



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 29, 2023**

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

Cindy Kabriel
785-565-6200

**Leonardville Community Building, 118 N.
Erpelding**

6:00 PM

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

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

[District 1 – John Ford, Vice Chair](#)

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Agreement for Software Services with InTech Software Solutions for Modus Elections Software
4. A Resolution Authorizing Improvements to the University Park and Lakeside Heights Sewage Treatment Facility
5. REQUEST FOR PROPOSALS No. 2023-A
6. Sign Riley County Personnel Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jun 26, 2023 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

6:30 PM

Lori Rogge, Gene Francis & Associates

11. County department hours of operation

6:50 PM

Brian Peete, RCPD Director

12. RCPD update

7:05 PM

Russel Stukey, Emergency Management Director

13. Firefighter & Storm Spotter Recruitment

7:20 PM

Larry Wendland, Leonardville City Mayor

14. Leonardville City update

7:30 PM

David Adams, EMS/Ambulance Director

15. Building Update

7:45 PM

Rich Vargo, County Clerk

16. 2024 Budget Development Worksheet

Adjournment

Announcements

Riley County Offices will be closed on Monday, July 3rd and Tuesday, July 4th due to the observance of the Independence Day holiday.

The Board of County Commissioners will not be in session Monday, July 3rd.

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



COUNTY CLERK & ELECTIONS
Agreement

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: June 29, 2023

SUBJECT: Agreement for Software Services with InTech Software Solutions for Modus Elections Software

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Agreement for Software Services with InTech Software Solutions for Modus Elections Software and the Contractual Provisions Attachment.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 20230626 Riley County Modus Contract Signed (PDF)
- 20230524 Riley County KS Exhibit B (PDF)

Agreement for Software Services

THIS AGREEMENT ("Agreement") is entered into as of June 19th, 2023 ("Effective Date"), between InTech Software Solutions Inc, with an office at 5881 Pagenkopf Rd, Maple Plain, MN, 55359 ("InTech"), and the County of Riley County, Kansas a government entity with its principal office located at 110 Courthouse Plaza, Ste B118, Manhattan, KS 66502 ("County").

1. **The Service.** InTech has developed an online service known as Modus Elections Software which allows governmental entities to help better manage elections ("Modus"). The County wishes to use Modus to manage elections. The Parties have agreed upon the details of the Modus service, the details of which are found in Exhibit B (the "Proposal").
2. **Term.** The term of this Agreement begins on the Effective Date and continues through June 18th, 2024 ("Term"). At the end of the Term, this Agreement will renew on a year-to-year basis unless either party notifies the other of its intention not to renew thirty (30) days prior to the renewal of the Agreement. Upon expiration or termination of this Agreement, InTech will make the County Data available to County, and County will no longer have access to Modus.
3. **Fees.** Within thirty days of invoice, County will pay to InTech the fees for use of Modus as stated in Exhibit B. The fees do not include any taxes, whether federal, state, local or otherwise.
4. **Subscription.** During the Term, InTech grants to County the nontransferable and nonexclusive right to use Modus in managing its elections. Only permanent or temporary employees of County may use Modus. Each user must have a user ID, which consists of a valid email address. Subscription includes SMS texting capabilities for the first 5,000 individual texts per year. Additional texts may be purchased at a price of \$100 per package of 5,000 texts.
5. **Technology.** County understands that Modus requires Internet access, which is the responsibility of County to provide. InTech plans to make upgrades to Modus over time. InTech will notify County of any important changes to Modus and design such changes to permit continued use of Modus by the County.
6. **Support and Security.** InTech will provide support, set-up, and training so that County can use Modus, including relevant documentation and specifications. InTech will use commercially reasonable security technologies (such as encryption, password protection and firewall protection). InTech cannot promise that such security technologies will be able to prevent all third-party disruptions or interception of any data. Exhibit A provides additional detail on the support provided.
7. **Back-Up.** InTech is responsible for performing and storing backups of County Data on a regular basis. In the event County requires restoration of any back-up of its data, other than due to the fault of InTech, County may be charged on a time-and-material basis for such restoration.

8. **Use of Data.** County grants to InTech the right to use any data provided or inputted by County into Modus ("County Data") as is necessary for InTech to perform under this Agreement. With respect to the County Data, InTech specifically agrees to abide by Minnesota Data Practices Act (Chapter 13) and will keep County Data covered by the Act confidential. Other than such use, InTech acquires no rights to County Data, including any intellectual property rights.

9. **Warranty, Indemnity and Damages.** InTech warrants that Modus will perform as outlined in Exhibit B. There are no other warranties. InTech agrees to indemnify County against all claims brought by any third party against County related to Modus or alleging that InTech violated this Agreement. Under no circumstances will either party be liable to the other party under this Agreement in excess of the amount of fees paid under this Agreement in the year preceding the date on which the claim first arose. Under no circumstances will either party be liable to the other party for punitive damages.

10. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Minnesota.

11. **Compliance with Laws.** InTech will follow all applicable local, state, and governmental laws.

12. **Force Majeure.** If either party is unable to perform under this Agreement due to circumstances beyond its reasonable control, including without limitation natural disaster, act of War, terrorism, or other similar cause, then such non-performance shall not be a violation of this Agreement, but the time for performance shall be extended for a period equal to the duration of the conditions preventing performance.

13. **Complete Agreement and Conflicts.** This Agreement constitutes the complete and exclusive agreement between InTech and County, and all previous discussions and writings shall have no force or effect. This Agreement may only be modified in a written agreement by the parties.

County of Riley, Kansas

InTech Software Solutions Inc

DATE: _____

DATE: 6/26/23

BY: _____

BY: Michael P. St.

Title: _____

Title: President

Exhibit A – InTech Support

Support Options: InTech Software Solutions, Inc will provide several options for support, as follows:

- **Email Support:** Support is available via email at: support@ModusElections.com. This email will be monitored by support staff during normal business hours (8:00am – 5:00pm CST). In the 7 days prior to and including the day of any state-wide election, support will be expanded to include the hours between 7:00am and 10:00pm.
- **Phone Support:** Phone support is available during normal business hours, as defined above.
- **Online Forum:** This software forum will be available to Modus users on a 24/7 basis. The forum will be monitored and updated by InTech support staff. This site will include online documentation, a searchable knowledge base, and a shared source of information for common questions asked by other users.

Issue Response: InTech will make it a priority to respond to County support queries as quickly as possible and will be able to respond in most cases within hours of the submitted request for support services. InTech guarantees it will provide a response to support questions and issues by the next business day.

Issue Resolution / Rollout Policy: InTech’s response to support issues will depend on the type and severity of the issue the user is encountering, as follows:

- **User Training or Business Process Help:** InTech offers onsite training services, as indicated in the County’s proposal. Online documentation and training videos are also available to users. InTech will provide a response to County requests for business process help or training requests within 1 business day.
- **Non-critical Bug Fixes.** A non-critical bug is defined by InTech as any user-experienced issue that does not block the user’s ability to utilize system functions. Non-critical bug fixes or usability enhancements will be assessed, scheduled, and rolled out in the next regular system release. Regular system releases are defined in the “Software Upgrades” section below.
- **Critical Bug Fixes.** A critical bug is defined by InTech as any bug that inhibits the user’s ability to utilize the functions of the system. InTech has multiple levels of testing in place to help ensure that these bugs never make it into our productions system. (*See Software Updates below.*) In the case that a critical bug is encountered in the system, InTech will provide an update to the system as quickly as is possible. InTech will typically be able to implement critical fixes within 3 to 5 business days.

Service Availability: Service is intended to be available for use at all times, except for scheduled downtime, InTech warrants availability of Service during business hours (M-F 8am-5pm) to 97% monthly uptime. Scheduled maintenance downtime will occur after business hours: typically, between 10pm and 5am.

Software Maintenance and Support Costs: As the Modus Elections Software is a subscription service, software maintenance and support are provided without any additional cost or subscription fee. InTech’s mission is to keep the Service current to ensure compliance with relevant state election laws. Many of these state-wide improvements to the system will be made available free of charge. In the event that the County is requesting additional new functionality (not included in the agreed upon requirements documents), this functionality can be custom-coded and provided on a time-and-material basis.

Software Updates: Scheduled rollouts will occur between the hours of 10pm and 5am. Because Modus Elections Software is a web-based system, rollouts only occur on InTech’s servers. Client software will be automatically updated the next time the user accesses the system.

Custom-coded Features: The Modus Elections Software system was designed by a consortium of users from cities and counties of different sizes and differing business practices. As a result, the system is quite flexible and will accommodate the needs and business requirements of most, if not all, jurisdictions.

In the event a jurisdiction has a requirement for new functionality not provided in the system, InTech will work to try to ensure that this functionality can be included in the next state-wide release of the system to all users. This approach has at least 2 significant benefits: (1) it will improve the Modus Elections Software system for the greater user community; and (2) it will provide a significant support cost savings to the County.

Training: With each new customer, InTech includes installation and configuration services. Elections staff will be personally trained and well acquainted with the system upon completion of these configuration activities. InTech can provide training in any of the following ways:

- **Train the Trainer:** County staff may be trained and provided with the knowledge needed to conduct training sessions with the elections staff in its cities and townships.
- **Group Training:** InTech will provide on-site group training sessions conducted by an InTech trainer, as indicated in the proposal. (*Recommended*)
- **Virtual Training:** When new features are added to the Modus Elections Software, InTech will provide online training conferences and invite its clients to attend. In addition, the County may choose to schedule one-on-one training using online virtual conferencing software.
- **Online User Documentation.** Includes written documentation, training videos, and knowledge base.

System Technology: The Modus Elections Software is a web-based, platform-independent system. Its applications utilize standard secure HTTPS protocol (TCP/IP port 443) browser-based communication. The system is accessible from any location where internet services and the secured HTTPS protocol are available.

Modus Elections Software is accessible from any modern browser. For the best user experience, we recommend the following fully tested and supported browsers:

- Google Chrome
- Microsoft Edge Chromium
- Safari (Mac or iOS versions)

Attachment to "Contract" Between Riley County (hereinafter "County"), and InTech Software Solutions, Inc. (hereinafter "Contractor").

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated the 18th day of June, 2023.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 2.1 **Service Standards and Procedures.** Contractor shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 2.2 **Compliance With Law.** Contractor 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.
3. **CASH BASIS AND BUDGET LAWS.** Any contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew such Contract before the end of each one year term.
5. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.
6. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
7. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Contractor thereby represents that such person is duly authorized by Contractor to execute the document on behalf of Contractor and Contractor agrees to be bound by the provisions thereof. Contractor shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

8. TERM AND TERMINATION.

8.1 Term. This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

8.2 Termination for Cause. If Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Contractor shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Contractor of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any. Notwithstanding this subsection 9.2, Contractor shall not be relieved of liability to County by virtue of any breach of the Contract by Contractor.

8.3 Payment Calculation Upon Termination. In the event of termination under the Contract by either party, any amount owed Contractor will be calculated based solely upon payment for fair value of acceptable services provided by Contractor to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.

9. INDEPENDENT CONTRACTOR RELATIONSHIP. It is agreed that the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe that Contractor is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Contractor, and employees of Contractor, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, and employees of Contractor, 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 Contractor. Contractor shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Contractor's sole expense.

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

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

12. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection subject to any exemptions as set forth under applicable state and federal law.

13. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the

Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.

14. **MERGER/SALE/TRANSFER OF CONTRACTOR ASSETS.** Contractor will notify County in writing at least thirty (30) calendar days in advance of Contractor's merger with any other business entity, or of any sale or other transfer of Contractor's assets to any other business entity. In the event of any such merger, sale or other transfer of Contractor assets, Contractor 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 Contractor assets. After such merger, sale or other transfer of Contractor assets, Contractor will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Contractor under this Contract.

15. **INFRINGEMENT INDEMNITY.** Contractor will defend, indemnify and hold harmless County against any claim that products furnished and used within the scope of the agreement and any license thereunder infringe a United States copyright or patent.
 - 15.1 **Combination Use** Contractor makes no representation with respect to the possibility of infringement by County's Combination Use of licensed software. "Combination Use" means use of the licensed software in conjunction with any of the following, unless such use is prescribed in the documentation provided County pursuant to the agreement and any license thereunder: (i) any software other than the licensed software provided by Contractor pursuant to the agreement and any license thereunder; (ii) on any apparatus other than a designated unit authorized by any license thereunder; and/or (iii) any activities of County which are in violation of any license thereunder.

 - 15.2 **All other Uses** Except for Combination Use as defined above, Contractor shall indemnify County against all claims, liabilities and costs, including reasonable attorney fees, reasonably incurred in the defense of any claim brought against County alleging that County's use of the licensed software and/or documentation infringes or misappropriates: (i) any United States patent; or (ii) copyright; or (iii) trade secret rights, provided that County promptly notifies Contractor in writing of any such claim and Contractor is permitted to control fully the defense and any settlement of such claim, as long as such settlement shall not include any financial obligation on County. County shall reasonably cooperate in the defense of such claim and may appear, at County's own expense, through counsel. Contractor may in its sole discretion, settle any such claim on a basis requiring Contractor to substitute for the software and documentation alternative substantially equivalent non-infringing programs and supporting documentation, so long as such settlement shall not include any financial obligation on County without County's advance written approval.

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

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

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

Contractor

InTECH SOFTWARE SOLUTIONS,
INC.

By: 

Name: Michael Snuffer

6/26/23

Date

County

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____

Kathryn Focke, Chairwoman

Date

ATTEST:

Rich Vargo, County Clerk

Approved as to Form

By: _____

Clancy Holeman
Riley County Counselor

Date: _____



Exhibit B

Project Description for Riley County, Kansas

May 24, 2023

Modus Elections Software

The Modus Elections Software is a single, integrated out-of-the-box solution for the management of elections, polling places, poll workers and inventory/equipment. It is designed by election officials for election officials. The system helps save time and money by bringing diverse sets of election information into a single system, eliminating duplicate entry of information. This SaaS system provides a diverse and powerful set of tools to organize election information and coordinate all the moving parts of an election while maintaining our client's high levels of quality.

The system helps with the communication and coordination of polling places and poll workers via email, SMS Texting, and an online web portal. It also supports more traditional communication methods such as letters (postal service) and envelope label generation. Communications are highly configurable, allowing staff to author or edit letters to include the information critical to the Riley County election worker's unique needs.

The Modus Elections Software inventory/equipment module is not a generalized inventory accounting system. It is a fully integrated module designed and developed around the specific inventory management needs of elections staff. The system provides powerful, time-saving features allowing election staff to keep a full chain of custody on voting equipment, track deliveries in real-time, and coordinate these activities with each polling place. RFID (Radio Frequency ID) scanners allow data to be collected for an entire set of equipment instantly, with a single scan. Mobile applications provide additional tools for collecting information and coordinating activities outside the office.

The Modus Elections Software regularly receives 5-star reviews from its new and long-term clients regarding the level of support we provide to our clients. Many SaaS subscription services have extremely limited support options. Often, even new customers are left to configure and learn the new service on their own. We consider ourselves to be, not only a service-provider, but business partners. Our goal as a support staff is to make sure our customers are getting the most out of the system. We work directly with our clients and provide creative solutions to meet our client's unique election needs.



InTech Software Solutions, Inc. Background Information

InTech Software Solutions, Inc. is a corporation based in Minneapolis, Minnesota. The company has been successfully designing and implementing technology solutions to solve business and government needs since 1995. The company's business experts and technologists have been building multi-tier enterprise systems for its diverse set of clients, including state and local government, small businesses, and fortune 500 companies.

InTech has developed an expertise in the elections management arena over the past 15 years, consulting and developing enterprise business management systems. The InTech team has provided business skills and technical leadership in the elections industry with a proven track record, partnering with its clients to successfully deliver time-saving solutions. All software and systems were developed within the United States. The Modus Elections Software has a broad user base of more than 175 local government agencies throughout Minnesota, Wisconsin, Missouri, Kansas, Nebraska, Iowa, and Ohio.

System Benefits and Capabilities

Designed *by* elections officials *for* election officials, key benefits include:

- **Unified Database.** Modus replaces hours of repetitive data entry by managing all paperwork and details for Polling Places, Workers, and Equipment in one place.
- **Communications Simplified.** Letters, texts, or emails are sent with a few mouse clicks. Write and send a message to all your workers and polling places in less than 10 minutes.
- **Payroll Automated.** The system automatically calculates the hours and wages owed with almost no data entry.
- **Staffing Streamlined.** Changes to worker hours are simple and require no juggling. Includes meeting party balance requirements at polling locations.
- **Election Equipment Tracked.** All equipment and supplies are accounted for. Staging, delivery, and set up are fast and accurate.
- **Legal Defensibility.** All forms and paperwork are tracked in the system, for a clear audit trail.
- **Succession Plan.** The Business Knowledge Tool greatly simplifies employee transitions.



Scope of Project

InTech will:

- Install the Modus Elections Software system and ensure it is accessible to all users that have minimum client software and internet services.
- Make available consulting services for data collection, conversion, and training.
- Provide support for elections staff directly employed by Riley County.
- Ensure that the remote databases are secure, with proper backup and recovery procedures in place.

Riley County will:

- Promptly notify InTech via email and provide necessary documentation for any encountered issues in the Modus software environment.
- Only distribute user IDs and passwords to authorized staff.
- Be responsible for creating, updating, and reviewing election data for its own jurisdiction.

Additional Services:

- InTech custom coding for unique requirements or features.
- Additional consulting services or custom coding can be provided at a discounted rate of \$175 per hour.

Data Conversion & Training

InTech provides data conversion, onsite training, and implementation services to assist our customers in a smooth transition to Modus Elections Software. This consists of the following:

- Three to Four hours to collect election configuration parameters and data for the jurisdiction.
- A one-time data import of election worker, polling place, and equipment data.
- On-site training and implementation assistance designed to get users started with the system.
- A second 2-3 hour training session completed near the election which trains users in more advanced features of the system.

These activities will be scheduled upon customer acceptance of this project description.



Software License

System Components

The following is a list of the components included with the Modus Elections Software. To help our clients address the realities of limited budgets, we have an annual-cost licensing based on population. This license includes access to the Modus Elections Software system with no restrictions on the number of users. This structure eliminates unforeseen fees or unpredictable licensing increases.

ANNUAL SUBSCRIPTION	
Modus Elections Software Base Software License Includes unlimited user access, support, system servers, etc.	\$7,150
Election Worker ¹ & Polling Place Management	Included
Election Worker Online Information Portal	\$1,200
Online Election Worker Training	\$1,200
Equipment Management	\$1,200
RFID Real Time Tracking (Requires Equipment Mgt Module)	\$1,900

¹ SMS Texting is included in the above price for the first 5,000 individual texts sent per year. Additional texts may be purchased at a price of \$100 per package of 2,500 texts.

Payment Schedule

The Modus Elections Software is licensed annually. To reduce costs, we charge minimal up-front installation fees. The proposed subscription (below) is based on the needs indicated by the client during our discussions. If any changes to included components are requested, the following project scope may be updated to meet the needs of Riley County.

ANNUAL SUBSCRIPTION –	
12-month Software Subscription for Riley County (Base software, Election Worker ¹ & Polling Place Management, Online Information Portal, Online Training, & Equipment Management)	\$12,650

RFID Acquisition Costs

If Riley County decides to implement the RFID Real-time Equipment Tracking module, additional hardware and RFID labels will be needed.

Required RFID Hardware and Supplies		
	Zebra Handheld RFID Scanner RFD8500	\$1,650 (each)
	RFID Non-metal Surface Labels -Designed for non-metal surfaces	\$1.15 (each)
	RFID Metal Surface Labels -Designed for metal surfaces: laptops, cages, mobile devices, etc.	\$2.00 (each)
	Universal Charging Station. Holds up to 3 RFD8500 scanners. Keeps scanners properly charged and ready to use.	\$100 (each)

RFID Acquisition Costs - Continued

Optional RFID Supplies		
	Holster for scanner. Clips onto belt or waistband. Holds the RFD8500 scanner even with a smart phone attached using the Quad Lock Zebra Phone Mount below	\$25 (each)
	Quad Lock Case for iPhone, Samsung phones. Insert a smart phone into the case which will attach to the Quad Lock Zebra Phone Mount below	\$50 (each)
	Quad Lock Zebra Phone Mount Replaces the standard cover of the RFD8500 scanner. Secure a smart phone to the RFID scanner using a Quad Lock Case, above. Rotate to lock the mobile phone in place.	\$40 (each)
	White Hanger with Strap 3" x 2" Luggage Tag; 6" Strap. Use on canvas/fabric totes and bags to attach an RFID label (RFID labels not included in item price)	\$0.50 (each)



Installation and Training

INSTALLATION AND TRAINING – One Time Fee	
Riley County Training/Data Import One-Time Service Fee. (Data conversion, Online implementation meeting, Two training sessions.)	\$4,500

Pricing does not include sales tax.

Selected Case Studies

“Modus provides great value for us. Financially, it has saved us staff time. It is intuitive to use and the response time [of the software] is excellent. We went from 4 FTEs using another vendor’s system down to 1.5 with Modus.

“Our IT staff likes the security it provides. My staff has been able to work from home during COVID. They remained efficient and effective.

“What I like the best is your customer support flexibility. If we have an issue, we give you a call. I receive a call from Amy very quickly and talk through the problem. Your support never responds, ‘Oh, we have to talk with all our other users first.’ You have been very accommodating with our nuanced requests even when these might not be applicable to other users.

“The Modus Online training eliminates staff working overtime—at night—to do a lot of the in-person training that we used to do. Your payroll has saved Katelyn a week of time.”

- David Triplett, Elections Manager, Ramsey County, MN

“Modus is a huge boost in terms of convenience on many levels. The ease in which you can reach your election workers with one click to send out training notifications. Even before COVID, using on-line training reduced in-person classes from 30+ down to just a handful. It is easy getting content to election workers. We can track their progress and know when workers are completing their training.

“The seamless integration into payroll is super convenient. Modus gives us confidence all hours are added and reflected in their pay.

“Being able to integrate all your tools into a single place... Not needing numerous separate spreadsheets for worker tracking, for notices, polling locations and equipment... Knowing where you access those when the time comes...Having one spot to log in to and be able to access everything...That is incredibly important and valuable!

“It saves time, it saves resources, it makes it easier. I think, most importantly, you reduce the number of things you are going to overlook or have errors with...because you have everything in one single spot.”

- Paul Linnell, Elections Manager, Anoka County, MN

“Hands down...Modus saves us time. It gives you your time back. I would need two of me to do what I do now with Modus.

“When you are running an election (and we had three last year!) you literally live, breathe, eat and sleep elections. You are always going. So, anything you can do to relieve that stress off of yourself and make things more manageable is well worth any kind of investment you put into it. And to me, that’s Modus!

“I have been through 2 payrolls now. Very easy. I work off the time sheets I have [generated with Modus software]. I literally just enter in the time and send a spreadsheet over to accounts payable. I can get it done within a day.

“Another really awesome piece- [When I start payroll] I am really tired because it is a day or two after the election. So, I am usually really shot. To have something that helps me do payroll correctly and makes it almost fool proof, because unless I actually enter wrong times, it is almost impossible for me to mess it up.”

- Becky Koosman, City Clerk, City of Minnetonka, MN

“You don’t realize the time savings or how much time you spend on projects until you don’t have to do it anymore!

“You don’t even know how badly you need this software until you have it.

- Arrin Linzenmeyer, Deputy City Clerk, City of Sun Prairie, WI

“Your support is awesome. Truly amazing!”

- Bonnie Chang, Municipal Clerk 2, City of Madison, WI

“By the way, the RFID was awesome and is widely raved about in the office. I know you don’t guarantee this works, but we were able to move along the outside of a U-Haul truck and catch scans of tags within the back. The module also helped catch at least one ballot marking device being delivered in the wrong location!”

- Jim Verbick, Deputy City Clerk, City of Madison, WI

“Thank you, David, for making my life so much easier!”

- Tracy Oldenburg, City Clerk, City of Fitchburg, WI



Software Solutions, Inc

3.b



Attachment: 20230524 Riley County KS Exhibit B (13534 : Agreement for Software Services InTech Software Solutions Modus Elections SW)

Contact Information:

InTech Software Solutions, Inc
5881 Pagenkopf Rd
Maple Plain, MN 55359

David P. Allen, VP Client Development
612-760-4248
David.Allen@ModusElections.com

Michael Snuffer, Founder | President
612-387-6121
Michael.Snuffer@ModusElections.com



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 29, 2023

SUBJECT: A Resolution Authorizing Improvements to the University Park and
Lakeside Heights Sewage Treatment Facility

PRESENTER: Clancy Holeman

POSSIBLE MOTION(S)

- A. "I move the Board repeal Resolution 062623-32, due to errors in legal description."
- B. "I move the Board approve Resolution 062923 __, authorizing improvements in University Park and Lakeside Heights sewage treatment facility."

Enclosures:

- Resolution Repealing (PDF)
- Resolution Authorizing (PDF)

RESOLUTION NO. 062923-__**A RESOLUTION REPEALING RESOLUTION NO. 062623-32 AUTHORIZING CONSTRUCTION OF SEWAGE TREATMENT AND DISPOSAL IMPROVEMENTS TO SERVE THE EXISTING UNIVERSITY PARK SEWER DISTRICT AND THE LAKESIDE HEIGHTS SEWER DISTRICT LOCATED IN RILEY COUNTY, KANSAS.**

WHEREAS, on June 26, 2023, the Riley County Commissioners adopted Resolution No. 062623-32 authorizing construction of sewage treatment and disposal improvements to serve the existing university park sewer district and the lakeside heights sewer district located in Riley County, Kansas.

WHEREAS, Resolution No. 062623-32 contains errors in the legal descriptions of the defined sewer district as listed in "Exhibit A."

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS: that Riley County Resolution No. 062623-32 is hereby repealed.

This resolution shall take effect and be in force from and after publication in the official County newspaper.

ADOPTED AND APPROVED by the Board of County Commissioners of Riley County, Kansas on June 29, 2023.

BOARD OF COUNTY COMMISSIONERS,
RILEY COUNTY, KANSAS

By _____
Kathryn Focke, Chair

By _____
John Ford, Vice Chair

By _____
Greg McKinley, Member

ATTEST:

By _____
Rich Vargo, County Clerk

(seal)

Attachment: Resolution Repealing (13535 : Resolution Authorizing Sewage Treatment Facility)

RESOLUTION NO. 062923-__**A RESOLUTION AUTHORIZING CONSTRUCTION OF SEWAGE TREATMENT AND DISPOSAL IMPROVEMENTS TO SERVE THE EXISTING UNIVERSITY PARK SEWER DISTRICT AND THE LAKESIDE HEIGHTS SEWER DISTRICT LOCATED IN RILEY COUNTY, KANSAS.**

WHEREAS, pursuant to K.S.A. 19-27a01 *et seq.*, the Board of County Commissioners of Riley County, Kansas (the "County") has previously created the University Park Sewer District and the Lakeview Heights Sewer District (the "District" or "Districts") for the purpose of constructing a sanitary sewer facilities and appropriate appurtenances thereto; and

WHEREAS, the Board of County Commissioners serves as the governing body of the Districts and is authorized by K.S.A. 19-27a12 and K.S.A. 19-101a (the "Act") to build, operate and maintain disposal works necessary to handle and dispose of sewage, and to issue general obligations bonds of the County to pay costs thereof and to assess the costs of such disposal works to the sewer districts then or thereafter using the disposal works; and

WHEREAS, the University Park Sewer District and the Lakeside Heights Sewer District are served by the County's University Park Wastewater Treatment Facility, a mechanical wastewater treatment facility that discharges treated effluent into Tuttle Creek Reservoir (the "Existing Facility"); and

WHEREAS, the United States Environmental Protection Agency – Region 7 ("EPA") issued an Order for Compliance on Consent to the County dated April 27, 2022 (the "EPA Order"), finding the discharged effluent from the Existing Facility was in violation of the County's National Pollutant Discharge Elimination System (NPDES) permit, and directing the County to submit a plan to become compliant with the NPDES permit; and

WHEREAS, the County employed SMH Consultants to develop a compliance plan as required by the EPA Order, and recommended replacing the Existing Facility with a non-discharging lagoon system; and

WHEREAS, to comply with the Order and to serve the Districts, the County determines it necessary and authorizes the engineering, design, and construction of a non-discharging lagoon

system to provide sewage treatment to the Districts, as described in the plans and specifications to be prepared by the County's consulting engineers and approved by the County's Public Works Department (the "Improvements"), all at a total estimated cost of \$1,985,000; and

THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS AS FOLLOWS:

Section 1. The design and construction of the Improvements at an estimated cost of \$1,985,000 is approved and authorized.

Section 2. All of the costs of the Improvements, including costs of financing, shall be assessed against the properties served by the Improvements, and described on **Exhibit A** to this resolution, located in the University Park Sewer District and the Lakeside Heights Sewer District. The assessments shall be levied on a per square foot basis.

Section 3. In accordance with the Act, the County is authorized to finance the unpaid costs of constructing the Improvements by the issuance of general obligation bonds of the County. Until such bonds are issued the County may issue temporary notes to finance the costs of the Improvements. This Resolution shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation §1.150-2.

Section 4. The construction of the Improvements shall be in accordance with the rules and regulations of the Kansas State Department of Health and Environment (KDHE) which are applicable to the Improvements, and subject to the approval of the Secretary of KDHE and the Board of County Commissioners.

Section 5. The County Clerk is directed to record this resolution with the Riley County Register of Deeds. The County and its officers, agents, and employees are further authorized and directed to take such action and prepare or execute such other documents, certificates and instruments, as may be necessary or desirable to carry out and comply with the provisions of this Resolution.

Section 6. This Resolution shall become effective from and after its adoption and approval by the Board of County Commissioners.

[Remainder of Page Intentionally Left Blank]

ADOPTED AND APPROVED by the Board of County Commissioners of Riley County,
Kansas on June 29, 2023.

BOARD OF COUNTY COMMISSIONERS,
RILEY COUNTY, KANSAS

By _____
Kathryn Focke, Chair

[seal]

By _____
John Ford, Vice Chair

By _____
Greg McKinley, Member

ATTEST:

By _____
Rich Vargo, County Clerk

Attachment: Resolution Authorizing (13535 : Resolution Authorizing Sewage Treatment Facility)

EXHIBIT A

to Resolution No. 062923-

Graham Subdivision - Lot 1;

University Park - Lots 1-52, 55-91, 91A, 94-105, 109-114, the east 30' of Lot 118, 119-121, 128-129, 132-142, 146-165, 168-215, 217, 218, 222-240, 243-244, 247-278;

Addition No. 1 to University Park - Lots 279-286, 288-305;

Addition No. 2 to University Park - Lots 2-4;

Addition No. 3 to University Park - Lots 1-52 and portion of private park attached to Lot 31;

University Park Unit Four – Lots 401-402;

University Park Addition No. 5 - Lot 1;

University Park Addition No. 6 - Lot 601;

University Park Addition Unit 7 - Lots 701-702;

University Park Unit Eight Lot 1 (only the part that was previously platted as University Park #1, Lot 287); and

University Park Unit Nine - Lot 1;

University Park Unit 10 – Lot 1;

University Park Unit 11 – Lot 1;

University Park Unit 12 – Lot 1;

University Park Unit 13 – Lot 1;

University Park Unit 14 – Lot 1;

Lots 16, 17, and 18, Block 3; Lots 1, 2, 3, 13, and 14, Block 4; Lot 40, Block 5; and Lot 21, Block 6, Lakeside Heights Subdivision.

Lot 1, Lakeside Heights Subdivision Unit Three.



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Proposal

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor
MEETING: June 29, 2023
SUBJECT: REQUEST FOR PROPOSALS No. 2023-A
PRESENTER: Clancy Holeman

POSSIBLE MOTION(S)

Move to approve

Enclosures:

- RFP Indigent Legal Services (PDF)

REQUEST FOR PROPOSALS No. 2023-A

The Board of Commissioners of Riley County (hereinafter “Board”) requests proposals from individual attorneys licensed to practice in Kansas. This proposal is for contracts providing indigent defense services in Riley County. Such contracted legal services are only for those District Court Cases in which the Court is required to appoint an attorney. Such contracts shall have identical terms for each contracting attorney, including but not limited to the amount of compensation and any expense reimbursements described therein. A copy of the contract offered to any successful Proposer may be found on the Riley County website at: www.rileycountyks.org

The work performed by attorneys previously performing the legal services described herein under contract with the Board has historically generated an average of approximately 20 hours of reported work by every contracting attorney each week during a calendar year. But the total hours of work for each contracting individual attorney have varied, depending upon the number and difficulty of cases assigned by the District Court. Despite this variation in hours worked under these contracts, every contracting attorney will receive the same monthly compensation during the term of their own individual contract. That monthly compensation shall be paid to each contracting attorney whether the hours they work and report for each week have totaled more or less than 20 hours. These contracts are not intended by the Board to provide any guarantee of hours worked either more or less than 20 hours each week. These contracts are not intended by the Board to allow contracting attorneys to “specialize” in working only on certain categories of cases assigned by the District Court. These contracts are not intended by the Board to provide an amount of compensation sufficient to be the sole source of income received by any practicing attorney. Instead, these contracts are intended by the Board to provide an amount of compensation sufficient to supplement the income from other sources received by those contracting attorneys. These contracts are intended by the Board to assist the District Court with its constitutional obligation to assign counsel in those cases identified within this Request for Proposal and the contracts generated hereunder.

Proposals shall be submitted in an envelope clearly marked “Response to Request for Proposals No. 2023-A” to the Board of Commissioners of Riley County, Kansas, c/o the Riley County Clerk, 110 Courthouse Plaza, Manhattan, Kansas, and received no later than 5:00 p.m. on August 4, 2023. Proposers are encouraged to submit Proposals well in advance of August 4, 2023. That is because Proposals may be publicly opened by the Board of Riley County Commissioners as such Proposals are received. Received Proposals may be publicly opened during the next available public meeting convenient to the Board. The Board may refer such publicly opened proposal to the Riley County Counselor for review and subsequent recommendation to the Board. The Board may require any Proposer to make a public presentation to the Board at a public meeting after the date their proposal is opened. The Board may also immediately select any submitted proposal upon its public opening.

The start date of each individual attorney selected by the Board will be governed by terms of that attorney’s contract generated hereunder. Every attorney selected must be prepared to begin receiving District Court assignments of cases, and performing contract work upon those assigned case, immediately upon the complete execution of that attorney’s contract with the Board. No attorney will be selected conditioned upon one or more other attorney(s) is/are also selected.

Every attorney who signs the contract generated hereunder shall accept cases assigned by the District Court for any and all of the categories of cases identified in this Proposal and in the contracts

generated hereunder, subject only to such attorney's right or responsibility to refuse an assigned case as required or allowed by the Kansas Rules of Professional Conduct. For example, any attorney contracting with the Board shall reject assignment of any case in the event of an actual conflict of interest under the Kansas Rules of Professional Conduct. Any attorney shall immediately notify the District Court Judge assigned the case if the attorney cannot accept an assigned case for any reason. That attorney shall then assist and cooperate with the District Court Judge assigned the case in re-assigning such case first, if possible, to another attorney providing legal services under a contract generated hereunder. If no attorney providing legal services under a contract generated hereunder is able to accept such re-assignment, the attorney refusing an assigned case shall continue to cooperate with the District Court Judge assigned the case in re-assigning such case to a substitute attorney not currently under a contract generated hereunder.

This Proposal terminates as soon as up to 6 individual attorneys acceptable to the Board enter into contracts generated hereunder, or at 5:00 p.m. August 4, 2023, whichever occurs first. No more than 6 individual attorneys acceptable to the Board will be selected to sign contracts generated hereunder. A total number of fewer than 6 individual attorneys acceptable to the Board may be selected for contracts generated hereunder, in the Board's sole discretion.

No "panel" of attorneys is intended by the Board to be created by this Proposal or the contracts generated hereunder. Instead, all attorneys who contract individually with the Board shall cooperate with one another professionally to provide the legal services identified in the contract. All such attorneys shall cooperate with one another to substitute for the other contracting attorneys in court appearances when necessary. All contracting attorneys shall accept those cases which are re-assigned by the District Court due to a conflict and when cases are re-assigned by the District Court for any other reason, such as to promote the fair and even distribution of contract work. All such attorneys shall cooperate with the other attorneys contracting for these legal services, the District Court, and the District Court Administrator at all times to ensure the workload of all contracting attorneys is as evenly distributed as possible based, in part, upon the hours of work reported by each attorney to the District Court Administrator. Regular meetings among all contracting attorneys are encouraged, to promote a fair and even distribution of all contract work. The hours of work reported to the District Court Administrator, as required by the contracts generated hereunder, shall be one measure of the fair and even distribution of contract work.

Every contracting attorney is encouraged to notify the District Court, the District Court Administrator and County Counselor, in writing, if they believe the contract work is not being fairly distributed among contracting attorneys. That written notice must include a statement by the contracting attorney they have first attempted to address the issue with the other contracting attorneys. Upon receipt of such a written notice, the District Court, District Court Administrator and County Counselor shall work cooperatively to address the issue(s) raised in the notice. That may include a meeting of some or all of the contracting attorneys, in the sole discretion of the District Court, District Court Administrator and County Counselor. If the issue(s) raised cannot be successfully addressed by the District Court, District Court Administrator and County Counselor, for example, by re-assignment of cases, the Board reserves the sole right at all times to terminate any one or more, or all of such contracts.

The proposals shall be submitted under the following terms and conditions:

1. No more than six individual attorneys shall be selected. Proposals shall contain the total years of practice of each attorney. And the total years of practice of each attorney in the areas set forth in the contract will be required. Each attorney Proposing must have practiced law in Kansas for no less than two years. Each attorney Proposing must state in their proposal they have read the contract

offered herein and are willing to perform as required therein and have no objection to any of the contract's terms.

2. It is preferred (but not required) that no more than one attorney from the same firm be included in any proposal. It is preferred (but not required) that no more than one attorney from the same firm be selected by the Board to provide the services hereunder. All attorneys entering into contracts with the Board shall be individually responsible for coordination with the District Court of their court appearances for services provided hereunder. Each individual attorney providing contract services hereunder who is unavailable for a court appearance for any reason shall be individually responsible for contacting and providing qualified substitute attorneys. Those individual attorneys searching for a substitute attorney shall first contact all other attorneys currently serving in similar contracts with the Board. If none of those other attorneys currently serving in similar contracts with the Board are available to substitute, then the attorney shall contact other qualified substitute attorneys.

3. No more than 6 individual attorneys shall be selected from the proposals by the Board to perform all described services. Less than 6 total individual attorneys may be selected by the Board to perform all described services, in the Board's sole discretion.

4. In the event multiple proposals are submitted, the Board may consider the experience of individual proposers in arriving at the Board's decision.

5. The Board may reject any or all proposals and may waive any irregularities in the proposal process.

6. Each individual attorney submitting a Proposal hereunder shall be required to enter into a written contract incorporating the terms set forth in this request for proposal and setting out additional terms.

7. The District Court on a rotation basis will assign contracting attorneys to cases. Any attorneys selected to contract hereunder shall make such arrangements necessary to assure they or a qualified substitute they have found are available for court throughout the week during all regular business hours of the court. Contracting attorneys shall be required to be available to the Court and their clients by telephone, email, and text during regular business hours.

8. The term of each contract shall be from the date of its execution by the Board and the contracting attorney, to December 31, 2024.

9. Each contracting attorney shall coordinate and cooperate with the District Court on all scheduling issues which arise for any attorney who has entered into contract hereunder. But it shall remain at all times the primary responsibility of each individual attorney providing services hereunder to resolve their own scheduling issues in a manner in conformity with the contracts executed. It is never the primary responsibility of the District Court, District Court Administrator or District Court Clerk to resolve such scheduling issues. Any contracting attorney who does not perform as required in this paragraph is subject to immediate termination of their contract by the Board.

10. In addition to their monthly compensation, each contracting attorney will also be reimbursed for long distance telephone calls, out-of-county mileage and out-of-county meals (limited to the maximum mileage and meal expenses described in the Riley County Personnel Policies and Guidelines), copying expenses, postage, internet searches in "child in need of care" cases to locate

parties; along with discovery expenses related to copying discs supplied by the Riley County Attorney's Office; to the extent all such foregoing listed expenses are documented by the attorney and thereby shown to be directly related to services provided hereunder. All monthly payments, including all authorized reimbursable expenses described in this Request for Proposals, shall be documented by vouchers submitted to and approved by the District Court Administrator of the 21" Judicial District. The District Court Administrator shall forward copies of all such submitted vouchers, upon their receipt, to the Clerk of Riley County.

11. Expert witnesses and forensic experts may be employed with the approval of the District Court. That approval shall include the individual to be employed, the purpose for which the individual is to be employed, and the maximum compensation for the services to be provided.

12. Each contracting attorney will be reimbursed for up to \$150.00 actual expenses for obtaining legal education hours required by Kansas Administrative Order No. 100, which requires six hours of CLE specifically for "Child in Need of Care" representation and/or service as a Guardian ad Litem (Such mileage and CLE reimbursement related to Kansas Administrative Order 100 shall be limited to such CLE when it can only be obtained outside Riley County. Attorney shall make reasonable efforts to obtain such CLE within Riley County .

13. Contracting attorneys will be reimbursed up to \$210 annually or ½ of the total cost (whichever is greater), but not exceeding a total cost of \$500, for purchase of software necessary for calculation of child support amounts in Child in Need of Care cases assigned. Adequate supporting documentation must be submitted prior to reimbursement. Upon termination of any attorney's services under such contract, that software which was purchased will be provided to any remaining attorney under contract for these services, or to the District Court Administrator for the use of any new attorney thereafter contracting with the County for these services. The exiting attorney will be paid for any unreimbursed portion of the software cost previously paid by that attorney in that calendar year, up to a maximum of \$210.00 or ½ of the total cost attorney paid (whichever amount is greater) but not exceeding a total cost of \$500.

14. Further, the aggregate sum of \$10,000 will be made available for additional expenses incurred by all contracting attorneys as a result of appeals to the Appellate Court system. Within the limits of that sum, such attorneys will be paid at the rate of \$100.00 per hour for all work and appearances in conjunction with an appeal. The maximum aggregate amount be paid by the County per appellate case shall be \$3,500. Necessary expenses such as mileage and copying shall also be paid.

15. Any contracting attorney who fails or refuses to carry out any terms of this Request for Proposal, or any term of their executed contracts generated hereunder, is subject to immediate termination of their contract by the Board of County Commissioners, as provided in that contract.

16. If any contracting attorney resigns, is terminated, or is otherwise unwilling or unable to complete their obligations under the contracts, they may be immediately replaced by an attorney who, in the opinion of the Board, meets the qualifications required under this proposal. In the event of such a substitution, the replacement attorney must be approved by the Board of County Commissioners. It is solely the option of the Board of County Commissioners whether such substitution is made with or without a vacancy notice, re-application process or other requirements. The Board may consult with the District Court and District Court Administrator regarding selection of a substitute attorney. Those other attorneys remaining under contract at the time such replacement is being considered may submit

to the Board their individual recommendations for a replacement by writing to the Riley County Counselor. It is solely the option of the Board to select any replacement attorneys and the recommendations described are not binding on the Board.

17. At the conclusion of the contract period, unless their contract is renewed, the contracting attorney shall move to withdraw from any and all assigned cases pending by written motion and subsequent order, unless they have been retained by the party represented. The Court retains sole discretion to grant or deny any portion of such a motion to withdraw. Services provided by any replacement attorney shall include assumption of responsibility for any cases pending on the effective date of the replacement attorney's contract which the District Court must now re-assign to contracting attorneys as a result of the described motion to withdraw.

18. Each contracting attorney shall consult with their client prior to trial or disposition of any matter and shall maintain accurate, written records of time spent in court and for out-of-court activities in preparation and in conducting trial work of any assigned cases. Each contracting attorney shall also keep written records concerning the number of newly assigned cases he or she has received from the District Court for each month. These records shall be submitted to the District Court Administrator every month, at the same time that vouchers for payment are submitted and shall be submitted on a form approved by and acceptable to the District Court Administrator and the Board. No payment shall be made until these records are submitted in a form satisfactory to the District Court Administrator.

19. Each contracting attorney shall serve during the term of their contract as an independent contractor. No contracting attorney is an employee of Riley and shall not be entitled to any benefits provided to Riley County employees.

20. Riley County will conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, the ability of the proposer to perform, past performance, proposer's understanding of the work to be performed, and the needs of the County.

21. It is the intention of the County to review the Request for Proposal responses and select for further review those top proposals which appear most beneficial to the County. References and other present and past clients of the proposer may be contacted. Proposers may be invited to participate in a public meeting (or meetings) before the Board at which Proposers will be given an opportunity to present the merits of their proposal to the Board, followed by a question-and-answer session with the Board.

22. Those submitting a proposal do so entirely at their own risk and expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by the County, or for participating in any selection interview (or interviews).

23. The County reserves the sole right to select those proposals and subsequently recommend for award those proposals which best meet the County's requirements, needs, budget constraints, quality levels and expectations.

24. Riley County reserves the sole right to accept or reject any proposal which best serves its interest, or to hold the proposals for 60 days from opening before rendering a decision.

Questions concerning this Request for Proposal should be directed to Clancy Holeman, Riley County Counselor, (785)565-6844. Questions concerning the mechanics of Court appointments to contracting attorneys should be directed to Chief Judge Grant Bannister, (785) 537-6373.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Kathryn Focke, Chairwoman

John Ford, Vice Chairman

ATTEST:

Greg McKinley, Member

Rich Vargo, Riley County Clerk

(Seal)

Attachment: RFP Indigent Legal Services (13537 : RFP Indigent Legal Services)



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 29, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-07 Appraiser K_Kolterman.EAF (DOCX)
- 2023-6 EMS CGlessner EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kallie Kolterman**Status Change Date:** 6/23/2023**Status Change:** New Hire**Date of Hire:** 07/10/2023**Seniority:** 0 Month(s)**Position:** Appraiser I – Personal Property**Position Type:** Full-Time**Pay Range:** Range 5**Pay Type:** Hourly**Base Rate:** \$19.03**Annualized Pay:** \$39,582.40**Funds Codes:** 1-County General, 22-Appraiser**Supervisor:** Allen Todd**Department Head:** Anna Burson

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-07 Appraiser K_Kolterman.EAF (13532 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Clayton Glessner**Status Change Date:** 6/10/2023**Status Change:** Separation**Date of Hire:** 11/01/2017**Seniority:** 5 Years 7 Month(s)**Position:** EMS/Ambulance PRN**Position Type:** Full-Time**Pay Range:** AEMT**Pay Type:** Hourly**Base Rate:** \$19.49**Annualized Pay:** \$40,539.20**Funds Codes:** 1-County General**Supervisor:** Dustin Cassel**Department Head:** David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-6 EMS CGlessner EAF (13532 : Personnel Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 06, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resource Director

1. Employee Day budget presentation

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Anna Burson, Appraiser

3. Staff update

9:45 AM

Russel Stukey, Emergency Management Director

4. Staff update

10:00 AM

Anna Burson, Appraiser

5. Request to refill a position

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

Evan McMillan, Assistant County Engineer

7. Bid opening for trash services

Attachment: 07-06-23 tentative agenda (12849 : Tentative Agenda)

10:40 AM **Jerry Lonergan, Flint Hills Regional Council Director**

8. Flint Hills Regional Council

11:00 AM **Rich Vargo, County Clerk**

9. 2024 Budget Work Session

10. COLA and new positions - Elizabeth Ward

Adjournment

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

Attachment: 07-06-23 tentative agenda (12849 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 10, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

2. Public Notice - Evan McMillan (1-2 minutes)
3. Public Notices - John Ellermann (3-5 minutes)

9:35 AM

David Willis, Parks Manager

4. Zeandale Community inclusion in the Community Park Program
5. Out of State Travel Request

9:45 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update
7. Additional EH position request

10:10 AM

John Ellermann, Public Works Director/County Engineer

8. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

Attachment: 07-10-23 tentative agenda (12849 : Tentative Agenda)

11:00 AM Katharine Hensler, Museum Director

10. Staff update

11:30 AM Rich Vargo, County Clerk

11. 2024 Budget Work Session

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Wednesday, July 12, 2023 (JF).

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

Attachment: 07-10-23 tentative agenda (12849 : Tentative Agenda)



EMS/AMBULANCE
Project Update

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director

MEETING: June 29, 2023

SUBJECT: Building Update

PRESENTER: David Adams, EMS/Ambulance Director

Commissioners,

In my last update I stated we were going to change how the tracking of all expenditures is compiled for the new building projects. In this update and all subsequent presentations, we are going to provide a more comprehensive update which will contain not only the building related costs but also the supply and ancillary costs associated. Please recall, we added a station to our operations and correspondingly we added an ambulance to our fleet. This update reflects some of the costs incurred with the outfitting of the new ambulance (includes but not limited to cardiac monitor, patient loading system, radios, IT, medical bags, and supplies).

This update also includes the payments to Schultz Construction for \$87,685.00

The EMS Headquarters station information has been updated as well. Previous costs now include geotechnical and survey work.

Enclosures:

- Project Update- June 29, 2023 (DOCX)
- HQ Design Schedule (PDF)

North County EMS Station**Current Status:**

Exterior walls are framed, trusses are set.

Exterior walls boxed in.

Upcoming:

Continue with exterior:

- Roof decking
- Exterior Boxing
- Windows and doors

Plumbing rough in

HVAC rough in

Electrical rough in

Costs associated/paid since last update:

\$87,685.00

Total to date: \$319,423.17

Public Safety Headquarters**Current Status:**

Building committee met with Archimages, BHS and mechanical engineers on June 22nd. Discussed various topics to include but not limited to:

- Exterior design, signage, and finish
- Door locking systems
- Fire Protection
- HVAC
- IT needs

Costs associated/Paid since last update: None

Total to date: \$415,453.47

Upcoming

Next meeting in July will be related to interior design work.

Planning and zoning review.

CMAR budget updates and budget approval 10/2023.

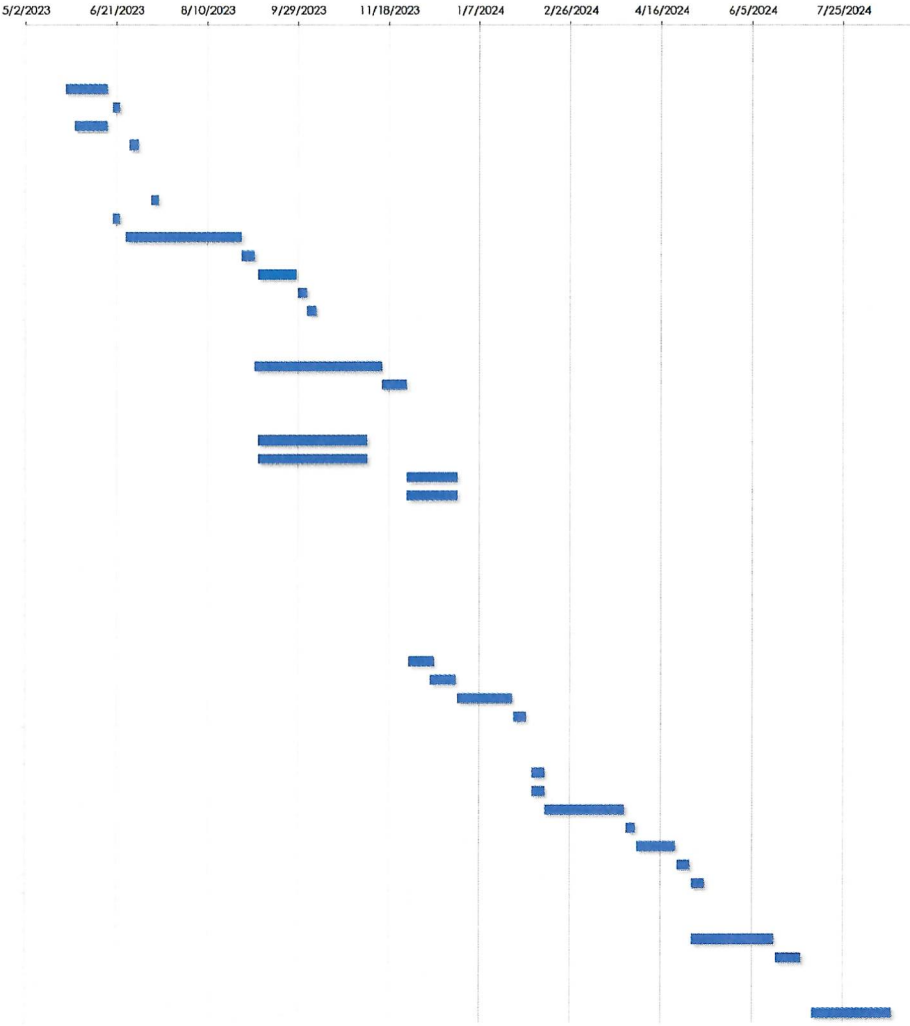
RILEY COUNTY PUBLIC SAFETY HEADQUARTERS DESIGN SCHEDULE



ARCHIMAGES PROJECT NUMBER	START DATE	END DATE	UPDATED
21518.1	10/14/22	3/27/24	5/25/23

TASKS	START	END	DAYS
NEW BUILDING			
SCHEMATIC DESIGN			
EXTERIOR ELEVATION & MATERIAL OPTIONS	5/24/2023	6/16/2023	23
MEET WITH OWNER TO FINALIZE SELECTIONS	6/19/2023	6/23/2023	4
UPDATE ENGINEERING DISCIPLINES FOR SD	5/29/2023	6/16/2023	18
SD TO CMAR & OWNER	6/28/2023	7/3/2023	5
DESIGN DEVELOPMENT			
INTERIOR DESIGN MEETING WITH OWNER	7/10/2023	7/14/2023	4
MEP SYSTEMS MEETING WITH OWNER	6/19/2023	6/23/2023	4
65% DESIGN DEVELOPMENT ARCHITECT	6/26/2023	8/29/2023	64
PACKAGE & SHIP 65% SUBMITTAL	8/29/2023	9/5/2023	7
CMAR BUDGET UPDATE	9/7/2023	9/28/2023	21
COMMITTEE BUDGET REVIEW	9/29/2023	10/4/2023	5
BOARD BUDGET APPROVAL	10/4/2023	10/9/2023	5
FULL DESIGN			
ALL DISCIPLINES FULL DESIGN	9/5/2023	11/14/2023	70
QC AND FINALIZE DOCUMENTS	11/14/2023	11/28/2023	14
BIDDING AND PERMITTING			
PLANNING/ZONING REVIEW	9/7/2023	11/6/2023	60
PUBLIC IMPROVEMENT ENGINEERING REVIEW (IF NEEDED)	9/7/2023	11/6/2023	60
SUBCONTRACTOR BIDDING	11/28/2023	12/26/2023	28
PLAN REVIEW FOR BUILDING PERMIT (IF NECESSARY)	11/28/2023	12/26/2023	28
NOTICE TO PROCEED			
CONSTRUCTION START			
POTENTIAL CONSTRUCTION START - NEW BUILDING	1/22/2024	1/22/2024	0
REMODEL PROJECT			
SCHEMATIC DESIGN			
FLOOR PLAN & EXTERIOR	11/29/2023	12/13/2023	14
MEP & STRUCTURAL SYSTEMS DESCRIPTION	12/11/2023	12/25/2023	14
CMAR BUDGET UPDATE	12/26/2023	1/25/2024	30
COMMITTEE BUDGET REVIEW	1/26/2024	2/2/2024	7
DESIGN DEVELOPMENT			
INTERIOR DESIGN MEETING WITH OWNER	2/5/2024	2/12/2024	7
MEP SYSTEMS MEETING WITH OWNER	2/5/2024	2/12/2024	7
65% DESIGN DEVELOPMENT ARCHITECT	2/12/2024	3/27/2024	44
PACKAGE & SHIP 65% SUBMITTAL	3/28/2024	4/2/2024	5
CMAR BUDGET UPDATE	4/3/2024	4/24/2024	21
COMMITTEE BUDGET REVIEW	4/25/2024	5/2/2024	7
BOARD BUDGET APPROVAL	5/3/2024	5/10/2024	7
FULL DESIGN			
ALL DISCIPLINES FULL DESIGN	5/3/2024	6/17/2024	45
QC AND FINALIZE DOCUMENTS	6/18/2024	7/2/2024	14
BIDDING AND PERMITTING			
SUBCONTRACTOR BIDDING	7/8/2024	8/21/2024	44
PLAN REVIEW FOR BUILDING PERMIT (IF NECESSARY)	7/8/2024	8/21/2024	44

JUNE 20



Attachment: HQ Design Schedule (13536 : Building Update)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk
MEETING: June 29, 2023
SUBJECT: 2024 Budget Development Worksheet
PRESENTER: Rich Vargo, County Clerk

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:

- 2024 Budget Development WS (PDF)

2024 Budget Development Worksheet

	DEPARTMENT	2022 Actual Contractual Services, Commodities & Capital	2022 Actual Personnel Services (includes mid-year incentive)	2022 Actual Total	2023 Budgeted Contractual Services, Commodities & Capital	2023 Budgeted Personnel Services (Includes STEP & COLA)	2023 Budgeted Total	2024 Proposed Contractual Services, Commodities & Capital	2024 Proposed Personnel Services (Includes STEP)	2024 Proposed Budget Total	Percent change of 3 C's	
1	Administrative Services	31,384	588,252	619,636	47,925	755,078	803,003	51,795	680,606	732,401	8.08%	1
2	Ambulance	389,426	3,657,998	4,047,424	348,225	5,045,640	5,393,865	337,850	5,254,789	5,592,639	-2.98%	2
3	Appraiser	154,886	1,411,575	1,566,461	163,329	1,715,126	1,878,455	176,334	1,713,092	1,889,426	7.96%	3
4	Attorney	191,041	1,915,058	2,106,099	210,764	2,318,535	2,529,299	219,307	2,360,557	2,579,864	4.05%	4
5	Clerk	56,457	988,136	1,044,592	95,950	1,227,042	1,322,992	109,300	1,206,235	1,315,535	13.91%	5
6	Commissioners	42,699	182,671	225,371	51,540	224,770	276,310	53,040	231,637	284,677	2.91%	6
7	Coroner	78,266	0	78,266	117,000	0	117,000	132,000	0	132,000	12.82%	7
8	District Court	178,536	0	178,536	177,000	0	177,000	185,080	0	185,080	4.56%	8
9	Elections	229,070	374,910	603,980	216,500	515,894	732,394	317,400	617,576	934,976	46.61%	9
10	Emergency Management	37,011	229,668	266,679	58,795	252,517	311,312	54,850	295,717	350,567	-6.71%	10
11	Fair	102,041	0	102,041	110,500	0	110,500	110,500	0	110,500	0.00%	11
12	General Services	1,457,908	128,583	1,586,491	4,344,650	87,883	4,432,533	6,004,595	141,612	6,146,207	38.21%	12 *
13	Information Systems/GIS	848,250	746,698	1,594,949	770,660	982,412	1,753,072	923,160	913,415	1,836,575	19.79%	13
14	Insurance	612,900	0	612,900	811,218	0	811,218	887,340	0	887,340	9.38%	14
15	Juvenile Detention	83,881	0	83,881	101,650	0	101,650	112,000	0	112,000	10.18%	15
16	Museum	11,431	356,078	367,509	16,725	449,747	466,472	15,261	479,581	494,842	-8.75%	16
17	Noxious Weed	197,923	491,247	689,170	243,330	590,667	833,997	253,330	610,831	864,161	4.11%	17
18	Planning & Development	55,465	560,238	615,702	60,002	647,390	707,392	62,298	650,158	712,456	3.83%	18
19	Register of Deeds	51,416	394,115	445,531	59,125	478,228	537,353	50,875	498,565	549,440	-13.95%	19
20	Public Works	3,210,073	4,293,866	7,503,938	4,008,900	5,089,747	9,098,647	4,302,550	5,264,362	9,566,912	7.32%	20
21	Treasurer	53,168	853,060	906,228	55,330	1,331,515	1,386,845	59,080	1,351,075	1,410,155	6.78%	21
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,400	0	1,400	0.00%	22
23	Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,269,979	0	1,269,979	1,473,982		1,473,982	16.06%	23
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000		30,000	0.00%	24
25	Transfer-Economic Dev.	185,500	0	185,500	182,475	0	182,475	245,301		245,301	34.43%	25
26	Transfer - Capital Improvement	2,369,805	0	2,369,805	1,786,668	0	1,786,668	2,500,000		2,500,000	39.93%	26
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000	0	580,000		27
28	Cost of COLA	0	0	0	0	0	0		1,611,609	1,611,609		28
	SUBTOTAL:	\$12,393,065	\$17,172,153	\$29,565,218	\$15,919,640	\$21,712,191	\$37,631,831	\$19,248,628	\$23,881,417	\$43,130,045	-29.72%	
Appropriations:												
29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	228,123	0	228,123	5.00%	29
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	0	0	0	-100.00%	30
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	310,105	0	310,105	12.77%	31
32	ATA Bus	100,000	0	100,000	100,000	0	100,000	150,000	0	150,000	50.00%	32
33	Small Cities	0	0	0	160,000	0	160,000	190,000	0	190,000	18.75%	33
34	Be Able	0	0	0	0	0	0	23,000	0	23,000	100.00%	34
35	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	35
36	Extension	599,645	0	599,645	635,600	0	635,600	667,380	0	667,380	5.00%	36
37	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	600,000	0	600,000	100.00%	37
38	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	5,000	0	5,000	42.86%	38
39	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	39
40	Riley Co Community Corrections	7,081	0	7,081	59,602	0	59,602	87,324	0	87,324	46.51%	40
	SUBTOTAL:	\$1,628,622	\$0	\$1,628,622	\$1,877,098	\$0	\$1,877,098	\$2,327,068	\$0	\$2,327,068	23.97%	
	GENERAL TOTAL:	\$14,021,687	\$17,172,153	\$31,193,840	\$17,796,738	\$21,712,191	\$39,508,929	\$21,575,696	\$23,881,417	\$45,457,113	3.54%	
41	Bond & Interest	451,382	0	451,382	545,592	0	545,592	478,856	0	478,856	-12.23%	41
42	County Building	294,997	0	294,997	393,000	0	393,000	430,000	0	430,000	9.41%	42
43	RCPD	4,906,051	0	4,906,051	5,300,016	0	5,300,016	5,816,898	0	5,816,898	9.75%	43
	SUBTOTAL:	\$5,652,430	\$0	\$5,652,430	\$6,238,608	\$0	\$6,238,608	\$6,725,754	\$0	\$6,725,754	7.81%	
	TOTAL:	\$19,674,117	\$17,172,153	\$36,846,270	\$24,035,346	\$21,712,191	\$45,747,537	\$28,301,450	\$23,881,417	\$52,182,867		
42	Capital Improvement	1,722,497	0	1,722,497	7,094,212	0	7,094,212	11,089,861	0	11,089,861	56.32%	42
43	Economic Development	121,578	0	121,578	282,275	0	282,275	339,419	0	339,419	20.24%	43

BUDGETED REVENUE

COUNTY TREASURER	2022 BUDGET	2023 BUDGET	2024 BUDGET
Motor Vehicle Tax	2,421,547	2,448,103	2,403,703
Recreational Vehicle Tax	22,568	22,716	23,583
16/20M Vehicle Tax	21,820	20,050	18,063
Commercial Vehicle Fees	96,835	96,756	101,580
Special City & County Highway Fund	947,152	1,105,011	1,105,011
Investment Income	25,000	100,000	925,000
Sales Tax	1,700,000	1,800,000	2,000,000
Intangible Tax	243,862	195,087	199,606
Vehicle Rental Excise Tax	27,831	25,467	54,201
Interest on Taxes	250,000	300,000	300,000
Watercraft	14,379	9,248	18,846
SUBTOTAL:	\$ 5,770,994	\$ 6,122,438	\$ 7,149,593

BUDGETED EXPENDITURES

	2023	2024
General	\$ 42,187,336	\$ 45,457,113
Bond & Interest	545,592	478,856
County Building	393,000	430,000
RCPD Fund	5,362,913	5,816,898
TOTAL EXPENDITURES	\$ 48,488,841	\$ 52,182,867
(Budget)Value of a MILL =	720,822	792,782

% chg	Ad Valorem per Fund	Tax Rate Fun
7.75%	29,019,629	3
-12.23%	-	
9.41%	303,416	
8.47%	5,396,910	
	34,719,955	4

DEPARTMENT FEES & OTHER

Unencumb. Cash Bal.-General	4,006,373	8,331,212	6,572,395
Unencumb. Bal.-County Building	5,251	107,018	104,663
Unencumb. - Bond & Interest	196,559	212,111	86,669
Unencumb. - RCPD	83,304	241,235	0
Bond & Interest Special Assessment	183,112	133,570	86,651
Recording Fees - ROD	275,000	300,000	300,000
21st Judicial Dist Case Receipts-DC	45,000	45,000	40,000
Payment in Lieu of Taxes (PILT) Program/Fed Grant	7,246,348	40,000	40,000
Franchise Fees	38,000	35,000	35,000
Ambulance Fees	1,203,688	1,325,165	1,624,951
Fees-Attorney (Diversion)	55,000	56,000	60,000
Fees-Clerk	3,000	3,000	3,000
Fees-Elections	5,000	5,000	12,000
Fees-Fair	20,000	20,000	20,000
Grant - Emergency Management	0	4,500	85,907
Fees-Noxious Weed	100,000	120,000	110,000
Fees-Public Works/Parks	480,000	480,000	480,000
Fees-Planning & Development	35,000	38,000	38,000
Fees-Juvenile Supervision	300	500	500
Fees-Appraiser	15,600	17,000	18,000
Fees- Treasurer	7,500	8,000	8,000
Fees - Register of Deeds	20,000	25,000	25,000
Heritage Trust	25,000	25,000	25,000
Transfer from MV to General	4,177	300,000	300,000
Transfers from Economic Development to B&I	52,153	52,153	52,153
Transfer from CIP to Bond & Interest	190,170	185,600	182,100
SUBTOTAL	\$ 14,295,535	\$ 12,110,064	\$ 10,309,989

MINUS	18,232,502	17,459,582
TOTAL REVENUE	18,232,502	17,459,582
EQUALS		
AMT. AD VALOREM TAX REQUIRED	\$ 30,318,150	\$ 34,723,285
TOTAL MILLS NEEDED	42.211	43.799
Mill levy diff. from previous budget year	(0.062)	1.588

Revenue Neutral Mill Rate (29317322.76720,822)	38.379
Revenue Neutral \$\$	\$ 30,426,513
Overage on Neutral Mill Rate	5.420
Overage on RNR Tax Rate	\$ 4,296,772
One mill of taxation is equal to \$1 on each \$1,000 of assessed value.	
Assessed valuation	
2021B-Bond Refunding Konza Water Amount	
2017-Bonding Refunding -Facilities/Bridge Proj CIP	

Unencum-
bered
Ending
Cash

These revenues go
into the "licenses,
fees, permits" line in
St. Gen. Fund
revenue budget.

Attachment: 2024 Budget Development WS (13539 : 2024 Budget Development Worksheet)

Riley County, Kansas
2024 Budget
Economic Development Fund
Fund 146

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 117,718	\$ 181,640	\$ 94,118
TOTAL BEGINNING CASH BALANCE	\$ 117,718	\$ 181,640	\$ 94,118
REVENUE			
603 Transfer from General Fund	\$ 185,500	\$ 182,475	\$ 245,301
TOTAL REVENUE	\$ 185,500	\$ 182,475	\$ 245,301
TOTAL RESOURCES AVAILABLE	\$ 303,218	\$ 364,115	\$ 339,419
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 43,925	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	77,653	230,122	287,266
TOTAL EXPENDITURES	\$ 121,578	\$ 282,275	\$ 339,419
TOTAL ENDING FUND BALANCE	\$ 181,640	\$ 81,840	\$ -

<u>PROJECT ESTIMATES:</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	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	6,057	-
Flint Hills Regional Council (FHRC) Contribution	10,000	-	13,201
MPO Contribution	5,201	5,200	5,200
MATC Facilities Project (Request to be for 5 years)	-	-	50,000
Comprehensive plan update		25,000	25,000
US 24 project studies, design, engineering	50,000	-	-
TOTAL	\$ 309,048	\$ 282,275	\$ 339,419