EAF (14853 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 20, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

[District 3 – Kathryn Focke, Member](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

2. Staff update

10:15 AM

Brian Peete, RCPD Director

3. RCPD update

10:30 AM

Julie Gibbs, Health Department Director

4. Childcare Licensing Costs

10:50 AM

Brittany Phillips, Budget and Finance Officer

5. 2025 Budget Work Session

4:00 PM

Joint City/County/County Meeting (at County Offices)

Adjournment

Attachment: 06-20-24 tentative agenda (14211 : Tentative Agenda)

Announcements

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

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 24, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:15 AM

Anna Burson, Appraiser

1. Staff update

9:30 AM

Press Conference

9:50 AM

Amanda Webb, Planning/Special Projects Director

2. Development Review Procedures

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

10:30 AM

Megan Lewis, Interim Community Corrections Director

4. Staff update

10:45 AM

Brittany Phillips, Budget and Finance Officer

5. 2025 Budget Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

Attachment: 06-24-24 tentative agenda (14211 : Tentative Agenda)

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.



PLANNING & DEVELOPMENT
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: June 17, 2024

SUBJECT: Letter of Support for Flint Hills MPO's grant application to the 2024 Active Transportation Infrastructure Investment Program

PRESENTER: Amanda Webb, Planning Director

DISCUSSION

The Flint Hills Regional Council (FHRC) and the Flint Hills Metropolitan Planning Organization (FHMPPO) are partnering on a grant application offered through the Federal Highway Administration/U.S. Department of Transportation. Funds are for projects that provide safe and connected active transportation facilities in an active transportation network or active transportation spine.

Attached is a map of the overall scope of the MPO's regional trails project.

According to FHRC, the project meets the grant intent because:

*The project will provide safe and connected active transportation facilities in active transportation network or transportation spine connecting schools, workplaces, businesses, recreation, and community areas.

*It will connect two or more communities or metropolitan regions.

*Projects will improve connectivity between active transportation modes and public transportation; enhance the resiliency of on & off-road active transportation infrastructure and help protect the environment; and improve quality of life in disadvantaged communities through the delivery of connected active transportation networks.

Also as per FHRC, the grant will help cover community engagement/outreach for public input into the trail plan, and conceptual/preliminary engineering. The lead applicant will be the MPO and the regional council will provide grant administration and implementation assistance.

The MPO has requested letters of support from all regional jurisdictions. Attached is the provided template.

FISCAL IMPACT

There is no fiscal impact with the signing of this letter of support.

RECOMMENDATION

Staff recommends the Chairman sign the letter of support for Flint Hills MPO's grant application to the 2024 Active Transportation Infrastructure Investment Program.

POSSIBLE MOTION

Move to authorize the Chairman to sign the letter of support for Flint Hills MPO's grant application to the 2024 Active Transportation Infrastructure Investment Program.

Enclosures:

- letter of support (PDF)
- RCP_ATIIP_Projects_Overview (PNG)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-6841
 Fax: 785-565-6841
 E-mail: boccc@rileycountyks.gov

June 17, 2024

Grant Review Committee
 Department of Transportation
 1200 New Jersey Avenue, SE
 Washington, DC 20590

Dear Grant Review Committee,

I am writing to express our support for the Flint Hills Metropolitan Planning Organization (FHMPO) and their application for the 2024 Active Transportation Infrastructure Investment Program (ATIIP) Planning and Design grant to provide safe and connected active transportation facilities and network such as sidewalks, bikeways, and trails that connect our schools, workplaces, residences, businesses, recreation areas, and medical facilities. As Commission Chair of Riley County, I have had the privilege of collaborating with the FHMPO on several initiatives, and I am confident in their ability to effectively utilize this grant to enhance transportation infrastructure and planning in our region.

FHMPO has consistently demonstrated a strong commitment to improving the quality of life for residents of the Flint Hills region through comprehensive and innovative transportation planning. Their projects are characterized by meticulous planning, stakeholder engagement, and a clear vision for sustainable development and safety. The ATIIP Planning and Design Grant will enable the FHMPO to further these efforts by providing critical resources needed for *public input, planning and design* for segments of a regional trail in Geary, Riley, and Pottawatomie County.

The Flint Hills region faces unique challenges related to transportation, including safety, equity, climate and sustainability, and economic/workforce development. FHMPO's proposed project under this grant will address these challenges.

1. **Safety:** Provide safe, efficient transportation.
2. **Improving Equity and Rural Accessibility:** Enhancing transportation networks to ensure that *all* residents, including those in rural areas, have reliable access to essential services and opportunities.
3. **Ensuring Climate and Environmental Sustainability:** Incorporating sustainable practices and technologies into transportation planning to protect the natural beauty and ecological health of the Flint Hills.
4. **Promoting Economic and Workforce Development:** Developing transportation infrastructure that supports local businesses, attracts new investments, and stimulates economic growth in the region.

FHMPO has a proven history of successful project management and execution. Their collaborative approach, which includes extensive community involvement and partnerships with local governments and organizations, ensures that their projects are well-supported and aligned with the needs and priorities of the region. The ATIIP Planning and Design Grant will be instrumental in enabling the FHMPO to

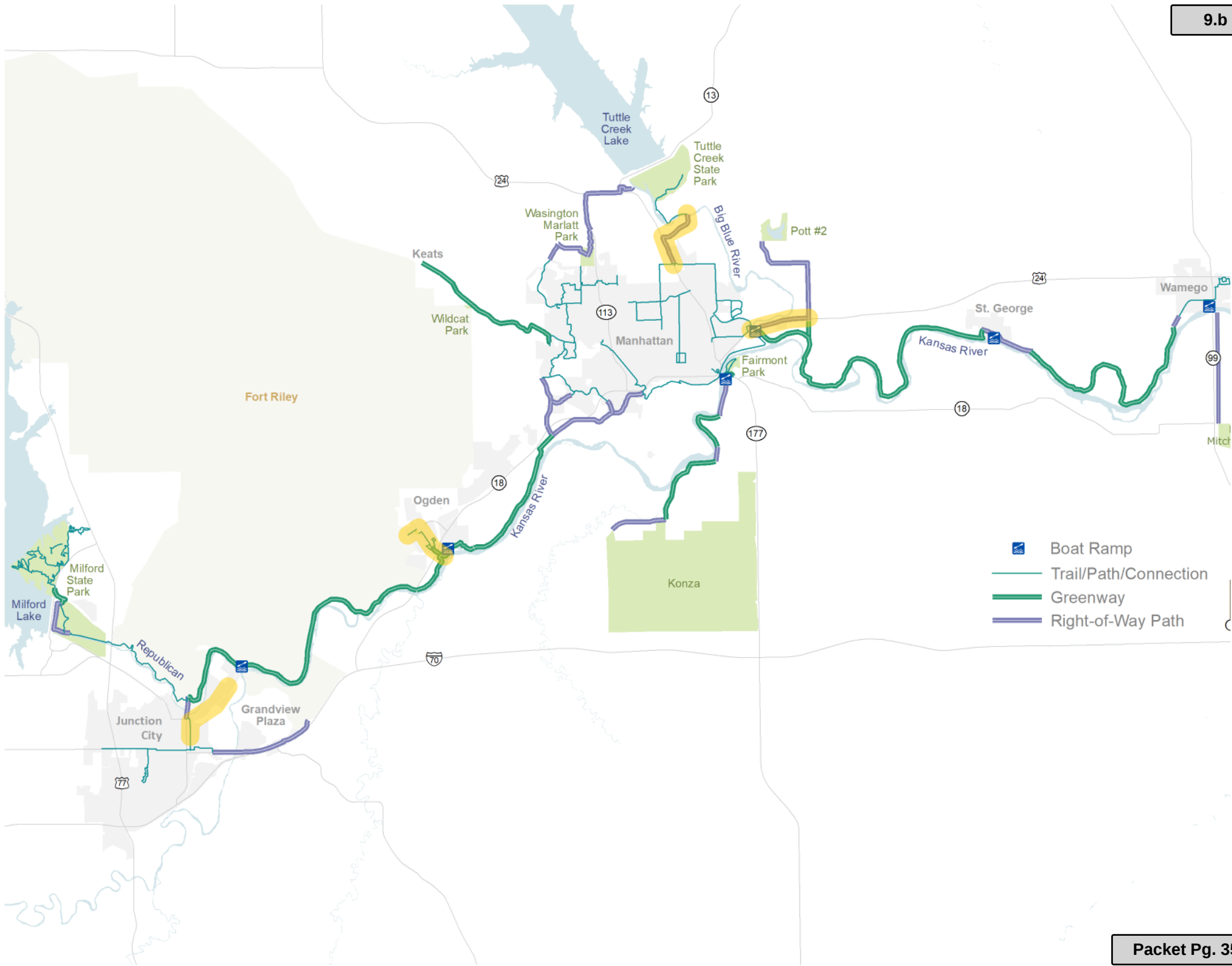
Attachment: letter of support (14855 : Letter of Support - FHMPO ATIIP Grant)

continue their vital work. I strongly urge you to consider their application favorably. Your support will not only benefit FHMPO but also contribute to the long-term prosperity and sustainability of the Flint Hills region.

Thank you for your consideration.

Sincerely,

John Ford
County Commission Chairman
Riley County





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 17, 2024
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

May- 513

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 136

Medic 21 located at 11th & Poyntz: 201

Medic 31 located at 3060 TCB (Riley County Public Works): 71

Medic 41 located at Manhattan Regional Airport: 72

Medic 51- Leonardville: 31

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

Celebrated EMS Week.

Working on new building construction related topics.

Leonardville:

Updated: 6/13/2024 8:15 AM by David Adams

Page 1

Packet Pg. 36

Staff Report (ID # 14852)

Meeting of June 17, 2024

Painting is underway

Minor issues have been resolved

Headquarters:

Dirt work is continuing

The first pour of concrete for footings occurred last week.

Meeting biweekly with builders and architects.

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

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

Hands only CPR/Stop the bleed training for county staff.

Leadership tours of NBAF and building operational plans.

Migrating operational checklists to the new state report writing software platform.

Continuing to evaluate operational equipment needs, inventory reduction where applicable.

Preparing for severe weather season.

Preparing for Active Violence training.

Driver training for all staff.

Medical Director case review with staff.

Observing field performance.

Event Standbys: 2

Education

100% review of all calls.

Review of data metrics to identify trends.

Hybrid Emergency Pediatric Care- Completed

Pre-Hospital Trauma Life Support

Protocol book development is ongoing.

Updated: 6/13/2024 8:15 AM by David Adams

Page 2

Staff Report (ID # 14852)

Meeting of June 17, 2024

Equipment updates and training.

Community Outreach:

Car seat check lanes.

Enclosures:

- May 24 Stats (XLSX)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	83	16%
02 - Monday	58	11%
03 - Tuesday	66	13%
04 - Wednesday	70	14%
05 - Thursday	81	16%
06 - Friday	82	16%
07 - Saturday	73	14%
TOTAL	513	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	14	3%
01:00:00 - 01:59:59	12	2%
02:00:00 - 02:59:59	22	4%
03:00:00 - 03:59:59	9	2%
04:00:00 - 04:59:59	12	2%
05:00:00 - 05:59:59	11	2%
06:00:00 - 06:59:59	9	2%
07:00:00 - 07:59:59	18	4%
08:00:00 - 08:59:59	16	3%
09:00:00 - 09:59:59	23	4%
10:00:00 - 10:59:59	21	4%
11:00:00 - 11:59:59	23	4%
12:00:00 - 12:59:59	31	6%
13:00:00 - 13:59:59	41	8%
14:00:00 - 14:59:59	27	5%
15:00:00 - 15:59:59	35	7%
16:00:00 - 16:59:59	28	5%
17:00:00 - 17:59:59	26	5%
18:00:00 - 18:59:59	27	5%
19:00:00 - 19:59:59	13	3%
20:00:00 - 20:59:59	32	6%
21:00:00 - 21:59:59	24	5%
22:00:00 - 22:59:59	17	3%
23:00:00 - 23:59:59	22	4%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	136	27%
Medic 21	201	39%
Medic 31	71	14%

Attachment: May 24 Stats (14852 : Staff Update)

Medic 41	72	14%
Medic 51	31	6%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
None Reported	95	19%
Sick Person	80	16%
Falls	46	9%
Transfer	42	8%
Unconscious	34	7%



COUNTY TREASURER'S OFFICE
Proposal

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, Shilo Heger, Amy Manges, Amanda Webb, Anna Burson, Cory Meyer

MEETING: June 17, 2024

SUBJECT: Hours of Operation for the Departments in the Riley County Office Building

PRESENTER: Shilo Heger

BACKGROUND

As the department heads and the Commissioners have discussed many times over the last two years, the labor market has changed significantly since 2019. One of the major aspects affecting all employers is the need to balance employee work demands with a changing attitude toward life boundaries. The Commissioners decided 4 10-hour days wasn't the right fit for Riley County and directed the department heads to develop their staff schedules as they saw fit in order to complete the work at hand.

Many departments within the county are already utilizing varying work schedules. Having flexible scheduling is difficult to achieve for the offices with customer facing services without hiring additional staff.

The department heads of the Riley County Office Building, including three elected officials, have been discussing options that would work for all the departments in this building. The services provided with the treasurer, clerk, register of deeds, planning and development and appraiser generally have cross-over clients and should operate on the same work schedule.

Therefore, we believe the best schedule for our combined services, which also maintains current staffing requirements, serves the public and costs the taxpayers no additional ad valorem taxes would be public access Monday through Thursday from 7:30 to 5:00 and Friday from 7:30 to 12:00 beginning July 1st.

DISCUSSION

- This change would allow office hours for customers who would like to take care of business on their way to work.
- Being open 7:30 to 5:00 and closing at noon on Friday would mean the public would have additional time to access services before 8:00 am and would only forfeit 2.5 hours access weekly.
- This change would allow our customer-facing staff the flexibility currently being used successfully by other departments.
- The departments in the RCOB would have the same hours of operations which would allow for consistency for the public.
- Examples of other organizations using alternate scheduling, similar to this recommendation include the City of Manhattan, the City of Riley, multiple dentist and doctor's offices and office buildings.
- This change will allow Riley County to offer continued services without adding additional staff numbers, required by a fully flexible schedule.

FISCAL IMPACT

There would be no fiscal impact to make this change because we are utilizing our current staff.

RECOMMENDATION(S)

The elected officials and department heads of the Riley County Office Building believe the proposed hours are the best way to provide additional hours of availability to the public, adding consistency of schedules among the departments in the RCOB, and allows for flexibility of scheduling for the customer facing staff.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 17, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 06.17.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ January 2024 through June 12, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “T”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) **Attend** and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) **Attend** and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) ***Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24)***

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on

various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) **Work on scheduling discussion. (6-5-24)**

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23; 11-14-23; 11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24; 1-5-24; 1-7-24; 1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24; 3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24; 3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24)

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

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24)

Riley County Attorney: *Discuss legal issue.* (2-1-24)

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present

to BOCC and obtain approval. (2-27-24; 2-28-24; 2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24; 3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24)

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

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

Riley County Health Department: Work on contract law issue. (10-12-23; 10-13-23.) Work on contract law issue. (10-19-23; 10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) **Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24)**

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

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

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate

medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) **Work** on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) **Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24)**

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with

potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) **Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24)**

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24; 3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24)

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

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

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

Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay email latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) **Work** on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) **Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24)**

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) **Attend and participate in committee meeting. (6-5-24)**

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) **Attend and participate in committee meeting. (6-4-24)**

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) **Work on venue reservation. (6-7-24)**

Staff Road Renaming Committee:



PUBLIC WORKS
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin Asst II
MEETING: June 17, 2024
SUBJECT: Out of State Travel to PWX 2024
PRESENTER: John Ellermann, Public Works Director

POSSIBLE MOTION(S)

Move to approve

Move to deny

The Board agreed by consensus to

Enclosures:

- PWX 2024 Atlanta, GA John Ellermann Form (PDF)
- PWX 2024 Atlanta, GA John Ellermann Memo (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: John Ellermann **DEPARTMENT:** Public Works

POSITION TITLE: Director of Public Works **DATE REQUESTED** June 17, 2024

FUND: Road and Bridge

Travel From: Kansas City, MO **Date:** 9/7/24

Travel To: Atlanta, GA **Date:** 9/12/24

Purpose of Travel: To attend the 2024 PWX in Atlanta, GA.

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

☐ Administratively determined to be to the advantage of Riley County

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flight from Manhattan, KS to Atlanta, GA	\$ 323.00
Lodging	5 nights lodging @ \$239.00 per night	\$ 1195.00
Meals	Meal allowance	\$ 378.00
Registration/Fees	Conference registration	\$ 858.00
Other	Rental Car	\$ 365.00

Total Estimated Travel Costs: \$ 3119.00

Requested by: _____ **Date:** _____

Approved by: _____

Department Head: _____ **Date:** _____

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant



MEMORANDUM

DATE: 6/17/24

FROM: John Ellermann

TO: BOCC

RE: Out-of-State Travel Request

The 2024 PWX will be held in Atlanta, GA, September 8, 2024 to September 11, 2024. The conference is four days of valuable information. It provides outstanding educational sessions which address both current and ongoing public works issues and challenges.

By attending this year's educational conference, I will have the opportunity to hear about new and ongoing research and innovative ideas. Information garnered at the conference can be used to be more efficient and effective. All Public Works Departments encounter the same issues. Attending a national conference allows us to network with our peers and to gain insight into how other entities address similar type issues.

In addition to the educational sessions, I will use the Conference and Exposition to explore specific needs for the Department. With more than 400 companies showcasing the newest and best equipment and services available in the public works industry, we are able to learn about the latest innovations. The conference provides the opportunity to speak directly with company officials, see the products in person and then compare the product with other companies all in one location.

This year I will use the trade show to explore technology advances and view new equipment. Discussing issues in person provides an added benefit to just conversing over the phone. A few of the session topics offered this year includes:

Career & Personal Development	Solid Waste
Construction Management	Stormwater/Flood Control
Emergency Management	Streets/Roads/Bridges
Engineering & Technology	Snow & Ice
Environment/Sustainability	Fleet Services
Facilities	Parks & Grounds
Management	Traffic Engineering
Water & Wastewater	Utilities/Right-of-Way

Riley County's' past attendance at the PWX Conference has translated into positive results for the Public Works Department.

Attachment: PWX 2024 Atlanta, GA John Ellermann Memo (14849 : Out of State Travel Request)



PUBLIC WORKS
Application

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Director of Public Works

MEETING: June 17, 2024

SUBJECT: Request to Exchange Federal Funds

PRESENTER: John Ellermann, PE, Director of Public Works

The attached form allows Riley County to exchange the federal Funds allocated for federal fiscal year 2024 in the amount of \$207,013.73. These funds will be exchanged at the rate of \$0.90/\$1.00. Riley County will receive **\$186,312.36** to use toward transportation projects. (See attached documents)

Staff recommends the Commission sign the document and requests to deposit the funds in CIP for a transportation related project to be determined later.

POSSIBLE MOTION(S)

Move to approve the Chairman sign the Request to Exchange Federal Funds with the State of Kansas and to deposit the funds in CIP for use on a future transportation related project.

Enclosures:

- Riley Co (PDF)
- Riley County Request to Exchange (PDF)

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Calvin E. Reed, P.E., Acting Secretary
Tod L. Salfrank, Chief



Phone: 785-296-3861
Fax: 785-296-6946
ksdot#publicinfo@ks.gov
<http://www.ksdot.gov>
Laura Kelly, Governor

BLP Memo 24-06a

MEMO TO: Board of County Commissioners
Riley County

DATE: 04/19/2024

SUBJECT: Federal funds distribution/Federal Fund Exchange 2024

I am pleased to announce that the Kansas Department of Transportation (KDOT) is making federal funds in the amount of \$207,013.73 available to Riley County for the federal fiscal year 2024 (October 1, 2023 through September 30, 2024). These funds may be used to develop a federal-aid project following the procedures outlines in the KDOT LPA Project Development Manual, or you may exchange them with KDOT under the Federal Fund Exchange Program.

The Federal Fund Exchange program is a voluntary program that allows a local public agency (LPA) to trade all or a portion of its federal fund allocations in a specific federal fiscal year with KDOT in exchange for state transportation dollars. The exchange rate for the 2024 program is \$0.90 of state funds for every \$1.00 of local federal obligation authority exchanged. State funds will be paid on a reimbursement basis as the LPA incurs costs for transportation related projects.

The FFE Program Guidelines and required documents are found at <http://www.ksdot.org/burlocalproj/default.asp>. For your convenience, the amount of funds available to exchange for federal fiscal year 2024 have been entered into the attached Request to Exchange Federal Funds form. **Please remember that the Request to Exchange Federal Funds and the Request for Reimbursement requesting the entire amount of funds available for 2024 must be returned by September 16, 2024.**

We appreciate your participation in the federal-aid/Federal Fund Exchange program for local public agencies. Please contact Kimberly Marotta at 785-368-7468 or kimberly.marotta@ks.gov if you have any questions regarding this program or if you need assistance in completing the Request to Exchange Federal Funds form.

Sincerely,

Tod L. Salfrank, Chief
Bureau of Local Projects

cc: Scott W. King, P.E., Director, Division of Engineering and Design
Michael J. Moriarty, Chief, Bureau of Transportation Planning

Attachment: Riley Co (14851 : Federal Fund Exchange)



**REQUEST TO EXCHANGE FEDERAL FUNDS
under the Federal-Aid Fund Exchange Master Agreement**

County: Riley

Federal Funds to Be Exchanged: \$207,013.73

Exchange Rate for 2024: \$0.90 State Funds/\$1.00 Federal Funds

Available Funds After Exchange: \$186,312.36

The Secretary of Transportation is hereby requested to make available to the county State Funds in exchange for the county's allotment of Federal Funds in the amount stated above. The Exchange will be made under the Terms and Conditions as set forth in the county's Federal Fund Exchange Master Agreement previously executed between the county and the Secretary. This request shall be attached to and become a part of the county's Federal Funds Exchange Agreement.

Contact Person: John Ellermann, PE Title: Public Works Director / County Engineer

Address: 6215 Tuttle Creek Blvd, Manhattan, KS 66503

Phone: 785-537-6330 Email: jellermann@rileycountyks.gov

*Signature** *Date*

John Ford
Typed or Printed Name

Chairman, Riley County Commission
Title

**The representative signing this request must be authorized by law to bind the city/county to an agreement.*

Attachment: Riley County Request to Exchange (14851 : Federal Fund Exchange)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: June 17, 2024

SUBJECT: 2025 Budget Work Session

PRESENTER: Brittany Phillips, Budget & Finance Officer

Presenting the attached memo and 2025 Budget Developmental Worksheet.

Enclosures:

- June 17, 2025 Budget Work Session (DOC)
- 2025 Budget Development WS.pdf with animal shelter (PDF)
- 2024 Appropriation Requests Summary (PDF)



CLERK'S OFFICE

Brittany Phillips

Budget & Finance Officer

110 Courthouse Plaza

Manhattan, Kansas 66502-0109

Phone: 785-537-6359

Fax: 785-537-6394

E-mail: bphillips@rileycountyks.gov

To: Board of County Commissioners
 From: Brittany Phillips; Budget & Finance Officer
 Re: 2025 Budget Work Session
 Date: June 17, 2024

During this work session, the 2025 Budget Development Worksheet, Riley County Appropriation Request, and COLA will be presented for further review and discussion.

The 2025 Budget Development Worksheet is a three-page document:

- The first page is expenditures consisting of the 2023 Actual Expenditures, 2024 Budget and 2025 Requested Budget for all mill levied funds: General, Bond & Interest, County Building and RCPD funds.
 - Cost of COLA is calculated using the Bureau of Labor and Statistics CPI – U of 3.8%. This is a financial impact of \$1,087,401 if approved.
 - This also includes a \$4,000,000 transfer to Capital Improvement Funds. This covers current debt obligations for 2025 of \$758,174, current non-funded CIP 2025 requests of \$2,210,000, leaving a remainder of \$1,031,826 for improvements.
 - In General Services, we did request an increase of \$250,000 for budget stabilization. That amount is reflected in the total general services department.
- The second page is an overview of revenues and budgeted expenditures.
 - Left side column is revenues for the same mill levied funds.
 - The right side is the equation of mill levied fund expenditures of \$56,985,428 less mill levied fund revenues of \$23,292,598 equaling required ad valorem tax.
 - RCPD appropriation request is still pending.
- The third page is economic development.

The value of a mill, \$827,863 is provided as well as the mill levy of 40.302 to fund the 2025 proposed budget. This is a 0.436 mill increase from the 2024 budgeted mill levy and is more than the calculated Revenue Neutral Rate.

These numbers do not reflect any new and expanded position requests. These will be presented again at a later date.

2025 Budget Development Worksheet

18.b

	DEPARTMENT	2023 Actual Contractual Services, Commodities & Capital	2023 Actual Personnel Services	2023 Actual Total	2024 Budgeted Contractual Services, Commodities & Capital	2024 Budgeted Personnel Services (Includes STEP & COLA)	2024 Budgeted Total	2025 Proposed Contractual Services, Commodities & Capital	2025 Proposed Personnel Services (Includes STEP)	2025 Proposed Budget Total	Percent change of 3 C's
1	Administrative Services	48,194	712,112	760,306	51,795	777,904	829,699	54,209	655,355	709,564	4.66%
2	Ambulance	422,272	4,389,966	4,812,238	337,850	5,516,808	5,854,658	370,400	5,912,576	6,282,976	9.63%
3	Appraiser	220,823	1,520,162	1,740,985	176,334	1,794,882	1,971,216	175,920	1,777,961	1,953,881	-0.23%
4	Attorney	225,209	2,176,701	2,401,910	219,337	2,637,550	2,856,887	249,712	2,749,222	2,998,934	13.85%
5	Clerk	78,659	1,111,508	1,190,167	109,300	1,331,625	1,440,925	121,150	1,361,635	1,482,785	10.84%
6	Commissioners	45,862	195,301	241,163	53,040	243,219	296,259	54,920	237,856	292,776	3.54%
7	Coroner	151,169	0	151,169	132,000	0	132,000	156,500	0	156,500	18.56%
8	District Court	176,101	0	176,101	185,080	0	185,080	189,380	0	189,380	2.32%
9	Elections	190,034	352,511	542,545	317,400	633,143	950,543	221,700	625,165	846,865	-30.15%
10	Emergency Management	49,718	272,485	322,203	54,850	230,191	285,041	58,200	320,555	378,755	6.11%
11	Fair	110,170	0	110,170	110,500	0	110,500	110,500	0	110,500	0.00%
12	General Services	3,291,564	96,326	3,387,890	5,544,595	141,612	5,686,207	6,091,530	142,020	6,233,550	9.86%
13	Information Systems/GIS	765,944	817,844	1,583,788	923,160	959,086	1,882,246	868,630	1,015,764	1,884,394	-5.91%
14	Insurance	683,173	0	683,173	887,340	0	887,340	1,170,000	0	1,170,000	31.85%
15	Juvenile Detention	82,279	0	82,279	112,000	0	112,000	120,000	0	120,000	7.14%
16	Museum	9,598	454,172	463,770	15,261	482,405	497,666	14,273	477,655	491,928	-6.47%
17	Noxious Weed	225,247	548,228	773,475	253,330	641,373	894,703	256,330	660,550	916,880	1.18%
18	Planning & Development	56,160	558,308	614,468	62,298	681,858	744,156	62,484	693,853	756,337	0.30%
19	Register of Deeds	50,261	432,261	482,522	50,875	523,284	574,159	56,645	534,612	591,257	11.34%
20	Public Works	3,632,912	4,649,567	8,282,479	4,302,550	5,515,491	9,818,041	4,545,550	5,701,254	10,246,804	5.65%
21	Treasurer	51,359	1,299,159	1,350,518	59,080	1,418,419	1,477,499	63,680	1,465,099	1,528,779	7.79%
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,000	0	1,000	-28.57%
23	Transfer to Health Dept. Fund	1,269,979	0	1,269,979	1,665,647	0	1,665,647	1,953,333	0	1,953,333	17.27%
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%
25	Transfer-Economic Dev.	282,275	0	282,275	107,100	0	107,100	136,229	0	136,229	27.20%
26	Transfer - Capital Improvement	4,799,536	0	4,799,536	5,509,446	0	5,509,446	4,000,000	0	4,000,000	-27.40%
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000	0	580,000	0.00%
28	Cost of COLA	0	0	0	0	0	0	0	1,087,401	1,087,401	0.00%
	SUBTOTAL:	\$17,528,498	\$19,586,611	\$37,115,109	\$21,851,568	\$23,528,850	\$45,380,418	\$21,712,275	\$25,418,533	\$47,130,808	-0.64%
Appropriations:											
29	Big Lakes Developmental	217,260	0	217,260	228,123	0	228,123	232,685	0	232,685	2.00%
30	Animal Shelter / Contractual	60,000	0	60,000	0	0	0	60,000	0	60,000	#DIV/0!
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	327,981	0	327,981	19.27%
32	ATA Bus	100,000	0	100,000	105,000	0	105,000	150,000	0	150,000	42.86%
33	Small Cities	145,008	0	145,008	190,000	0	190,000	200,000	0	200,000	5.26%
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	25,000	0	25,000	127.27%
35	Extension	637,500	0	637,500	667,380	0	667,380	667,380	0	667,380	0.00%
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	600,000	0	600,000	100.00%
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	5,000	0	5,000	42.86%
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%
39	Riley Co Community Corrections	59,602	0	59,602	87,324	0	87,324	96,821	0	96,821	10.88%
40	Be Able	0	0	0	0	0	0	0	0	0	0.00%
41	Farm & Food Council	0	0	0	0	0	0	0	0	0	0.00%
42	Sunflower Children's Collective	0	0	0	0	0	0	0	0	0	0.00%
	SUBTOTAL:	\$1,864,006	\$0	\$1,864,006	\$1,922,463	\$0	\$1,922,463	\$2,420,003	\$0	\$2,420,003	25.88%
GENERAL TOTAL:											
	GENERAL TOTAL:	\$19,392,504	\$19,586,611	\$38,979,115	\$23,774,031	\$23,528,850	\$47,302,881	\$24,132,278	\$25,418,533	\$49,550,811	2.86%
43	Bond & Interest	447,552	0	447,552	478,856	0	478,856	470,467	0	470,467	-1.75%
44	County Building	393,418	0	393,418	430,000	0	430,000	433,000	0	433,000	0.70%
45	RCPD	5,372,982	0	5,372,982	5,745,592	0	5,745,592	6,130,843	0	6,130,843	6.71%
	SUBTOTAL:	\$6,213,952	\$0	\$6,213,952	\$6,654,448	\$0	\$6,654,448	\$7,034,310	\$0	\$7,034,310	5.71%
TOTAL:											
	TOTAL:	\$25,606,456	\$19,586,611	\$45,193,067	\$30,428,479	\$23,528,850	\$53,957,329	\$31,166,588	\$25,418,533	\$56,585,121	
46	Capital Improvement	2,172,758	0	2,172,758	7,312,676	0	7,312,676	8,414,430	0	8,414,430	15.07%
47	Economic Development	123,830	0	123,830	259,053	0	259,053	324,361	0	324,361	25.21%

Attachment: 2025 Budget Development WS.pdf with animal shelter (14856 : 2025 Budget Work Session)

BUDGETED REVENUE

COUNTY TREASURER	2023 ACTUAL	2024 BUDGET	2025 BUDGET
Motor Vehicle Tax	2,518,950	2,403,703	2,344,118
Recreational Vehicle Tax	23,914	23,583	21,846
16/20M Vehicle Tax	16,106	18,063	19,124
Commercial Vehicle Fees	104,418	101,580	99,542
Special City & County Highway Fund	1,033,937	1,105,011	1,026,080
Investment Income	2,597,318	2,000,000	1,500,000
Sales Tax	2,273,953	2,000,000	2,000,000
Intangible Tax (Clerk's Office)	253,697	199,608	388,083
Vehicle Rental Excise Tax	58,118	54,201	52,338
Interest on Taxes	340,410	300,000	300,000
Watercraft	13,350	18,846	19,265
SUBTOTAL:	\$ 9,234,171	\$ 8,224,595	\$ 7,770,396

DEPARTMENT FEES & OTHER

Unencumb. Cash Bal.-General	19,353,136	10,163,901	11,540,145
Unencumb. Bal.-County Building	211,648	106,630	113,513
Unencumb. - Bond & Interest	211,315	86,669	186,327
Unencumb. - RCPD	232,234	178,082	8,315
Bond & Interest Special Assessment	6,667,295	157,934	128,706
Recording Fees - ROD	355,970	300,000	320,000
21st Judicial Dist Case Receipts-DC	23,727	40,000	35,000
Payment in Lieu of Taxes (PILT) Program/Fed Grant	42,953	40,000	40,000
Franchise Fees	25,180	35,000	35,000
Ambulance Fees	1,995,849	1,624,951	1,766,036
Fees-Attorney (Diversion)	51,784	60,000	60,000
Fees-Clerk	1,233	3,000	3,000
Fees-Elections	4,039	12,000	4,000
Fees-Fair	30,746	20,000	20,000
Grant - Emergency Management	85,907	85,907	85,907
Fees-Noxious Weed	111,418	110,000	100,000
Fees-Public Works/Parks	411,050	480,000	400,000
Fees-Planning & Development	39,723	38,000	38,000
Fees-Juvenile Supervision	138	500	500
Fees-Appraiser	14,056	18,000	14,000
Fees- Treasurer	8,719	8,000	8,000
Fees - Register of Deeds	35,695	25,000	25,000
Heritage Trust	26,287	0	30,000
Transfer from MV to General	306,198	300,000	325,000
Transfers from Economic Development to B&I	52,153	52,153	52,153
Transfer from CIP to Bond & Interest	285,135	182,100	183,600
SUBTOTAL	\$ 30,583,588	\$ 14,127,827	\$ 15,522,202

TOTAL REVENUE	\$ 39,817,759	\$ 22,352,422	\$ 23,292,598
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BUDGETED EXPENDITURES

	2024	2025
General	\$ 47,302,881	\$ 49,550,811
Bond & Interest	478,856	470,467
County Building	430,000	433,000
RCPD Fund	5,745,592	6,130,843
TOTAL EXPENDITURES	\$ 53,957,329	\$ 56,585,121

(Budget)Value of a MILL =	792,782	827,863
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MINUS	22,352,422	23,292,598
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EQUALS		
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AMT. AD VALOREM TAX REQUIRED	\$ 31,604,907	\$ 33,364,330
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TOTAL MILLS NEEDED	39.866	40.302
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Mill levy diff. from previous budget year		0.436
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Revenue Neutral Mill Rate	38.263
Revenue Neutral \$\$	\$ 31,604,907

Overage on Neutral Mill Rate	2.039
Overage on RNR Tax Rate	\$ 1,759,423

One mill of taxation is equal to \$1 on each \$1,000 of assessed value.	
Assessed valuation	

2021B-Bond Refunding Konza Water Amount - final 2028	
2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025	

% chg	Ad Valorem per Fund	Tax Rate per Fund
4.75%	-	
-1.75%	-	0.000
0.70%		0.000
6.71%		0.000
		0.000

Attachment: 2025 Budget Development WS.pdf with animal shelter (14856 : 2025 Budget Work Session)

Riley County, Kansas
2025 Budget
Economic Development Fund
Fund 146

	2023	2024	2025
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 181,640	\$ 340,085	\$ 188,132
TOTAL BEGINNING CASH BALANCE	\$ 181,640	\$ 340,085	\$ 188,132
REVENUE			
603 Transfer from General Fund	\$ 282,275	\$ 107,100	\$ 136,229
TOTAL REVENUE	\$ 282,275	\$ 107,100	\$ 136,229
TOTAL RESOURCES AVAILABLE	\$ 463,915	\$ 447,185	\$ 324,361
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 52,153	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	71,677	206,900	272,208
TOTAL EXPENDITURES	\$ 123,830	\$ 259,053	\$ 324,361
TOTAL ENDING FUND BALANCE	\$ 340,085	\$ 188,132	\$ 0

<u>PROJECT ESTIMATES:</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -		
Flint Hills Veteran's Coalition	1,015	1,015	1,000
Governor's Military Council	-	-	
Konza Water Project	52,153	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	-	-
Flint Hills Regional Council (FHRC) Contribution	-	-	-
MPO Contribution	5,200	5,200	3,358
MATC Facilities Project (Request to be for 5 years)	-	-	
Comprehensive plan update	-	75,000	75,000
US 24 project studies, design, engineering	-	-	
TOTAL	\$ 257,275	\$ 326,218	\$ 324,361

Attachment: 2025 Budget Development WS.pdf with animal shelter (14856 : 2025 Budget Work Session)

Riley County Agency Appropriation Request and History

Agency	2018 Requested	2018 Approved	% Change *	2019 Requested	2019 Approved	% Change *	2020 Requested	2020 Approved	% Change *	2021 Requested	2021 Approved	% Change *	2022 Requested	2022 Approved	% Change *	2023 Requested	2023 Approved	% Change *	2024 Requested	2024 Approved	% Change *	Fund Paid For
Emergency Shelter	\$11,000	\$11,000	10%	\$11,000	\$11,000	0.00%	\$22,000	\$11,000	100.00%	\$11,000	\$11,000	0.00%	\$11,000	\$11,000	0.00%	\$11,000	\$11,000	0.00%	\$25,000	\$11,000	127.27%	General Fund
Genealogical Society	\$3,500	\$3,500	75%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$5,000	\$3,500	42.86%	General Fund
Animal Shelter	\$65,000	\$65,000	18%	\$65,000	\$65,000	0.00%	\$65,000	\$60,000	0.00%	\$65,000	\$60,000	8.33%	\$60,000	\$60,000	0.00%	\$60,000	\$60,000	0.00%	\$0	\$0	-100.00%	General Fund
Extension	\$574,600	\$574,600	2.65%	\$576,000	\$574,600	0.24%	\$599,645	\$599,645	4.36%	\$599,645	\$599,645	0.00%	\$608,645	\$599,645	1.50%	\$671,594	\$637,500	12.00%	\$700,600	\$667,380	9.90%	General Fund
Riley County Area Agency on Aging --HVAC request	\$266,527	\$266,527	4%	\$279,198	\$266,527	4.75%	\$283,757	\$275,000	17.72%	\$289,147	\$275,000	5.14%	\$287,694	\$275,000	4.62%	\$306,338	\$275,000	11.40%	\$310,105	\$275,000	12.77%	General Fund
Pawnee Mental Health	\$265,120	\$265,120	3%	\$559,838	\$265,120	111.16%	\$531,395	\$300,000	100.44%	\$300,000	\$300,000	0.00%	\$300,000	\$300,000	0.00%	\$315,000	\$300,000	5.00%	\$600,000	\$300,000	100.00%	General Fund
Big Lakes Development	\$213,000	\$213,000	-2%	\$213,000	\$213,000	0.00%	\$217,260	\$217,260	2.00%	\$217,260	\$217,260	0.00%	\$221,605	\$217,260	2.00%	\$223,778	\$217,260	3.00%	\$228,123	\$228,123	5.00%	General Fund
Community Corrections	\$0	\$0	0%	\$0	\$0	0.00%	\$13,875	\$7,081	66.57%	\$11,795	\$7,081	66.57%	\$19,420	\$7,081	174.26%	\$69,195	\$59,602	877.19%	\$87,324	\$87,324	46.51%	General Fund
Soil Conservation	\$55,136	\$55,136	0%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	General Fund
ATA Bus (Line 2780)	\$20,000	\$20,000	0%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	Public Works
ATA Bus	\$100,000	\$100,000	0%	\$100,000	\$100,000	0.00%	\$100,000	\$100,000	0.00%	\$70,000	\$70,000	-30.00%	\$100,000	\$100,000	42.86%	\$115,000	\$100,000	15.00%	\$150,000	\$105,000	50.00%	General Fund
General Fund Total:	\$1,573,883	\$1,573,883		\$1,882,672	\$1,573,883		\$1,941,568	\$1,663,622		\$1,642,483	\$1,618,622		\$1,687,000	\$1,648,622		\$1,850,541	\$1,738,998		\$2,181,288	\$1,752,463		
RCPD Fund:	\$4,053,918	\$4,053,918	-0.05%	\$4,291,380	\$4,291,380	5.86%	\$4,420,348	\$4,420,348	3.01%	\$4,391,746	\$4,391,746	-0.65%	\$4,597,175	\$4,597,175	4.68%	\$ 5,000,016	\$ 5,000,016	8.76%	\$ 5,336,092.00	\$ 5,336,092.00	6.72%	RCPD Fund 1
Downtown Manhattan, Inc.	\$0	\$0	-100%	\$10,000	\$0	0.00%	\$5,000	\$5,000		\$5,000	\$5,000	0.00%	\$10,000	\$5,000	100.00%	\$ 5,000	\$ 5,000	0.00%	\$ 5,000	\$ 5,000	0.00%	Economic Dev
Manhattan Chamber of Commerce	\$60,000	\$60,000	50%	\$61,500	\$60,000	2.50%	\$60,000	\$55,000	0.00%	\$55,000	\$55,000	0.00%	\$55,000	\$55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	Economic Dev
Governor's Military Council	\$5,000	\$5,000	11%	\$5,000	\$5,000	0.00%	\$5,000	\$5,000	0.00%	\$0	\$0	-100.00%	\$0	\$0	0.00%	\$ -	\$ -		\$ -	\$ -		Economic Dev
Aggieville Business Association	\$0	\$0	-100%	\$0	\$0	0.00%	\$4,800	\$0		\$9,500	\$0		\$9,500	\$0		\$ 10,000	\$ -		\$ -	\$ -		Economic Dev
Riley County General Eco Devo	\$51,679	\$51,679	-31%	\$50,000	\$50,000	-3.25%	\$50,079	\$49,879	0.16%	\$74,190	\$74,190	48.74%	\$232,850	\$132,850	213.86%	\$ 132,850	\$ 132,850	0.00%	\$ 132,850	\$ 132,850	0.00%	Economic Dev
Flint Hills Veteran's Coalition	\$800	\$1,000	0%	\$1,000	\$1,000	0.00%	\$1,000	\$1,000	0.00%	\$1,015	\$1,100	1.50%	\$1,015	\$1,015	-7.73%	\$ 1,015	\$ 1,015	0.00%	\$ 1,015	\$ 1,015	0.00%	Economic Dev
Eco. Devo. Total:	\$140,399	\$140,599		\$127,500	\$116,000		\$125,879	\$115,879		\$144,705	\$135,290		\$308,365	\$193,865		\$203,865	\$193,865		\$193,865	\$193,865		
GRAND TOTAL:	\$5,768,200	\$5,768,400		\$6,301,552	\$5,981,263		\$6,487,795	\$6,199,849		\$6,178,934	\$6,145,658		\$6,592,540	\$6,439,662		\$7,054,422	\$6,932,879		\$7,711,245	\$7,282,420		
ADD'L REQUEST:																						
Three Rivers Inc.	\$20,000	Not approved		\$25,000	Not approved		20,000	Not approved		-	\$0	N/A	8,000	\$0	N/A	\$ 1,200.00	\$ -		\$ -	\$ -	N/A	Economic Dev
Indigent Attorney Panel	\$386,000	\$386,000	0%	\$401,700	\$400,000	4.07%	\$433,819	\$407,550	8.45%	\$400,550	\$400,550	0.14%	\$424,351	\$400,550	4.12%	\$ 425,000	\$ 425,000	6.10%	\$ 520,000	\$ 520,000	22.35%	General Fund
NEW REQUEST TOTAL	\$406,000	\$386,000		\$426,700	\$400,000		\$453,819	\$407,550		\$400,550	\$400,550		\$432,351	\$400,550		\$426,200	\$425,000	0.064037	\$520,000	\$520,000		
NEW GRAND TOTAL WITH NEW AGENCY	\$6,174,200	\$6,154,400		\$6,728,252	\$6,381,263		\$6,941,614	\$6,607,399		\$6,579,484	\$6,546,208		\$7,024,891	\$6,840,212		\$7,480,622	\$7,357,879	0.093624	\$8,231,245	\$7,802,420		

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
June 17, 2024 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 the Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

- | | |
|-------------|---|
| Pages 3-8 | A. Approve May 20, 2024 Law Board Meeting Minutes |
| Pages 9-20 | B. Approve 2024 Expenditures/Credits |
| Pages 21-22 | C. 2024 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 23-26 | D. RCPD Related County Expenditures- <i>(Review)</i> |
| Page 27 | E. Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Page 28 | F. Seizure Expenditures – <i>(Review)</i> |
| Pages 29-44 | G. Monthly Crime Report- Captain Freidline <i>(Review)</i> |
| | H. Approval of Department Policy |
| Pages 45-55 | 1. 41.2.2 – Pursuit of Motor Vehicles |

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 Teresa Parks & Vice Chairperson Kirk Crabtree- <i>(Discussion)</i> |
| | N. Dispatch Accreditation On-Site- Director Peete <i>(Discussion)</i> |
| | O. Public Hearing for 2025 Budget- Director Peete & Captain Jager- <i>(Discussion)</i> |
| Pages 56-73 | P. Approve 2025 Budget- Board- <i>(Vote Required)</i> |
| | Q. Executive Session- <i>(Vote Required)</i> |
| | 1. Non-Elected Personnel Matters |
| | 2. Attorney Client Privilege |
| | R. Affirmation or Revocation of Discipline- <i>(Vote Required)</i> |
| | S. 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>, and also on the RCPD website at <http://rileycountypolice.org/law-board>. A recording will be made available on the RCPD and City websites after the meeting.